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Chapter 1 - Fire Service Role and Authority

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Fire Service Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Oakdale Fire Department and the individual members.

100.1 POLICY

It is the policy of the Oakdale Fire Department to limit its members to only exercise the authority granted to them by law.

While the Oakdale Fire Department recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

100.2 ORGANIZATIONAL POWERS

This department is authorized by Minnesota law and local legislation (Minn. Stat. § 365.15; Minn. Stat. § 412.221, Subd. 17) to perform fire suppression and related services including, but not limited to, the following:

(a) Fire prevention and fire code enforcement

(b) Fire suppression services

(c) Fire cause and origin investigation

(d) Emergency medical services

100.3 FIREFIGHTER POWERS

Firefighters are members of this department who are licensed, designated or otherwise authorized to exercise the following authority pursuant to applicable Minnesota law and City code (Minn. Stat. § 299N.05):

(a) Participate in a wide range of emergency and rescue activities, including emergency medical services, extrication and heavy rescue

(b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires

(c) Investigate the cause and origin of fires

(d) Collect and preserve evidence when a fire is of a suspicious origin

(e) Perform specialty all-hazard services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief

(f) Provide fire code enforcement, inspection and plan review services

(g) Provide public education and fire prevention activities and services

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100.4 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Minnesota Constitutions.

100.7 SUPERVISORY AUTHORITY

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Division Chief, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

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Policy Manual

101.1 PURPOSE AND SCOPE

The Policy Manual of the Oakdale Fire Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations which are in conflict with this manual are rescinded, except to the extent that portions of the existing manuals, procedures, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

101.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

101.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Oakdale Fire Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Oakdale Fire Department reserves the right to revise any policy content, in whole or in part.

101.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, City policy or collective bargaining agreement, such law, City policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Department will seek to resolve the conflict.

101.3 AUTHORITY

The Fire Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local

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laws. The Fire Chief or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

101.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

City - The City of Oakdale.

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

Department/OFD - The Oakdale Fire Department.

Employee - Any person employed by the Department.

Fire Code - 2018 Edition of the International Fire Codes adopted by the State of Minnesota (Minn. R. 7511.0090, Subp. 1).

Firefighter - Those members, regardless of rank, who perform fire suppression, fire prevention, and other related fire protection duties as part of their primary duties as members of the Oakdale Fire Department.

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Oakdale Fire Department. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Oakdale Fire Department Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person who is employed by the Oakdale Fire Department.

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

101.5 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the Department network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

101.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

101.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Division Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Oakdale Fire Department. This policy also provides guidance regarding the department's reporting process through the chain of command.

200.2 POLICY

It is the policy of the Oakdale Fire Department to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 DIVISIONS

The Fire Chief is responsible for managing the Oakdale Fire Department. The following Divisions make up the Oakdale Fire Department:

- Administration Division
- Operations Division
- Fire Investigations Division

200.3.1 ADMINISTRATION DIVISION

The Administration Division is managed by the Fire Chief; prepares and coordinates the department budget; acts as liaison with the Human Rescources regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the Department, the City staff, and City officials.

It is the responsibility of the Administration Division Chief to prepare and maintain a current organizational chart.

200.3.2 OPERATIONS DIVISION

The Operations Division is directed by a Division Chief. The Operations Division responds to all fire, rescue, and medical aid calls for service; manages major disaster responses; manages department training and certifications and staffs various emergency response apparatus and support units.

The Operations Division Chief may also oversee the management of the Communications Center.

200.3.3 FIRE INVESTIGATIONS DIVISION

The Fire Investigations Division is directed by a Fire Marshal. The Fire Investigations Division's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Fire Investigations Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division may be the lead agency or act as a support

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service in the investigation of all major fires occurring within the jurisdiction of the Oakdale Fire Department.

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.5 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Oakdale Fire Department shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Oakdale Fire Department shall generally conduct department business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations, or improvements concerning department matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Oakdale Fire Department shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Oakdale Fire Department without having first informed the Fire Chief through the chain of command.

200.6 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

(a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.

(b) Provide details explaining the grounds for believing there is a conflict or error.

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(c) Request clarification, guidance, and direction regarding following the order.

(d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.

(e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

200.7 ALTERNATE CHANNELS OF COMMUNICATION

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department, or involves other members or supervisors, the member may consult directly with the Division Chief, the Fire Chief, or a representative of the Human Rescources.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law, or practices that may pose a threat to the health, safety, and security of the public or members without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Human Rescources. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

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Emergency Action Plan (EAP) and Fire Prevention Plan (FPP)

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any Oakdale Fire Department facility, and to ensure compliance with Minnesota law (Minn. R.5205.0010; 29 CFR 1910.38; 29 CFR 1910.39).

201.2 POLICY

The Oakdale Fire Department is committed to preparing for natural or human-created emergency incidents and providing for the safety of members and visitors.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Administration Division Chief will develop and maintain an EAP and an FPP to provide for the safety of department members and visitors in the event of an emergency at any Oakdale Fire Department facility. The EAP and FPP shall address the specific requirements contained in 29 CFR 1910.38 and 29 CFR 1910.39 and will address all building, facilities and regular places of work or access that are controlled by the Department. The plan also will address actions that members of the Department and visitors must take to ensure their safety from fire and other emergencies.

(a) The EAP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.38):

1. Emergency escape procedures and emergency escape route assignments.
2. Procedures to be followed by members who remain to operate critical facility operations before they evacuate.
3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
4. Rescue and medical duties.
5. The preferred means of reporting fires and other emergencies.
6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
7. The alarm system that will be used to notify members or visitors in the event of a fire or other emergency situation.
8. The types of evacuations to be used in emergency circumstances.

(b) The FPP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.39):

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1. A list of major fire hazards at the facility, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures, and the type of protection equipment or systems that can control a fire.
2. Names or job titles of those persons responsible for maintenance of equipment and of the systems installed to prevent or control ignition of fires.
3. Names and titles of those persons responsible for control of fuel source hazards.

The written plan shall be kept at the workplace and made available for member review.

201.4 TRAINING

The Department will provide training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility as described in the Emergency Action Plan and Fire Prevention Plan Training Policy.

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Training Policy

202.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the Department will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

202.2 POLICY

The Department seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the Department will use courses certified by the Minnesota Fire Service Certification Board, or meeting the established standards of the Minnesota Board of Firefighter Training and Education, the U.S. Department of Homeland Security or other accredited entities.

202.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of emergency services to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

202.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

202.5 TRAINING NEEDS ASSESSMENT

The Training Officer will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

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Minimum Staffing Levels

203.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs and unique local or regional circumstances, consistent with any collective bargaining agreement.

Staffing levels may be established through adopted Standards of Coverage or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief and any collective bargaining agreement.

203.1.1 DEFINITIONS

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (e.g., Captain), either through promotional examination or a training program approved by the Department.

Out of class assignment - Any situation in which a member of the Department functions in a supervisory rank above his/her normal position description and job duties.

203.2 POLICY

The Department balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the Department.

203.3 OUT OF CLASS ASSIGNMENTS AND SUPERVISION

In order to accommodate operational flexibility and other unforeseen circumstances, a firefighter may be used as a Captain, if qualified, for a limited time consistent with any existing and applicable collective bargaining agreement.

Decisions regarding supervision should result in each firefighter being supervised by a single Captain or acting Captain. Each Captain should be supervised by a Chief Officer.

203.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

(a) Engine companies should be comprised of a minimum of one Captain, and one engineer.

(b) Ladder trucks or aerial units should be comprised of a minimum of one officer, one engineer.

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(c) Medic units should be staffed with at least one paramedic or in compliance with local Emergency Medical Services (EMS) agency guidelines.

If staffing falls below minimum guideline levels, the Captain shall have the authority to call-back a sufficient number of personnel to fill vacancies. This includes holding-over personnel from a previous shift.

The Captain or acting Captain is responsible for promptly notifying the Assistant Chief in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

The Fire Chief or Assistant Chief may mandate individuals as necessary if staffing drops below 5 personnel.

Should a situation arise where an apparatus responds with less than the minimum number of qualified personnel, the officer in charge should notify the Communications Center that the unit is understaffed and request that an additional unit respond, if necessary.

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Post-Incident Analysis (PIA)

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the Department. This policy describes the various types of PIA that can be used in the evaluation of department performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

204.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use PIA as a tool for Incident Commanders, Fire Marshals, Captains, Shift Commanders and command staff to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations.

204.2.1 RESPONSIBILITIES

Incident Commanders, Fire Marshals, Captains, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

204.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Department to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

(a) A PIA may include the following:

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1. Evaluation of the overall operational effectiveness
2. Evaluation of safety procedures
3. Evaluation of the success or failure of tactical objectives
4. Evaluation of the application and effectiveness of policies and/or procedures
5. Specific knowledge that might be beneficial

(b) The information gained from a PIA should be used by company officers and staff teams to:

1. Reinforce the incident management system.
2. Evaluate current training programs and/or identify training needs.
3. Evaluate current policies and procedures.
4. Identify and prioritize planning needs for the future.
5. Identify equipment problems/concerns.
6. Evaluate fire prevention inspection and public education effectiveness.

204.4 TYPES OF POST-INCIDENT ANALYSIS

204.4.1 HOT WASH

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the Incident Commander to:

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

204.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal analysis.

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204.4.3 COMPANY-LEVEL PIA

Company-level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

204.4.4 FORMAL PIA

(a) A formal PIA should be conducted following all:

1. Multiple-alarm structure fires
2. Multiple-alarm brush fires
3. Multiple-alarm Emergency Medical Service (EMS) incidents
4. Multiple-alarm special operations incidents
5. Major disaster drills
6. Any unusual incident identified by the Incident Commander or other staff officers

(b) A formal PIA should be considered for:

1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
3. Any fire resulting in a fatality.
4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
5. Any “close call” incident where firefighters could have been injured.
6. Any hazardous materials incident with multi-company involvement.
7. Specialty rescue operations with multi-company involvement.
8. Any incident, at the Incident Commander’s discretion or at the request of a Captain.

(c) The Training Division Division Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:

1. Setting a presentation date and location within three days (whenever possible) of the incident.

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2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
4. Notification of Shift Commanders.
5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
6. Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

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Annual Planning Master Calendar

205.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of department resources, training, and other activities.

205.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; and have a significant impact on the community if the target were destroyed.

205.2 POLICY

The Oakdale Fire Department will establish, update, and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

205.3 RESPONSIBILITIES

The Administration Division Chief is responsible to create and maintain a calendar that includes a schedule of all training required in compliance with state and federal regulations as well as required inspections. The calendar should include at a minimum:

(a) All necessary National Incident Management System (NIMS) and Minnesota Occupational Safety and Health Administration (MNOSHA) training.

(b) All required Emergency Medical Technician (EMT), Advanced Emergency Medical technician (AEMT), and Paramedic recertification training as necessary to meet the local Emergency Medical Service (EMS) authority, Minnesota Office of Emergency Medical Services, and National Registry requirements.

(c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS), and training approved by the Minnesota Board of Firefighter Training and Education, in addition to hazardous material training, wildland interface training, and target hazard training as required by federal, state, and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work, and simulations.

(d) An annual vehicle inventory.

(e) An inspection and review of all plot plans and pre-fire plans.

(f) Protective clothing inspections.

(g) Self-Contained Breathing Apparatus (SCBA) inspections and testing.

(h) Hose and ladder inspections, including aerial inspections.

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(i) Vehicle and pump capacity inspection and testing.

(j) All other training and inspections required by any federal, Minnesota, or local agency requirements.

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Department Departmental Directives

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to Department policy. Department Departmental Directives will immediately modify or change and supersede the sections of this manual to which they pertain.

206.2 POLICY

It is the policy of the Department to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by applicable law or code. Generally the establishment of department Departmental Directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the Department to comply with any meet-and-confer requirements between labor groups and authorized department representatives.

206.3 RESPONSIBILITIES

The Fire Chief or Assistant Fire Chief shall issue all department Departmental Directives.

All department officers and/or supervisors shall be responsible for communicating department directives to all members under their command and/or direct supervision.

Department Departmental Directives will be rescinded upon incorporation into this manual.

All Departmental Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the Department.

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Limited English Proficiency Services

207.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d). It is the intention of the Department to meet or exceed the federal standards for LEP services.

207.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Department, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

207.2 POLICY

It is the policy of the Department to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the Department or its members.

The Department will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

207.3 LEP COORDINATOR

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

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(a) Coordinating and implementing all aspects of the department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:

1. Languages spoken.
2. Contact information.
3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

1. Content on the department website should be included in this review and should be translated on the website, if appropriate.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs, and activities.

(k) Requiring third parties providing department services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

207.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients at the time this policy was adopted, to determine

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which measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs, or services.

(c) The nature and importance of the contact, program, information, or service provided.

(d) The cost of providing LEP assistance and the resources available.

207.5 TYPES OF LEP ASSISTANCE AVAILABLE

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost, or they may choose to provide their own.

Department-provided LEP services may include but are not limited to the assistance methods described in this policy.

207.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the department website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

207.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

207.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established Department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

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When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the department as having the requisite skills and competence may be requested.

207.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

207.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another department within the City.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

207.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when

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appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

207.10 CONTACT AND DOCUMENTATION

Although all public contacts, services, and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

207.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Department will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

207.11.1 EMERGENCY ASSISTANCE

Department members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

207.12 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of local government and achievement of the department's mission. This department will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

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207.13 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

207.13.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

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Chapter 3 - General Operations

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Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Definitions related to this policy include:

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

300.2 POLICY

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

300.3 INCIDENT MANAGEMENT

The Fire Chief should ensure the Department adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

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

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Emergency Response

301.1 PURPOSE AND SCOPE

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

301.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

It is the policy of the Oakdale Fire Department to appropriately and safely respond to all emergency calls.

301.3 EMERGENCY CALLS

Fire personnel dispatched with emergency lights and siren shall consider the call an emergency and shall proceed immediately. Personnel responding to an emergency call shall sound an audible signal by siren and display at least one lighted red light to the front. Responding with emergency lights and siren does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of reckless disregard for the safety of others (Minn. Stat. § 169.17).

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

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

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

301.5 INITIATING AN EMERGENCY RESPONSE

If a Captain believes an emergency response to any call is appropriate, the Captain shall ensure the Communications Center is immediately notified.

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301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

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

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

During a response to an emergency call, emergency vehicle operators may (Minn. Stat. § 169.03):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as necessary for safety, and proceeding after sounding the siren and displaying red lights.

(b) Enter against the run of traffic on any one-way street or highway with due caution.

(c) Park or stand an emergency vehicle at the scene of an emergency in a way that is contrary to any law or ordinance.

(d) Exceed any speed limits but shall sound a siren and display red lights (Minn. Stat. § 169.17).

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

301.6.1 RAILROAD CROSSINGS

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (Minn. Stat. § 169.26).

Apparent malfunctions at a railroad crossing should be reported to the Communications Center as soon as reasonably practicable.

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At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so.

If the unit is delayed by rail traffic, the Captain should immediately contact the Communications Center to report the delay.

301.7 FAILURE OF EMERGENCY EQUIPMENT

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

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Fire Ground Accountability

302.1 PURPOSE AND SCOPE

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

302.1.1 DEFINITIONS

Definitions related to this policy include:

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

302.2 POLICY

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

302.3 RESPONSIBILITIES

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

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

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

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

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

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

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

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

302.4 REPORTING

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

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

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

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

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

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

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Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating a Rapid Intervention Team (RIT) (29 CFR 1910.134(g)(4)).

303.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

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

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

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

303.2 POLICY

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

303.3 PRE-DEPLOYMENT

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

(a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.

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(b) At least two additional firefighters should be located outside the IDLH environment.

1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL DEPLOYMENT

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

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

303.5 RIT DUTIES

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

(a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.

(b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.

(c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIT

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

For an emergency deployment of a RIT, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas, and by placing hose streams to check fire spread and protect rescue efforts.

The RIT supervisor should notify the Rescue Branch Director, or IC if no Rescue Branch Director has been designated, before making entry for emergency rescue. The Rescue Branch Director should provide any assistance that is appropriate to the situation. Additional resources should

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be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

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Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) Urban Search and Rescue (USAR) Response System and Minnesota Task Force 1 (MN-TF1) as resources for disaster response.

304.2 POLICY

It is the policy of the Oakdale Fire Department to utilize the FEMA USAR and/or MN-TF1 as resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

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

USAR task forces have four areas of specialization:

(a) Searches - To find victims who are trapped after a disaster

(b) Rescues - Including safely digging victims out of collapsed concrete or metal

(c) Technical - Structural specialists who help make rescues safe for the rescuers

(d) Medical - Caring for victims before and after a rescue

If the disaster warrants, both Minnesota in-state resources and FEMA resources may be available for assistance.

304.3.1 STATE RESOURCES

MN-TF1 is a state-based USAR team based in the Twin Cities area of Minnesota. This resource has been developed to provide highly skilled search and rescue personnel in collapses or specialized rescue environments when natural or manmade disasters occur. As a state resource, MN-TF1 also works to support local response agencies.

MN-TF1 is a multi-agency team from a wide variety of disciplines including structural engineers, heavy rescue specialists, search specialists, heavy riggers, HAZMAT specialists and medical specialists.

Deployment of MN-TF1 can be requested through the Minnesota Duty Officer.

304.3.2 FEDERAL RESOURCES

If national USAR support is warranted, FEMA may deploy multiple task forces within six hours of notification and can provide additional teams as necessary to support the Oakdale Fire Department’s efforts to locate victims and manage recovery operations.

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

- Air Search Team (fixed-wing)

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- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

To request deployment of FEMA USAR or MN-TF1, call the Minnesota Duty Officer. More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

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Tactical Withdrawal

305.1 PURPOSE AND SCOPE

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

305.2 POLICY

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

305.3 THREAT ASSESSMENT

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

(a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.

(b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.

(c) Any time a subject challenges or threatens members of the Department with violence or harm.

(d) Any scene where members of the Department are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.

(e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

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

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

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

305.4 CONDUCTING TACTICAL WITHDRAWLS

305.4.1 WITHDRAWAL OPTIONS

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

(a) During the response to an incident:

1. If a tactical withdrawal occurs during the response phase of an incident the Department member responsible for initiating the withdrawal is responsible for notifying all responding units and the Communications Center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the the Communications Center notify all responding units to cancel their response or to respond to a defined staging area.

(b) After arrival at an incident:

1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the Communications Center of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

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

(a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel

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should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming in as few and as large of groups as practicable, and withdraw in those groups.

(b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.

(c) Whenever a tactical withdrawal is initiated, the Communications Center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.

(d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.

(e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

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

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

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Captain. The Captain should

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ensure that all Chief staff are immediately notified of the location and circumstances of the incident.

The Captain should coordinate with the Communications Center and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

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Response Time Standards

306.1 PURPOSE AND SCOPE

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

306.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

306.2 POLICY

It is the policy of the Oakdale Fire Department to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

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

Performance objectives may include:

(a) One minute or less for dispatch processing time.

(b) Two minutes or less for turnout time.

(c) Six minutes or less for the arrival of the first engine company at a fire suppression incident.

(d) Eight minutes or less for the arrival of a full first alarm assignment at a fire suppression incident.

(e) Six minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.

(f) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the Department.

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306.4 EVALUATIONS AND ANNUAL REPORT

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

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Aircraft Operations

307.1 PURPOSE AND SCOPE

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

307.2 POLICY

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

307.3 ICS STANDARDS

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

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

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

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

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Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

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

308.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

308.2 POLICY

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

308.3 RESPONSIBILITIES

Captains should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a weekly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

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

308.4 PROCEDURES

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

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

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

Members shall also use an SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (Minn. R. 5205.0010, Subp. 2; 29 CFR 1910.134).

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308.5 EMERGENCY MEDICAL TREATMENT

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

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

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

308.6 DOCUMENTATION

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

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Staging

309.1 PURPOSE AND SCOPE

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

309.2 POLICY

It is the policy of the Oakdale Fire Department to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

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

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

309.3.1 LEVEL I AND LEVEL II STAGING

When establishing a staging location and conducting staging activities Oakdale Fire Department personnel should consider the following practices:

(a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a Level I staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.

(b) During extended attack or multiple alarm incidents, the IC should establish a Level II staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:

1. The Level II staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.

2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the IC or a designee should, when practicable, contact the owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in

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

309.4 STAGE-AWAY OPTION

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

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

It is the policy of the Oakdale Fire Department to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, department members should take the following actions:

(a) Whenever possible, the Communications Center should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Anytime the Communications Center or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.

(b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with the Communications Center that law enforcement is responding to the incident.

(c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving

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by or through the line of sight of the incident until it is determined to be safe to enter the scene.

(d) All units should report “on-scene staging” upon arrival at the staging point.

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

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

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High-Rise Incident Management

310.1 PURPOSE AND SCOPE

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

310.1.1 DEFINITIONS

Definitions related to this policy include:

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

310.2 POLICY

It is the policy of the Oakdale Fire Department to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

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

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

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

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Elevator Entrapments

311.1 PURPOSE AND SCOPE

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

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

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

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

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

311.4 PROCEDURE

On-scene personnel should consider the following:

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

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

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

311.5 TRAINING

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

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Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

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

312.3 USE OF STAIRWELLS

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

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

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

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

312.4 USE OF ELEVATORS

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

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

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Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

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

313.2 POLICY

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

313.3 PROCEDURE

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

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

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

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

(a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.

(b) Only members currently certified or specifically trained for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.

(c) Surface support personnel that are not properly trained, certified or equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other

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appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.

(d) Department members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practical, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

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Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to Minnesota Occupational Safety and Health Administration (MNOSHA) rules (Minn. R. 5205 et seq.; 29 CFR 1910.146).

314.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.146):

Attendant – An individual stationed outside one or more permit spaces to monitor the authorized entrants and perform all the duties assigned in the entry permit.

Confined space - A space that is large enough and so configured that a person can bodily enter and perform assigned work; has limited or restricted means for entry or exit; and can have one or more of the following characteristics:

(a) Contains or has the potential to contain a dangerous air contamination, oxygen deficiency, or an oxygen enrichment.

(b) Contains a material that has the potential for engulfing or asphyxiating an entrant.

(c) Contains any other recognized serious safety or health hazard.

Confined space entry - Any action that results in any part of the worker's face breaking the plane of any opening of a confined space. This includes any work activities performed inside the confined space.

Entry permit - Written authorization from the Department to enter into a permit-required confined space to perform work.

Entry supervisor – The person responsible for:

(a) Determining if acceptable entry conditions are present at a permit space where entry is planned.

(b) Authorizing and overseeing entry operations.

(c) Terminating entry as required.

314.2 POLICY

It is the policy of the Oakdale Fire Department to establish permit-required, confined-space incident response guidelines in compliance with applicable MNOSHA safety standards, and to provide the required training and equipment to reasonably ensure members' safety while they are performing permit-required, confined-space rescues (Minn. R. 5205.0010; 29 CFR 1910.146).

314.3 GENERAL REQUIREMENTS

Department procedures shall meet the standards and requirements set forth in 29 CFR 1910.146 as adopted by Minn. R. 5205.0010, Subp. 2 and this policy.

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Department standards and procedures include but are not limited to the following:

(a) The requirements of an entry permit

(b) Training requirements for members entering into confined spaces

(c) Equipment requirements

(d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member

(e) Requirements for members entering confined spaces

(f) Requirements of the entry supervisor

(g) Requirements for members who are assisting others within the confined space

314.4 PROCEDURES

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

Department members should adhere to National Institute for Occupational Safety and Health (NIOSH) guidance and 29 CFR 1910.146 Appendix F when performing a confined space rescue.

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

314.4.1 PRECAUTIONS

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

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

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

314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the Department respond to an incident requiring confined-space entry, a written hazard evaluation shall be performed. The evaluation should take into consideration the guidance contained in 29 CFR 1910.146 Appendix F. It should also include but should not be limited to:

(a) Recognition, determination, and declaration of the situation as a permit-required confined space incident, including the date, time, and location.

(b) Denial of entry to unprotected persons.

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(c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans, or blueprints of the space).

(d) Assessment of the purpose of the entry, number of victims, locations, and injury conditions.

(e) Discussions with witnesses, a supervisor, and other sources of information.

(f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.

(g) Measures used to isolate the space and eliminate or control the hazards.

(h) Communications procedures used by entrants and attendants.

(i) Determination and declaration if a body is recovered or a victim is rescued.

314.5 TACTICAL GUIDELINES

314.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

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

314.5.2 SECONDARY ASSESSMENT

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

314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).

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- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas, and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure department-approved procedures are followed to perform the rescue.

314.5.4 VICTIM ASSISTANCE

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

314.5.5 VICTIM TRANSFER

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

314.6 TERMINATION OF THE RESCUE

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

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

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Trench Rescues

315.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

315.1.1 DEFINITIONS

Definitions related to this policy include:

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

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

315.2 POLICY

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

315.3 PROCEDURES

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

(a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:

1. Who is in charge at the site and what happened?
2. How many victims are trapped and where are they located?
3. Is a rescue possible or is this a body recovery?
4. What kind of material is covering the victims (e.g., dirt, sand, rock)?

(b) An extrication and safety officer should be assigned to:

1. Monitor the status of all personnel involved in the rescue.
2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).

(c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.

(d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include the following (29 CFR 1926.651(g)(2)(i)):

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1. A self-contained breathing apparatus (SCBA)
2. A safety harness or line, or a basket stretcher
3. A helmet

(e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:

1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).

(f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

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Carbon Monoxide Detector Activations

316.1 PURPOSE AND SCOPE

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

316.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Oakdale Fire Department to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

316.3 RESPONSIBILITIES

316.3.1 COMCENTER RESPONSIBILITIES

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

316.3.2 ARRIVING UNITS

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

(a) Evaluate the situation through interviews prior to entering the building.

(b) Assess airflow ventilation conditions and general building conditions.

(c) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.

(d) Have face pieces on and air flowing:

1. If occupants are displaying symptoms of CO poisoning (and confirm medical aid response).
2. Whenever information is inadequate to rule out toxic levels of CO.

316.3.3 INVESTIGATING PERSONNEL

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

(a) Remove occupants and unnecessary personnel from the affected area.

(b) Examine the activated detector to ensure that it is a CO detector and is in good condition.

(c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.

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(d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.

(e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.

(f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.

(g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.

(h) If the source of CO is identified, personnel should take the following actions:

1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
    (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
    (b) Do not attempt to repair or alter an appliance or heating unit.
3. Do not ventilate the building with gasoline-powered smoke ejectors.
4. Do not shut off the building's main gas valve unless necessary to control the problem.

(i) If the source of CO is not identified, personnel should take the following actions:

1. Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
2. Complete any required property notification and provide a copy to the property owner or tenant.

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Safe Place for Newborns Policy

317.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with Minnesota's Safe Place for Newborns Law.

This policy addresses infants who are no more than seven days old and are surrendered under the terms of Minnesota's Safe Place for Newborns Law. This policy does not address abandonment of an infant as defined in the Child Abuse Policy.

317.2 POLICY

It is the policy of the Oakdale Fire Department to provide an option to protect infants by allowing a mother, or someone acting with her permission, to safely and confidentially surrender an infant to any emergency care responder dispatched in response to a 9-1-1 call (Minn. Stat. § 145.902).

317.3 GUIDELINES

The following guidelines will be used by emergency medical responders:

(a) Accepting a surrendered infant:

1. Emergency medical responders shall accept a surrendered infant, even if the infant appears older than seven days. If the infant appears to be older than seven days, the receiving personnel should immediately notify a local social services agency, as provided in the Child Abuse Policy.
2. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested to respond to the scene as provided in the Child Abuse Policy.

(b) Following acceptance of an infant:

1. Assure the mother or surrendering person that every effort will be made to protect his/her identity (Minn. Stat. § 145.902).
2. Receiving personnel shall make a good faith effort to provide the mother or surrendering person with a medical questionnaire and information about how to contact the social service agency.
3. The mother or surrendering person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to surrender the infant is available at the hospital.
4. If the mother or surrendering person does not wish to accompany the infant to the hospital, the mother or surrendering person should be encouraged to complete the medical questionnaire and should be given assistance in doing so, if needed.
5. If the mother or surrendering person is unwilling to complete the questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the mother or surrendering person with any forms or written materials to be filled out later and returned by mail.

(c) Medical assessment and documentation:

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1. A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a patient care report (PCR) for the incident.
2. If the surrendering person is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Service (EMS) protocols. If treated, the mother should be listed as “Jane Doe” to protect her anonymity.
3. Do not use the parent’s name on the PCR.

(d) Transportation to the hospital:

1. Paramedics/Emergency Medical Technicians (EMTs) shall accompany the infant and mother or surrendering person (if the person is willing to accompany the infant) to the nearest emergency room with labor and delivery capabilities.
2. The receiving hospital will take custody of the infant and make immediate notification to the local social services agency.
3. Department personnel will coordinate with the hospital to confirm that the above required notification has been made as soon as possible but in no event later than 24 hours after the Department has taken custody of the infant.

(e) Additional notifications and media concerns:

1. The receiving personnel shall notify the Communications Center and their appropriate supervisor as soon as practicable.
2. The supervisor will notify the Captain, duty officer and the Department Public Information Officer.
3. The Public Information Officer may, as circumstances dictate, provide the following limited facts to the media, including:
   (a) Date, time and fire station where the infant was surrendered.
   (b) Local social services agency representative’s name and telephone number
   (c) Under no circumstances shall the mother or surrendering person’s name be released to the public or media.

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Hazardous Materials Response

318.1 PURPOSE AND SCOPE

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

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

318.2 POLICY

It is the policy of the Oakdale Fire Department to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (Minn. R. 5205.0010; 29 CFR 1910.120).

318.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS), the Incident Command System (ICS), or other NIMS-compliant incident management system in accordance with applicable Minnesota and federal laws.

318.3.1 INITIAL ACTIONS

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

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

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

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

318.4 INCIDENT ACTION PLAN

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

(a) Incident name, agency or unified command, and command post location.

(b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.

(c) The information available on the products involved or an indication that the products are not yet known.

(d) The incident control objectives and goals.

(e) An incident site safety plan and designation of an Incident Safety Officer.

(f) A communications plan including radio frequencies and contact telephone numbers.

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

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.
- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.
- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

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318.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard. Additional resources should initially be requested through the Minnesota Duty Officer.

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

(a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.

(b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.

(c) Local law enforcement for assistance with scene security and evacuation, if necessary.

(d) Activation of local or established regional hazardous materials response teams.

(e) United States Coast Guard assistance for spills affecting waterways.

(f) City public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training pursuant to the requirements of the Minnesota Board of Firefighter Training and Education and applicable federal law. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

318.6 NOTIFICATIONS

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

(a) The public, media, and other affected entities, such as schools and businesses

(b) Adjoining jurisdictions that may be impacted by incident activities

(c) Local and regional elected officials and emergency management personnel

(d) Minnesota Homeland Security and Emergency Management

(e) Minnesota State Fire Marshal Division

(f) Minnesota Department of Health

(g) Minnesota Pollution Control Agency

(h) Minnesota Department of Transportation

(i) Minnesota State Police

(j) United States Coast Guard National Response Center

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Scene Preservation

319.1 PURPOSE AND SCOPE

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

319.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

319.2 POLICY

It is the policy of the Oakdale Fire Department to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

319.3 SCENE IDENTIFICATION

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

(a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.

(b) Any incident that law enforcement personnel have identified as a crime scene and have notified department members of that determination.

(c) Any unattended death scene.

(d) All fire incidents.

(e) Any incident where department members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

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(f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.

(g) Industrial accidents.

319.4 ENTERING SCENES

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

319.4.1 STABLE SCENE

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

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

319.4.2 UNSTABLE SCENE

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

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

319.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

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

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

319.6 MEDICAL SUPPLIES AND DEBRIS

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

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Child Abuse

320.1 PURPOSE AND SCOPE

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

320.2 POLICY

It is the policy of the Oakdale Fire Department to ensure local law enforcement is notified of suspected child abuse as required by law.

320.3 MANDATORY NOTIFICATION

Mandated reporters, including first responders of the Oakdale Fire Department, shall notify law enforcement when there is reason to believe the following may have occurred (Minn. Stat. § 626.556):

(a) A child is being neglected or has been neglected within the preceding three years.

(b) A child is being physically abused or has been physically abused within the preceding three years by a person responsible for the child's care.

(c) A child is being sexually abused, threatened with sexual abuse or has been sexually abused within the preceding three years by a person responsible for the child's care, by a person who has a significant relationship to the child or by a person in a position of authority.

When the child abuse occurs at a facility or by a person from a facility that requires a state license (e.g., foster homes, group homes, day care), notification shall also be made to the agency responsible for licensing the facility (Minn. Stat. § 626.556).

In cases where there is reason to believe a child has died from child abuse, the medical examiner or coroner shall be notified immediately, along with law enforcement (Minn. Stat. § 625.556, Subd. 9).

320.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Minn. Stat. § 260E.09):

(a) Notification should be made immediately but no later than 24 hours.

(b) Notification, when possible, shall include:

1. The name, address, age, and sex of the child.
2. The nature and extent of the child's injuries.
3. The names and addresses of the persons responsible for the suspected abuse or neglect, if known.
4. The name and address of the person making the report.

The Department EMS supervisor should be notified of the incident as soon as practical. A written report shall be prepared and forwarded to law enforcement within 72 hours.

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

Failure to report an incident of known or reasonably suspected child abuse or neglect by an EMS provider of the Oakdale Fire Department is a misdemeanor and may also result in discipline (Minn. Stat. § 260E.08).

320.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (Minn. Stat. § 260E.35).

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Performance of Duties

321.1 PURPOSE AND SCOPE
This policy establishes daily performance expectations.

321.2 POLICY
It is the policy of the Oakdale Fire Department to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

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

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

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

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

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

321.7 DRIVER LICENSE
All members shall possess a valid state-issued driver license of the class required for their assigned duties pursuant to Minnesota law.

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Members assigned to drive an ambulance shall complete an emergency driving course approved by the Department (Minn. Stat. § 144E.101, Subd. 10).

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

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

321.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

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

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

321.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges or identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

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

321.10 LOSS OF EQUIPMENT

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

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Vulnerable Adult Abuse

322.1 PURPOSE AND SCOPE

This policy provides members of the Oakdale Fire Department with guidance regarding when notification is to be made to law enforcement of suspected abuse of vulnerable adults.

322.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 626.5572):

Vulnerable adult - A person 18 years of age or older who:

(a) Is a resident or patient at a licensed care facility.

(b) Receives home health services.

(c) Has a physical, mental or emotional disability and the need for care or services, and protections from abuse, neglect or financial exploitation.

322.2 POLICY

It is the policy of the Oakdale Fire Department to assist victims of vulnerable adult abuse by making the proper notifications to those responsible for investigating these matters.

322.3 NOTIFICATION

Members of the Oakdale Fire Department should notify law enforcement and/or adult protective services when there is reason to believe that a vulnerable adult is being or has been maltreated, or when the member has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained (Minn. Stat. § 626.557, Subd. 3).

322.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Minn. Stat. § 626.557; Minn. Stat. § 626.5572, Subd. 10):

(a) Oral notification should be made immediately and no later than 24 hours. Notification should include:

1. Name, age and address of the vulnerable adult
2. Name and address of the individual responsible for the care of the vulnerable adult
3. The nature and extent of the suspected maltreatment
4. Any evidence of previous maltreatment
5. The name and address of the reporter
6. The date, time and location of the incident
7. Any other information that the reporter believes might be helpful in investigating the suspected maltreatment

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322.4 REQUESTS FOR INFORMATION

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

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

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Traffic Accidents

323.1 PURPOSE AND SCOPE

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

323.2 POLICY

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

323.3 REPORTING RESPONSIBILITIES

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

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

Once notified of a traffic accident, the Fire Chief or designee is responsible for ensuring that the department investigation and review occurs in a timely manner.

323.4 TYPES OF REVIEWS

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

323.4.1 ACCIDENT LEVELS

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

1. Minor injury to any department member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
2. Minor damage to department property or vehicles.
3. Minor damage to non-department property or vehicles while conducting department business.

(b) A Level II accident is any traffic accident involving:

1. Any injury to persons other than department members, except contract and other public agency employees noted in Level I.

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2. Any injury requiring immediate transport and treatment of any department member, contract employee or an employee of another public agency at an emergency treatment facility.

3. Major damage to a vehicle owned or operated by the Department or major damage to department property.

(c) A Level III accident is any traffic accident involving:

1. The death or anticipated disabling injury of a member of this department.

2. The death or anticipated disabling injury of anyone other than a member of this department, a contract employee or other public agency employee when the traffic accident involves any department member, vehicle or property.

323.4.2 REVIEW TEAMS

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

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

323.5 ACCIDENT REPORTS

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

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

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

A completed report should include the following:

(a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.

(b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.

(c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

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(d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.

(e) Policies and procedures assessments and recommendations: Identify any department policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.

(f) If it is determined that an employee may have violated any department policies or procedures, the Captain should recommend that the matter be submitted for the initiation of possible administrative action.

323.6 CONFIDENTIALITY OF DEPARTMENT ACCIDENT INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any accident reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Minn. Stat § 169.09, Subd. 13).

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Line of Duty Death and Serious Injury Investigations

324.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

324.2 POLICY

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

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

- The Minnesota State Patrol (MSP) or Minnesota Office of Traffic Safety (OTS)
- The Minnesota State Fire Marshal
- Oakdale Police Department
- Washington County Sheriff's Department
- Local Medical Examiner
- Personnel from another Minnesota fire department or law enforcement agency as may be needed depending on circumstances

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

324.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

(a) A Captain or Assistant Chief designated by the Fire Chief, should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.

(b) All members of the Oakdale Fire Department shall give their full and complete cooperation to the investigation team.

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(c) The Minnesota Department of Labor and Industry and/or Minnesota OSHA (MNOSHA) may conduct investigations of the incidents involving the death or serious injury of a member.

(d) The Oakdale Fire Department should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

(e) The investigation team report and all related documentation shall be an internal Oakdale Fire Department administrative report.

(f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Minnesota Government Data Practices Act (Minn. Stat § 13.03).

324.4 INVESTIGATION TEAM

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

(a) Captain

(b) Fire investigator

(c) Department Health and Safety Officer

(d) Risk manager

(e) Employee labor representative

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

324.4.1 DUTIES AND RESPONSIBILITIES

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

(a) Gather and analyze all physical evidence related to the incident.

(b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the Department, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.

(c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.

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(d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.

(e) Connect with other agencies involved in the investigation of the incident.

(f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.

(g) Develop a written report of the incident, including conclusions and recommendations.

(h) Coordinate activities with Fire Investigations to avoid interference with any criminal investigation.

(i) Ensure that postmortem examinations are conducted on any members deceased as a result of the event and on any other deceased persons that may be contributory to the event.

(j) Activate the Department or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

324.4.2 DOCUMENTATION

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

(a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.

1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.

(b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.

(c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

324.5 FINAL REPORT

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

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National Fire Incident Reporting System (NFIRS)

325.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure department response information is properly reported to NFIRS.

The Oakdale Fire Department is a participant in the NFIRS program through the Minnesota Fire Incident Reporting System (MFIRS).

325.2 POLICY

The Oakdale Fire Department is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Oakdale Fire Department to participate in MFIRS.

325.3 RESPONSIBILITIES

The Administration Division Chief should designate an MFIRS coordinator, who should develop and maintain familiarity with MFIRS resources and reporting requirements and ensure department information is compliant with the MFIRS reporting format and that the information is forwarded to the Minnesota State Fire Marshal or MFIRS as noted on the MFIRS web page (Minn. Stat. § 299F.04, Subd. 3).

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

MFIRS has an established web page through the Department of Public Safety and the State Fire Marshal website with links to supporting documents, frequently asked questions (FAQs) and other information of value for MFIRS participants.

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Ride-Along Program

326.1 PURPOSE AND SCOPE

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

326.2 POLICY

It is the policy of the Oakdale Fire Department to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

326.3 PROCEDURE TO REQUEST A RIDE-ALONG

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

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

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

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

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

326.3.1 PROGRAM REQUIREMENTS

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

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

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

326.3.2 ELIGIBILITY

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

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The following factors may be considered in disqualifying an applicant and are not limited to:

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

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

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

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

326.5 CAPTAIN RESPONSIBILITIES
The Captain shall advise the crewthat a ride-along is present in the fire apparatus before going into service. Captains shall consider the safety of the ride-along at all times. Captains should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

326.6 CONTROL OF RIDE-ALONG
The Captainor their designee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

(a) The ride-along will follow the lawful directions of any department member.

(b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.

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(c) Either the ride-along or the Captain may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.

(d) Captains will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

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Grocery Shopping On-Duty

327.1 PURPOSE AND SCOPE

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

327.2 POLICY

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

327.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

(a) All companies shopping for groceries shall remain in service.

(b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.

(c) Companies shall shop within their initial response area or at the closest store approved by the Captain.

(d) Multiple company stations shall have one unit shop for the entire station.

(e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.

(f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.

(g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.

(h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.

(i) One crew member shall remain with the unit at all times for apparatus security, response readiness and public/community outreach.

(j) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

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Active Shooter and Other Violent Incidents

328.1 PURPOSE AND SCOPE

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

328.2 POLICY

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

328.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

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

The AS/VI plan should address:

(a) Any applicable EMS Mass Casualty Incident (MCI) protocols.

(b) Identification of state, local, and regional agencies that are likely to respond to an AS/VI.

(c) Procedures to facilitate interagency sharing of information related to AS/VIs.

(d) The joint development of protocols for responding to AS/VIs with fire, EMS, and law enforcement personnel, including but not limited to:

1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations and associated outcomes.
2. Effects and outcomes of cascading or complex coordinated incidents.
3. Rapid entry and evacuation routes.
4. Equipment needs.
5. Communication interoperability.
6. Tactical EMS (TEMS) personnel or Rescue Task Forces (RTFs) deployment.

(e) Any mutual aid agreements that may exist.

(f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI. Emphasis should be placed on the establishment of a Unified Command.

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(g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency, the Interagency Board, or the National Fire Protection Association.

(h) Common communications and terminology to be utilized by responding personnel.

(i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.

(j) Procedures and agreements governing self-deployment of emergency response personnel.

(k) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.

(l) Coordination and planning with local hospitals regarding communication and patient distribution.

(m) Procedures for dissemination of information to the public during and after an AS/VI.

(n) Procedures for continuity of department operations during and after an AS/VI.

(o) Establishing areas designated for victim reunification and recovery.

(p) Procedures for completion of post-incident reviews of AS/VIs.

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

328.4 FIRST RESPONDERS

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

(a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.

1. Members tasked with entry should wear PPE appropriate for the circumstances.

(b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.

(c) Identify and prepare members for operations in areas of higher risk, if appropriate.

(d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.

(e) Plan for rapid triage, treatment, and extraction of any individuals with life-threatening injuries (e.g., in a warm zone).

(f) Utilize TEMS support personnel or RTFs, if available.

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(g) In areas where there is a known hazard or direct and immediate threat to life (i.e., a hot zone), members should await arrival of TEMS support personnel or RTFs.

1. Members who find themselves unexpectedly in a hot zone should limit treatment to the control of life-threatening external hemorrhage by use of tourniquets or hemostatic gauze and the repositioning of airways.
2. Rapid extraction to safety is paramount.

(h) Coordinate full triage and transport of patients to definitive care outside the area of imminent threat.

(i) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.

328.5 TRAINING

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

(a) Review of the AS/VI plan.

(b) Review of any applicable EMS MCI protocols.

(c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.

(d) Interagency training with law enforcement and other EMS personnel.

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

The AS/VI plan manager should ensure that all training sessions and exercises are documented and that all training records are kept in accordance with the department Records Management Policy.

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Chapter 4 - Fire Prevention

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Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within Oakdale Fire Department's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of specific buildings in the Department's jurisdiction.

400.2 POLICY

The Oakdale Fire Department is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the State of Minnesota and published in the Minnesota State Fire Code (Minn. Stat. § 299F.011). Also to be enforced are any other regulations or ordinances that have been formally adopted by the City for the prevention of fire or the protection of life and property against fire.

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Oakdale Fire Department's jurisdictional boundaries. The inspection program will comply with the Fire Code and any local amendments or ordinances specific to the City. The Department fire inspection program will be administered by the Fire Investigations Division under the responsibility of the Fire Marshal.

400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance.

400.4.1 JAILS AND DETENTION FACILITIES

The Fire Chief shall ensure that jail and detention facility inspections will be conducted annually in compliance with the Fire Code whether by the Oakdale Fire Department Fire Marshal or by State Fire Marshal (Minn. R. 2911.7300, Subp. 1).

Reports of all jail or detention facility inspections shall be completed, maintained and available to the Minnesota Department of Corrections (Minn. R. 2911.7300, Subp 2).

400.4.2 APARTMENTS, HOTELS AND MOTELS

All structures subject to the Fire Code, except dwellings, shall be inspected annually for compliance with building standards and other regulations of the Fire Code or local ordinance except as noted below.

(a) If authorized by the State Fire Marshal, the Oakdale Fire Department shall inspect hotels and motels for compliance with the Fire Code at least once every three years (Minn. Stat. § 299F.46).

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(b) New or existing buildings shall be inspected for compliance with the Fire Code based on their date of construction. The frequency of inspection for apartment buildings shall be identified by the Oakdale Fire Department Fire Marshal.

400.4.3 SCHOOLS
If authorized, the Oakdale Fire Department shall inspect every building used as a public or private school in the Department's jurisdiction not less than once every three years (Minn. Stat. § 299F.47, Subd. 4).

400.4.4 HIGH-RISE BUILDINGS
The Oakdale Fire Department should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the Fire Code. The results of the inspection shall be submitted to the building owner no later than 30 days after the date of the inspection. The definition of a high-rise structure is located in the High-Rise Incident Management Policy.

400.4.5 COMMUNITY CARE FACILITIES
If authorized by the Minnesota State Commissioner of Health or the State Fire Marshal, the Oakdale Fire Department shall inspect community care facilities in its jurisdiction at least every two years unless specific circumstances indicate more frequent inspections (Minn. Stat. § 144.653, Subd.2). At least one of the inspections shall be unannounced (Minn. Stat. § 144.653, Subd. 4).

400.4.6 STATE INSTITUTIONS, STATE-OWNED OR STATE-OCCUPIED BUILDINGS
The Oakdale Fire Department will inspect state facilities in its jurisdiction with written authorization from the State Fire Marshal or the facility. The inspections shall be for the purpose of enforcing the Fire Code.

400.5 HAZARDOUS OCCUPANCIES
Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the Fire Code as well as the accuracy of any required hazardous materials business plan (Minn. Stat. § 299F.094, Subd. 5). Facilities that are required to submit a hazardous materials business plan should be inspected no less frequently than once every three years.

400.6 RIGHT OF ENTRY
If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (Minn. Stat. § 299F.09).

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

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400.7 INSPECTION FEES

The Department may charge fire inspection fees for various facilities as authorized for that specific type of facility and as adopted by the State Fire Marshal. In no circumstance shall the fee assessed exceed the estimated reasonable cost of providing the service for which the fee is charged.

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the City may be assessed. At facilities or occupancies where the State Fire Marshal has adopted specific inspection fees, those fees shall prevail.

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Fire Investigations

401.1 PURPOSE AND SCOPE

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

401.2 POLICY

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

401.3 RESPONSIBILITIES

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

401.3.1 STATE REQUIREMENTS

The Department shall investigate all fires that involve the destruction of or damage to property exceeding $100 (Minn. Stat. § 299F.04, Subd. 1).

401.4 INCIDENT REPORTS

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

The Fire Marshal is responsible for reviewing and approving the investigative reports.

401.4.1 REPORTING TO MINNESOTA STATE FIRE MARSHAL

As soon as practicable, but no later than one week after the occurrence of the fire, the Fire Marshal shall provide a written statement to the SFM, using the form furnished by the SFM, of all the facts relating to the cause and origin of the fire investigated by the Oakdale Fire Department (Minn. Stat. § 299F.04, Subd. 3).

For investigations of a fire involving a fatality, the Fire Marshal shall forward a copy of the investigative report to the SFM as soon as practicable (Minn. Stat. § 299F.04, Subd. 5).

401.5 PRELIMINARY INVESTIGATION

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

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If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

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

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

(a) Major or unusual fires that exceed the investigative abilities of a Captain

(b) Any fire resulting in a major injury or death

(c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Captain

(d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious

(e) There has been an explosion

(f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion

(g) A fire has been started by a juvenile

(h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

401.5.1 NOTIFICATION TO MINNESOTA STATE FIRE MARSHAL
The IC shall notify the Minnesota State Fire Marshal (SFS) of fires investigated by the Department as required by state law, including when a fire results in a fatality (Minn. Stat. § 299F.04, Subd. 3; Minn. Stat. § 299F.04, Subd. 5).

401.6 EQUIPMENT

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

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

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401.6.1 USE OF PROTECTIVE GEAR

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

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

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

401.6.2 LOGBOOK

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

401.7 FIRE INVESTIGATORS

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

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

401.7.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

(a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.

(b) Complete the certification requirements of the Minnesota SFM.

(c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

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Code Enforcement

402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Oakdale Fire Department will enforce the Fire Code and other City fire and life safety codes or ordinances during inspections.

402.2 POLICY

It is the policy of the Oakdale Fire Department to use inspections to help reduce the risk of injury or death due to fire and life-safety code-related violations and increase the safety of building occupants, the community and emergency responders.

402.3 PROCEDURE

The Oakdale Fire Department may issue correction notices when violations of the applicable fire codes are found during fire and life-safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Fire Marshal as soon as practicable.

402.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. The notice shall contain a statement explaining the right to appeal the order (Minn. Stat. § 299F.011, Subd. 6). This time frame may be adjusted at the inspector's discretion and based on the type of violation.

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

A copy of the inspection report should be left with the responsible party.

402.3.2 RE-INSPECTIONS

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

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

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

402.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are

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not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request that the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

402.3.4 FINAL NOTICES

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

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

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.
- Include a statement explaining the right to appeal the order (Minn. Stat. § 299F.011, Subd. 6).

402.3.5 ADMINISTRATIVE CITATION

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

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

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Alternative Materials and Methods Requests

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Minnesota Fire Code (Fire Code § 104.9).

403.1.1 DEFINITIONS

Definitions related to this policy include:

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

403.2 POLICY

It is the policy of the Oakdale Fire Department that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the Minnesota Fire Code.

403.3 PROCEDURE

The following procedures have been established to assist the Department members in determining whether a proposed AMM is at least equivalent to that prescribed by the Minnesota Fire Code in quality, strength, effectiveness, fire resistance, durability and safety (Fire Code § 104.9).

403.3.1 PROJECT INFORMATION

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

(a) Relevant project information including:

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

(b) The Minnesota Fire Code section or specific requirement for which the AMM is requested.

(c) The alternative fire protection measures as part of the AMM proposal and how they establish equivalency to those prescribed in the code.

(d) Any additional information identified by the Oakdale Fire Department.

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403.3.2 SUBMITTAL PROCESS

(a) One copy of the AMM proposal and other supporting information is required to be submitted to the Oakdale Fire Department. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.

(b) AMM requests will be evaluated by the Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.

(c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.

(d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.

1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.

2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.

(e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Oakdale Fire Department. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.

(f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

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Public Education

404.1 PURPOSE AND SCOPE

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

404.2 POLICY

The Oakdale Fire Department will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Operations Division.

404.3 PROCEDURE

(a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups, and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include but are not limited to the following:

1. Preschool classes or groups (public or private)
2. Kindergarten classes or groups (public or private)
3. Primary and secondary school groups (public, church-based, or private)
4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization
5. Service clubs and organizations that are generally voluntary nonprofit organizations where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations

(b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities, and activities are not appropriate for inclusion in the fire station visit program:

1. Birthday party groups
2. Social networking groups
3. Business networking groups
4. For-profit tour groups, including profit-based foreign student groups
5. Any group, entity, or activity that is part of a for-profit enterprise

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

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Groups or organizations can request a fire station visit by completing and submitting an application to the Fire Investigations Division. Fire Investigations Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Operations Division Chief for station and crew assignment.

404.3.1 SCHEDULING FIRE STATION VISITS
Operations DivisionThe Operations Division Chief may elect to limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the Fire Investigations Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Investigations Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues, or changes in the scheduled visit.

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

(a) Participating group size will generally be limited to 30 persons, including chaperones and drivers. Larger groups may apply but approval of the application will depend on the availability of a Fire Investigations Division representative to assist with managing the tour on the day of the visit.

(b) Station visits should be scheduled for a maximum of two hours and generally during regular business hours.

(c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.

(d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.

(e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

404.4 RECORD-KEEPING

The Fire Investigations Division should maintain a record of all applications for the station visit program. The records should include:

(a) The name and contact information for the group or organization applying for a fire station visit.

(b) The name of the group leader or person submitting the application.

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(c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).

(d) The scheduled date and time of each approved visit.

(e) The Captain, station, and crew assigned to manage the visit.

(f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

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

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Fireworks Displays

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the Oakdale Fire Department standards for the storage and disposal of illegal fireworks.

405.2 POLICY

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

It is the policy of the Oakdale Fire Department to observe the Minnesota fireworks law and follow the regulations prepared by the local, state or regional authorities governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections (Minn. Stat. § 624.22). The Department shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

405.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be made in writing at least 15 days prior to the proposed display. Applications shall initially be submitted to the municipal clerk, county auditor or State Fire Marshal in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (Minn. Stat. § 624.22, Subd. 1; Minn. R. 7511.5608, Subp. 1).

Applications forwarded to the Department by a municipal clerk, county auditor or the State Fire Marshal should be promptly referred to the Fire Chief for investigation as to the competency of the operator and for a thorough plan review. The Fire Chief shall notify the municipal clerk, county auditor or State Fire Marshal regarding the approval or denial of the application.

When applying for a public fireworks display permit, an application should contain the following information and evidence:

(a) The name of the organization sponsoring the display, and the names and pyrotechnic operator license numbers of persons actually in charge of the display.

(b) The date and time the display is to be held.

(c) The exact location planned for the display.

(d) The size and number of all fireworks to be discharged including the number of set pieces, shells and other items. Shells shall be designated by diameter specifying single, multiple break or salute.

(e) The manner and place of storage of all fireworks prior to, during and after the display.

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(f) A diagram of the grounds on which the display is to be held showing:

1. The point at which the fireworks are to be discharged.
2. The location of all buildings, roads and other lines of communication.
3. The lines behind which the audience will be restrained.

(g) The location of all nearby trees, telegraph or telephone lines, or any other overhead obstruction.

(h) Proof that satisfactory workers' compensation insurance is carried for all employees.

(i) Documentary proof of public liability insurance.

(j) That the operator or supervisor of the fireworks display has been certified by the Minnesota State Fire Marshal (Minn. Stat. § 624.22, Subd. 1).

(k) The name and resale license number of the wholesaler who supplied all of the items used in the display.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Oakdale Fire Department, its officers and the City harmless for any damages or liability.

405.3.1 PLANS

A fully dimensioned plot plan shall be included with the application that shows:

(a) The location of the display set-up and the location, including the distance of the firing box from the display.

(b) All access roads, including road width, hydrant locations and ingress and egress points.

(c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

405.3.2 INSPECTIONS

All department personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the current rules for displays disseminated by the Minnesota State Fire Marshal and including at least the following requirements (Minn. Stat. § 624.22, Subd. 1(f)):

(a) A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.

(b) A water container for duds or misfired shells shall be available on the site.

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(c) Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.

(d) Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.

(e) Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.

(f) If mortar racks are used, they shall be stable and secure.

(g) Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.

(h) Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.

(i) Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.

(j) No smoking is permitted in firing or display areas.

(k) During the electrical firing, no one is allowed to enter the firing area of the display.

(l) Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.

(m) A continuity test shall be conducted prior to the test fire.

The inspection will include, but is not limited to:

(a) Verification that the operator hold a proper pyrotechnics operator license and assistants hold proper pyrotechnics licenses.

(b) Verification of identification and age of all unlicensed assistants.

(c) Inspection and inventory of fireworks shells to be discharged.

(d) Inspection of racks to determine proper spacing and bracing.

(e) Inspection of mortars used to fire aerial shells.

(f) Inspection of ready boxes.

(g) A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Oakdale Fire Department inspector.

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(h) Inspection of any other components of the display as deemed appropriate by the inspector.

405.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS

Any fireworks seized pursuant to state law shall be stored in a manner approved by the Oakdale Fire Department Fire Marshal until relinquished to the local state or regional authorities for destruction (Minn. Stat. § 624.24).

The Oakdale Fire Department Fire Marshal or the authorized designee shall notify the local, state or regional authorities not more than three days after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the appropriate authority and shall be disposed of in a manner approved by the State Fire Marshal.

(a) Routine seizures (quantities that are temporarily manageable):

1. Inventory, randomly sample and photograph the seized fireworks.
2. Complete any forms required by the appropriate authority and forward as the form instructs.
3. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
4. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
5. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
6. The following items should not be included:
   (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
   (b) Trash (including expended fireworks, lighters and matches)
   (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
   (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items

(b) Seizures that require immediate assistance (quantities that exceed the capability of the Oakdale Fire Department to manage):

1. Inventory, randomly sample and photograph the seized fireworks.
2. Complete the necessary report and forward it to the appropriate authority.

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3. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.
4. Cause the seized fireworks to be removed at the expense of the owner (Minn. Stat. § 624.24).

The Oakdale Fire Department will remain as the lead agency responsible for prosecuting any case involving fireworks seized by the Department or may receive assistance from local law enforcement.

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Hazardous Materials Disclosures

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state and federal requirements and for the inspection of the businesses that handle hazardous materials (Minn. Stat. § 299F.094).

406.2 POLICY

The Oakdale Fire Department will work in coordination with the Regional Review Committee (RRC) regarding the receipt of dangerous or hazardous material submittals and necessary inspections (Minn. Stat. § 299K.04).

406.3 SUBMITTALS

Businesses treating, storing or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the Department (Minn. Stat. § 299F.094).

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

406.4 INSPECTIONS

The Department shall conduct field inspections of facilities that are subject to the requirements of this policy (Minn. Stat. § 299F.094). Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the RRC.

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

406.5 PUBLIC RECORDS

Generally, submissions received by the Department are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5; Minn. Stat. § 299F.096).

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

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Maximum Occupancy - Overcrowding

407.1 PURPOSE AND SCOPE

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

407.2 POLICY

It is the policy of the Oakdale Fire Department to protect the safety of the public through enforcement of the Fire Code regarding occupancy overcrowding.

407.3 ENFORCEMENT

Any member of the Department, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to notify the fire marshal and report the event, this may cause the event to be stopped until such condition or obstruction is corrected (Fire Code § 107.6).

407.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

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

407.3.2 COMPLAINTS RECEIVED AFTER HOURS

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

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

407.3.3 OVERCROWDING MITIGATION AND ABATEMENT

Each complaint of overcrowding will be unique and shall be fully investigated based upon the circumstances presented with the occupancy. If at any time, in the investigating officer’s opinion,

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the overcrowding condition poses an immediate life safety hazard, the investigating officer is authorized to cause the event to be stopped and the occupancy to be vacated immediately, until such condition or obstruction is corrected in accordance with this policy (Fire Code § 107.6). The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated.

407.3.4 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

407.3.5 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with Oakdale Fire Department procedures.

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Juvenile Firesetter Referrals

408.1 PURPOSE AND SCOPE

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

408.2 POLICY

It is the policy of the Oakdale Fire Department to participate in a coordinated effort with the programs of the State Fire Marshal (Minn. Stat. § 299F.059) and local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

408.3 PROCEDURE

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

408.3.1 CAREGIVER REFERRALS

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

408.3.2 WALK-IN REFERRALS

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

408.3.3 FIRE DEPARTMENT REFERRALS

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

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

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was arson.

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- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Investigations Division.

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

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

408.4 PROGRAM COMPONENTS

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

Assessment - The first step is generally a family interview including an assessment as recommended in the Juvenile Firesetter Intervention Handbook of the Federal Emergency Management Agency (FEMA) at a location designated by the Oakdale Fire Department. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

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

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

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

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

The Fire Investigations Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in department training programs as part of awareness and disposition outcomes.

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Fire Watch Services

409.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for the Department regarding incidents or situations which may require a fire watch due to required automatic fire protection and/or detection services that are inoperable, construction/demolition activities, hot work or other high risk activities or events which may have an adverse impact on public safety.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the Department in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the Oakdale Fire Department. A fire watch may be conducted by Department personnel.

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

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

409.2 POLICY

It is the policy of the Oakdale Fire Department that the Department will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the Fire Code.

409.3 RESPONSIBILITIES

Upon notification that hot work activities are being performed or that required automatic fire protection or detection systems are inoperable and the building or occupancy has not been evacuated, the Fire Marshal or the authorized designee shall ensure that a fire watch is implemented (Fire Code 901.7; Fire Code 2604.2).

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

For a fire watch implemented due to required automatic fire protection systems being inoperable in a building or occupancy that has not been evacuated, the following responsibilities apply:

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(a) The owner or the authorized designee shall immediately notify the Oakdale Fire Department any time an automatic fire protection or detection system is not in operation.

(b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Oakdale Fire Department and occupants should again be notified by the owner or the authorized designee.

(c) A fire watch should be provided when the required system cannot be repaired in a timely manner (within 24 hours) and/or the lack of protection creates a building or safety hazard as determined by the Fire Marshal or the authorized designee. A fire watch shall be established immediately, however, when required fire protection, detection and alarm systems are not in operation in high life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and certain assemblies.

(d) Building occupants must be notified within 24 hours of a fire watch being established.

(e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single-story building. Additional fire guards may depend on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the Department and their only duty shall be to perform constant patrols of the premises to watch for fires.

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Chapter 5 - Emergency Medical Services

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Patient Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure. Data collected for this purpose shall be classified as private data on individuals pursuant to the Minnesota Government Data Practices Act (Minn. Stat. § 144E.123, Subd. 3).

500.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

500.2 POLICY

It is the policy of the Oakdale Fire Department to follow the patient documentation and distribution guidelines developed by the Minnesota Office of Emergency Medical Services, Medical Direction and Fire Department guidelines and best practices.

500.3 DOCUMENTATION

A Patient Care Report (PCR) shall be completed for every patient response and shall include, at a minimum, items identified by the Minnesota Office of Emergency Medical Services that are part of the National Uniform Emergency Medical Services Data Set (Minn. Stat. § 144E.123, Subd. 1). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

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

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the Department's incident reporting system to document that assistance was

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offered and declined. The Department's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

PCRs should be completed as soon as possible after providing patient care. A verbal report must be given to the receiving hospital after the patient arrives and a completed PCR must be provided within 24 hours PCR's shall be completed and submitted by the end of the Employee's shift.

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

The Department shall assemble and report, in a timely manner, emergency services patient care data to the Minnesota Office of Emergency Medical Services (Minn. Stat. § 144E.123).

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

500.4 DISTRIBUTION OF PCR COPIES

(a) If a patient is transported to a hospital, copies should be distributed as follows:

1. Copy retained by the Department
2. Copy left at the receiving hospital via current departmental procedure. (Minn. Stat. § 144E.123, Subd. 2)
3. Copy sent to the local EMS authority

(b) If a patient is not transported or refuses care and leaves AMA, copies should be distributed as follows:

1. Copy retained by the Department
2. Other copies per local EMS authority policy

(c) If a patient is declared dead and is not transported, copies should be distributed as follows:

1. Copy retained by the Department
2.
3. Copy sent to the local EMS authority
4. Other copies sent per local EMS authority policy

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy.

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Medical Supplies

501.1 PURPOSE AND SCOPE

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

For controlled medications see the Controlled Substance Accountability Policy.

501.2 POLICY

It is the policy of the Oakdale Fire Department to use a PAR level system for medical supply inventories.

501.3 PROCEDURES

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

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

501.3.1 MEDICATIONS

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

(a) Only department members who have received medication distribution training may handle and distribute medications.

(b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the Department mail system.

(c) All medications should be inventoried daily by the designated paramedic for each facility or station.

(d) All medications should be kept in their original packaging.

(e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.

(f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.

(g) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.

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(h) Out-of-date medications should be exchanged for current medications.

(i) The Emergency Medical Services (EMS) supervisor should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

501.4 SUPPLY OVERSTOCK

Overstock should be returned to the supplier. Items should be properly packaged and labeled. A written list of items being returned should be attached to the box or container with the returned items. Do not return individual items that are normally supplied as units in a case, bottle or box.

501.5 BACK-ORDERED SUPPLIES

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

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Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

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

502.1.1 DEFINITIONS

Definitions related to this policy include:

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

Emancipated minor - An individual under the age of 18 years who is married, has implied or express parental consent, is on active duty in the military, or is emancipated by order of the court.

Emergency hold - A patient who is held against his/her will for evaluation because the patient is a danger to him/herself or a danger to others. This hold may be determined by either a peace or health officer (Minn. Stat. § 253B.051, Subd. 2).

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

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

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

502.2 POLICY

It is the policy of the Oakdale Fire Department that a patient care report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

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502.3 GUIDELINES

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

(a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.

(b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT should make contact with Medical Control for further guidance.

(c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to the following:

1. The patient's complaint or the reason for the call.
2. Any important circumstances surrounding the call for assistance.
3. Significant patient medical history.
4. Complete physical assessment, including vital signs and mental status.
5. A check for signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.

(d) The EMT should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.

(e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.

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(f) Medical Control should be contacted regarding any patient exhibiting symptoms meeting criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, Medical Control consultation should be obtained prior to leaving the scene.

(g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, Medical Control should be contacted.

(h) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled or cannot care for him/herself and cannot be treated and/or transported, the EMT should notify the proper authorities to obtain an emergency hold. The EMT should remain with the patient until the proper authorities have made a determination regarding the hold. Patients on an emergency hold cannot be released at the scene.

(i) If the hospital and/or EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:

1. The patient should be transported to an appropriate facility under implied consent. In this case an emergency hold is not necessary.
2. If Medical Control determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of an emergency hold on the patient.
3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 DOCUMENTATION

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

(a) All relevant patient medical history and assessment

(b) A description of the patient that clearly indicates his/her decision-making capacity

(c) Reasons given why the patient refused care, treatment or transport

(d) A statement that the patient was advised of the risks/consequences of refusing medical attention and that he/she acknowledged understanding those risks

(e) Any alternatives that were presented to the patient

(f) A description of Medical Control contact including information given and received

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

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

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Patient Refusal of Pre-Hospital Care

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

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

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Health Care Directives

503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for department Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on Minn. Stat. § 145C.02 regarding health care directives and or Medical Control consultation.

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

503.1.1 DEFINITIONS

Do not resuscitate order (DNR) - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advanced airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotonic medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm.

Health care agent - An individual age 18 or older who is appointed by a principal in a health care power of attorney to make health care decisions on behalf of the principal (Minn. Stat. § 145C.01, Subd. 2).

Health care directive - A written instrument that complies with Minnesota law and includes one or more health care directions, a health care power of attorney or both; or a durable power of attorney for health care executed under Minnesota law before August 1, 1998 (Minn. Stat. § 145C.01, Subd. 5a).

Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Principal - An individual age 18 or older who has executed a health care directive that is in compliance with Minnesota law (Minn. Stat. § 145C.01, Subd. 8).

503.2 POLICY

It is the policy of the Oakdale Fire Department that EMS members honor health care directives to withhold or withdraw resuscitative measures.

503.3 GUIDELINES

The following guidelines should be used by members who are presented with a health care directive:

(a) EMS members shall honor a DNR order when it can be reasonably established that the patient is the subject of the DNR order and either:

1. EMS members have identified a health care directive that includes a DNR order as defined in this policy.

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2. EMS members have personally seen the DNR order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.

(b) DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.

(c) A DNR order shall be disregarded if the patient requests resuscitative measures.

(d) When EMS members honor a DNR order, they should note on the Patient Care Report (PCR) that a DNR order was presented and honored, and shall document the circumstances surrounding the DNR order on the PCR.

(e) Medical Control contact should be made, physician consulted and resuscitation initiated:

1. If there are any questions concerning the validity of the DNR order.
2. If a health care directive containing a DNR order is incomplete or not signed.
3. When a document other than those noted in this policy is presented.
4. Any time EMS members have concerns or require assistance.

(f) DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or the Medical Examiner/Coroner's Office to report the death and should support family members on-scene, as appropriate.

(g) DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity and comfort before leaving the scene.

(h) If a DNR patient is transported to a hospital, the following shall apply:

1. A valid DNR order shall be honored during transport of the patient.
2. The DNR order shall accompany the patient.
3. The health care agent (if applicable) should accompany the patient to the hospital.

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Latex Sensitivity

504.1 PURPOSE AND SCOPE

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

504.1.1 DEFINITIONS

Definitions related to this policy include:

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

504.2 POLICY

It is the policy of the Oakdale Fire Department that members shall take precautions and follow the latex sensitivity policy any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

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

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

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

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

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

- Nitrile exam gloves

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

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

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Controlled Substance Accountability

505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the supply, use and accountability of controlled substances administered by the Oakdale Fire Department (21 CFR 1300.01 et seq.).

505.1.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance - A drug, substance or immediate precursor listed in any schedule of the federal Controlled Substances Act, including any substance added or rescheduled by the Minnesota Board of Pharmacy (Minn. Stat. § 152.02).

Unit - Any ambulance, transport unit, first response engine, truck company or other vehicle of the Oakdale Fire Department used for providing emergency medical care.

505.2 POLICY

It is the policy of the Oakdale Fire Department to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state and federal regulations governing the supply, use and accountability of all controlled substances (21 CFR 1300.01 et seq.; Title 21 USC Controlled Substances Act).

505.3 STORAGE AND INVENTORY

To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area.

The Emergency Medical Services (EMS) supervisor will determine the locking mechanism to be utilized on vehicles that contain controlled substances. Controlled substances should be secured in the locked mechanism any time the unit is parked and unattended.

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the EMS supervisor or the authorized designee:

(a) All controlled substances are to be secured by department members in the designated locking mechanism provided by the Department.

(b) At each shift change, an incoming and outgoing paramedic shall, in each other's presence, inspect the quantities, the integrity of the containers and the expiration dates of the controlled substance inventories. Each paramedic shall attest to the quantity available by entering their PIN (Personal Identification Number) and completing the Daily Audit or Full Audit if needed when restocking. At no time shall an individual enter a PIN on behalf of another person.

(c) If the inventory of any controlled substance results in a discrepancy, the paramedics must immediately attempt to reconcile the amount missing. If the discrepancy cannot be reconciled, immediate notification shall be made to the Captain and or the EMS supervisor. The EMS supervisor shall be responsible for the completion and

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submission of the online DEA Form 106, Report of Theft or Loss of Controlled Substances (21 CFR 1301.76).

(d) If the unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station. If the outgoing paramedics have already left the station, one on-duty paramedic and the Captain or designee from the on-duty shift may conduct the inventory and reconciliation process.

(e) In the event that a paramedic works two consecutive shifts on the same unit, the inventory shall be performed by the paramedic and witnessed and verified by another paramedic assigned to the station, a Captain or an on-duty shift member.

(f) Captain Captain All records of inventory, daily audit reports, restocking and removal of controlled substances will be kept via the Department electronic Narcotics Control system including the locked storeroom Narc Vault and Narc Safes in each unit. The EMS Supervisor will monitor all controlled substance usage and stocking via the Narc Box management system.

(g) A copy of the controlled substance daily report and controlled substance disposition and restock record should be maintained in the station files for a period of one year. After one year, the station copies shall be shredded. Inventory and usage reports are available at the request of the DEA and or the Office of the Medical Director.

505.3.1 STANDARD CONTROLLED SUBSTANCE INVENTORY

(a) The standard complement of controlled substances shall be established by the EMS supervisor or the authorized designee.

(b) Any modification to the standard complement of controlled substances shall be justified and approved by the EMS supervisor or the authorized designee.

(c) The supply of controlled substances will be obtained from any of the Department's automated storage and retrieval units, the Department's controlled substances vault or other authorized source.

(d) Only paramedics and EMS supervisors are authorized to remove controlled substances from the automated storage and retrieval unit and the controlled substances vault. A witness (paramedic, EMT or other authorized member) is required in order to access the automated inventory control unit or controlled substances vault. When removing controlled substances from any automated storage and retrieval unit, personnel shall record the following information in the designated fields:

1. The crew member's PIN's.
2. Unit identification number
3. The incident number or "Expired" when removing and expired medication,
4. Any additional pertinent information may be entered into the comments field

(e) When a controlled substance is received, the paramedic receiving the drug must immediately secure the drug into the locked mechanism on the unit.

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505.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION

(a) Only paramedics shall administer controlled substances. Each time a controlled substance is administered to a patient, the drug, dose and administration route shall be documented on the PCR in compliance with local EMS guidelines. In addition, the following information shall be recorded on the controlled substance disposition and restock record:

1. Date of administration
2. Incident number associated with the event
3. Drug and dose administered and amount wasted.
4. PIN of the paramedic who administered the controlled substance and the PIN of his/her partner who witnessed.
5. Date and source of the medication resupply

(b) If the entire amount of a controlled substance is not administered by the transporting paramedic, his or her partner shall witness the proper disposal of the remaining amount. The paramedic/EMT partner's signature must be obtained on the PCR for controlled substance use and disposition. If waste of a controlled substance occurs at the incident, another paramedic/EMT or Captain must witness the waste and sign the record.

(c) When a controlled substance is restocked, the following information shall be entered on the controlled substance disposition and restock record:

1. The date
2. The restock source
3. The PIN of the paramedic who restocked the controlled substance into the locked mechanism

505.4.1 ADDITIONAL DOCUMENTATION FOR TRANSFERS

If a controlled substance is administered and the care of the patient is transferred to a transporting paramedic who resupplies the administering unit, the information listed above must appear on the controlled substance disposition and restock record of the administering and transporting unit that provided the drug for restock, in addition to the unit identification of both the units.

If a paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance, any remaining controlled substance shall not be provided to the transporting paramedic. If additional medication is needed after the patient care transfer, the controlled substance shall be used from the inventory of the transporting paramedic.

505.5 CONTROLLED SUBSTANCE SUPPLY AND RESUPPLY

(a) The EMS supervisor shall submit a completed DEA Form 222 to the designated department supplier to order controlled substances in order to maintain established levels.

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(b) Upon receipt of the controlled substance from the supplier, the EMS supervisor or the designated paramedic shall inventory the controlled substance received to ensure that the type and quantities ordered match the type and quantities received and are reflected on the corresponding DEA Form 222 (21 CFR 1305.12; 21 CFR 1305.13).

(c) The EMS supervisor or the designated paramedic will immediately place the controlled substance in the controlled substance vault or automated storage and retrieval unit and ensure that inventory is reconciled with any electronic data files.

(d) The EMS supervisor or the designated paramedic will inventory the controlled substance vault and any automated storage and retrieval units daily to ensure the existing inventory is reconciled with any electronic data files. The record of these inventories is to be maintained as provided in the records retention schedule and for a minimum of two years (21 CFR 1304.04).

(e) Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the Captain and a DEA Form 106, Report of Theft or Loss of Controlled Substances, shall be completed and submitted, if required (21 CFR 1301.76).

505.5.1 UNIT RESUPPLY

If a controlled substance is initially administered from the one unit, the transporting unit or another on-scene department unit may resupply the administering unit on-scene.

The transporting unit or other department unit on-scene shall then be responsible for obtaining the resupply from the department's automated storage and retrieval unit or other authorized supply source.

An administering paramedic may opt to obtain the resupply of a controlled substance from the department's automated storage and retrieval unit or other authorized source any time it is operationally appropriate instead of resupplying from the transporting or other on-scene department unit.

Resupply from a non-department unit is not authorized. If the care of a patient is transferred to a non-department unit, the administering paramedic will obtain the resupply from the department's automated storage and retrieval unit or other authorized source.

505.6 ACCOUNTING FOR EXPIRED OR DAMAGED CONTROLLED SUBSTANCES

Controlled substances due to expire or that are damaged may be replaced as follows:

- Note the expiration date or damage, the date of replacement and the source of restock on the Department's controlled substance disposition and restock record.
- When removing an expired medication from a vehicle Narcbox Safe, use the "Log Med Use" tab and indicate the word "Expired" in place of a run number and type in the amount wasted.
- When removing an expired medication from the main storage Narc Vault, do a "Removed" medication and indicate the word "Expired" and follow commands to scan out each expired vial.

This process may also be used to replace controlled substances due to expire.

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505.7 ACCOUNTABILITY

The EMS supervisor should:

(a) Review the controlled substance daily reports and the controlled substance disposition and restock records monthly for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file and any other issues that may require follow-up or investigation.

(b) Create, complete, maintain and annually update the Department's signature log.

(c) Randomly inspect controlled substance daily reports and the controlled substance disposition and restock records on units for completeness, compliance with established procedure, consistency with the data entered, comparison to the signatures on file and any other issues that may require follow-up or investigation.

(d) Ensure copies of controlled substance daily reports and the controlled substance disposition and restock records are maintained as provided in the records retention schedule and for a minimum period of two years (21 CFR 1304.04).

(e) Notify the responsible Captain of any item that deviates from this policy.

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Chapter 6 - Training

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Emergency Response Apparatus Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Oakdale Fire Department members who operate emergency response apparatusas part of their duties receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response apparatus - Any vehicle used by the Department to respond to emergency calls for service. This definition includes, but is not limited to engines, aerials, specialty apparatus, command vehicles and ambulances.

600.2 POLICY

It is the policy of the Oakdale Fire Department that all members who operate emergency response apparatus shall successfully complete driver/operator training that meets or exceeds the requirements of National Fire Prevention Association (NFPA) 1002, 2009 edition.

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

600.3 REQUIREMENTS

All members who operate emergency response apparatus, shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition.

All members who operate an ambulance shall have completed an emergency vehicle driving course approved by the Oakdale Fire Department (Minn. Stat. § 144E.101, Subd. 10).

600.4 TRAINING OFFICER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive emergency response apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus.

The Training Officer shall coordinate with the Department member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

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CPR and Automated External Defibrillator (AED) Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an automated external defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Defibrillator – An automatic, semi-automatic, or manual device that delivers an electric shock at a preset voltage to the myocardium through the chest wall and that is used to restore the normal cardiac rhythm and rate when the heart has stopped beating or is fibrillating (Minn. Stat. § 144E.001, Subd. 5b).

Qualified instructor - An individual who is qualified in accordance with the requirements of the Minnesota Office of Emergency Medical Services (Minn. Stat. § 144E.283).

601.2 POLICY

It is the policy of the Oakdale Fire Department that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of courses approved by the Minnesota Office of Emergency Medical Services and/or the Department Medical Director, and will be provided by qualified instructors.

601.3 REQUIREMENTS

CPR and AED training should include:

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

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

All CPR and AED training provided by the Department shall be approved and monitored by the Minnesota Office of Emergency Medical Services and/or the Department Medical Director, which shall also approve any written and skills examinations required for course completion. The Office of Emergency Medical Services shall approve AED instructors and will license public safety AED service providers.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with the Office of Emergency Medical Services and under City or department Medical Director policy and protocol. Records should include but are not limited to:

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The name or other identifier and job title of the members who received the training.

(d) The names, certificate numbers, and qualifications of the person conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Communicable Disease Training Program

602.1 PURPOSE AND SCOPE

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

602.2 POLICY

It is the policy of the Oakdale Fire Department to make members' health and safety a priority by providing initial and recurring communicable disease training.

602.3 TRAINING REQUIREMENTS

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

(a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.

(b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.

(c) Maintaining an up-to-date list of personnel requiring training.

(d) Maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

(e) Ensuring that the training mandates set forth in Minn. Stat. § 182.653, Minn. R. 5206.0700 and 29 CFR 1910.1030 are included in the training program and are met by all members.

602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive department-provided, no-cost training during working hours (Minn. Stat. § 182.653; Minn. R. 5206.0700; 29 CFR 1910.1030).

Communicable disease training shall occur prior to an initial assignment to tasks where exposure may take place and at least annually thereafter (Minn. Stat. § 182.653; 29 CFR 1910.1030). Training shall specifically include those infectious agents that are listed in Minn. R. 5206.0600, to which members may be routinely exposed.

The Health and Safety Officer, or designated EMS manager, acting as the Exposure Control Officer (ECO), shall exercise reasonable diligence in evaluating the workplace for the presence of other recognized infectious agents that are not listed in Minn. R. 5206.0600 and provide training on those as well (Minn. R. 5206.0700).

602.4.1 BLOODBORNE PATHOGENS TRAINING

Bloodborne pathogens training shall contain, at a minimum (Minn. R. 5206.0700; 29 CFR 1910.1030):

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(a) A copy of relevant Minnesota regulations and 29 CFR 1910.1030, and an explanation of their contents.

(b) A general explanation of the epidemiology and symptoms of bloodborne diseases.

(c) An explanation of the modes of transmission of bloodborne pathogens.

(d) An explanation of the exposure control plan and where a copy can be obtained.

(e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

(f) An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment (PPE).

(g) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.

(h) An explanation of the basis for selection of PPE.

(i) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

(j) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

(k) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

(l) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.

(m) An explanation of the signs, labels and color coding of hazard labels.

(n) An opportunity for interactive questions and answers with the person conducting the training session.

The material used shall be appropriate in content and shall use vocabulary suited to the member's educational level, literacy and language (Minn. R. 5206.0700; 29 CFR 1910.1030).

The person conducting the training shall be knowledgeable in the subject matter that is being covered in the training (Minn. R. 5206.0700; 29 CFR 1910.1030).

602.5 TRAINING RECORDS

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

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The name or other identifier and job title of the members who received the training.

(d) The names, certificate numbers and qualifications of persons conducting the training.

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Communicable Disease Training Program

The Training Officer should maintain the training records for three years (Minn. R. 5206.0700, Subp. 1). The Department may request that members sign statements that they have received appropriate training under Minn. Stat. § 182.653 once the training has been completed.

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Hazard Communication/Employee Right-to-Know Program Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the Department's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law.

This policy is also meant to address training requirements in the Department Employee Right-to-Know (ERTK) program under Minn. R. 5206.0700, with the exception of training regarding infectious agents and bloodborne pathogens. These are addressed in the Communicable Diseases Policy.

603.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 182.651; Minn. R. 5206.0100):

Harmful physical agent - A physical agent determined by the Minnesota Department of Labor and Industry to be harmful. This includes heat, noise, and ionizing and non-ionizing radiation (Minn. R. 5206.0500).

Hazardous substance - A chemical or substance, or mixture of chemicals or substances, which:

(a) Is regulated by the federal Occupational Safety and Health Administration (OSHA) under 29 CFR 1910 subpart Z (29 CFR 1910.1000 et seq.).

(b) Is either toxic or highly toxic, an irritant, corrosive, a strong oxidizer, a strong sensitizer, combustible, either flammable or extremely flammable, dangerously reactive, pyrophoric, pressure-generating, a compressed gas, a carcinogen, a teratogen, a mutagen, a reproductive toxic agent, or a substance of chemical that may otherwise, according to generally accepted documented medical or scientific evidence, cause substantial acute or chronic injury or illness during or as a direct result of any accidental or intentional exposure to the chemical or substance.

(c) Is determined by the Minnesota Department of Labor and Industry to present a significant risk to worker health and safety, or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure or contamination (see Minn. R. 5206.0400 for a detailed list).

603.2 POLICY

It is the policy of the Oakdale Fire Department, in accordance with the Hazard Communication/ ERTK program, to provide members with effective information and training on hazardous substances and harmful physical agents in their work area at the time of their initial assignment and whenever a new hazard is introduced.

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603.3 TRAINING REQUIREMENTS

The initial hazard communication/ERTK program training shall include, but is not limited to, the following topics (Minn. R. 5206.0700):

(a) Members shall be informed of any operations in their work area where hazardous substances are present.

(b) Members shall be informed of the location and availability of information regarding any hazardous substances or harmful physical agents, and Safety Data Sheets (SDS), as required by the state.

(c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance or a harmful physical agent in the work area.

(d) Members shall be trained in the physical and health hazards of the substances in the work area and the measures they can take to protect themselves, including specific procedures the Department has implemented to protect them from exposure to hazardous substances and harmful physical agents. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).

(e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

(f) Members shall be trained in all topics required in the Department's ERTK program (see the Hazard Communication/Employee Right-to-Know (ERTK) Program Policy), to include (Minn. Stat. § 182.653; Minn. R. 5206.0700):

1. Meeting the labeling provisions of ERTK in Minn. R. 5206.0100 et seq. for hazardous substances and harmful physical agents.
2. Identifying relevant hazardous substances to which members may be exposed.
3. Responding to specific exposure hazards including specific information on individual hazardous substances/mixtures or harmful physical agents. These responses must be available in writing for the members' use.
4. Specific training topics for members who may be routinely exposed to hazardous substances.
5. Specific training topics for members who may be routinely exposed to harmful physical agents.

603.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hazard communication/ ERTK program training provided to members. Records should include, but are not limited to, the following (Minn. R. 5206.0700):

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The name or other identifier and job title of the members who received the training.

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(d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

603.5 FREQUENCY OF TRAINING

Training must be provided to each member before his/her initial assignment to a workplace where the member may be routinely exposed to a hazardous substance or a harmful physical agent.

Additional training must be provided before the member may be routinely exposed to additional hazardous substances or harmful physical agents. Training updates must be repeated at intervals of not greater than one year. Training updates may be brief summaries of information included in previous training sessions (Minn. Stat. § 182.653; Minn. R. 5206.0700).

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Hazardous Materials (HAZMAT) Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Oakdale Fire Department Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required, the training records required to meet the requirements of 29 CFR 1910.120, as adopted by Minn. R. 5205.0010, and the requirements of National Fire Protection Association's (NFPA) 472.

Additionally, this policy addresses state training requirements for regional emergency response team and chemical assessment team members (Minn. R. 7514.0100 et seq.).

604.2 POLICY

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

604.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the incident commander, awareness or operations level, and hazardous materials technician or specialist.

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas as provided in 29 CFR 1910.120.

604.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (29 CFR 1910.120(q)(6)).

604.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, prevent exposures, and assist with decontamination of individuals exiting the hot zone (29 CFR 1910.120(q)(6)).

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604.3.3 HAZMAT TECHNICIAN
HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance (29 CFR 1910.120(q)(6)).

604.3.4 HAZMAT SPECIALIST
HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (29 CFR 1910.120(q)(6)).

604.3.5 HAZMAT INCIDENT COMMANDER
HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (29 CFR 1910.120(q)(6)).

604.3.6 HAZMAT EMERGENCY RESPONSE PLAN
An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority, and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives, and the Commissioner of the Minnesota Department of Public Safety (Minn. R. 7514.1100, Subp. 2).

604.3.7 HAZMAT ANNUAL REFRESHER TRAINING
Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (29 CFR 1910.120(q)(8)).

604.4 REGIONAL RESPONSE TEAM AND CHEMICAL ASSESSMENT TEAM MEMBERS

Members of the Department operating as part of a regional emergency response team or chemical assessment team shall complete additional training including, but not limited to (Minn. R. 7514.0700):

- Familiarization with the operating guidelines of the regional response team,
- Familiarization with the administrative policies and procedures of the regional response team,
- Required incident documentation and reporting.

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604.5 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. Medical examinations and consultations shall be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (29 CFR 1910.120(f)):

(a) Prior to assignment

(b) At least once every 12 months

(c) At termination of employment or reassignment to duties not covered by this policy

(d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards

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

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

604.5.1 HAZMAT MEDICAL SURVEILLANCE

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance pursuant to 29 CFR 1910.120.

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation (29 CFR 1910.120).

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years. This record shall contain at a minimum the following information (29 CFR 1910.120):

(a) The name of the member.

(b) The physician's written opinions, recommended limitations, and results of examinations and tests.

(c) Any member medical complaints related to exposure to hazardous substances.

(d) A copy of the information provided to the physician by the Department, with the exception of department policies and OSHA standards.

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604.6 TRAINING RECORDS

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

(a) Dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

1. Specific content required by regulation covered
2. Manufacturer's recommendations (as applicable)
3. Manufacturer's operations/service/maintenance manuals (as applicable)

(c) The names or other identifiers and job titles of all members who received the training.

(d) The names, certificate numbers, and qualifications of persons conducting the training.

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

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Hearing Conservation and Noise Control Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to noise above levels predetermined by federal regulations as adopted by Minnesota (Minn. R. 5205.0010; 29 CFR 1910.95).

605.2 POLICY

It is the policy of the Oakdale Fire Department to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the Department's efforts in compliance with state and federal requirements.

605.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the Oakdale Fire Department. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Captains shall be responsible for ensuring that members attend scheduled testing and training.

605.3.1 NOISE EXPOSURE LIMITS

The Oakdale Fire Department shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 29 CFR 1910.95, App. A.

605.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the Department shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the Department (29 CFR 1910.95, App. B).

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

605.3.3 HEARING PROTECTOR ATTENUATION

The Oakdale Fire Department shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in 29 CFR 1910.95, App. B. The Department will provide more effective hearing protectors where necessary.

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605.3.4 MONITORING

The Oakdale Fire Department shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (29 CFR 1910.95, App. G).

605.3.5 AUDIOMETRIC TESTING PROGRAM

The Oakdale Fire Department shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to 29 CFR 1910.95, App. C and App. D. The Department shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter.

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

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

605.4 TESTING AND TRAINING RECORDS

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

(a) The dates of the training sessions.

(b) A list of topics or a summary of the content of the training sessions.

(c) The name or other identifiers and job titles of the members who received the training.

(d) The names, certificate numbers and qualifications of persons conducting the training.

(e) Copies of baseline and annual audiometric testing and evaluation documents. Test results shall be maintained and retained as required by 29 CFR 1910.95(m) and established records retention schedules.

The Training Officer shall maintain the training records in accordance with established records retention schedules.

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Heat Illness Prevention Training

606.1 PURPOSE AND SCOPE

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

606.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

606.2 POLICY

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

606.3 TRAINING REQUIREMENTS

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

(a) The environmental and personal risk factors for heat illness.

(b) The Department's procedures for the prevention of heat illness.

(c) The importance of frequent consumption of small quantities of water, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.

(d) The importance of acclimatization.

(e) The different types of heat illness and the common signs and symptoms of heat illness.

(f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

(g) The Department's procedures for responding to symptoms of possible heat illness, including how emergency medical services (EMS) will be provided if necessary.

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(h) The Departments procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.

(i) The Department's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

606.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

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

(a) The procedures to follow to implement the applicable provisions in this policy

(b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures

(c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

606.5 TRAINING RECORDS

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

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The names or other identifier and job title of all members who received the training.

(d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Health Insurance Portability and Accountability Act (HIPAA) Training

607.1 PURPOSE AND SCOPE

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

607.1.1 DEFINITIONS

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

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

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

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

607.2 POLICY

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

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

607.3 TRAINING REQUIREMENTS

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

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

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Training should include a review of the:

(a) Department's statutory obligations imposed by HIPAA.

(b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the Department uses to protect written and electronic health information.

(c) Methods and procedures to be used during the collection of PHI.

(d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.

(e) Proper procedures when responding to media requests for information regarding incidents at which the Department provided medical services.

(f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Reports or other documents containing PHI.

(g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.

(h) Photography and Electronic Imaging Policy as it pertains to PHI.

(i) Department's procedures for protecting employee health information.

607.4 TRAINING RECORDS

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

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National Incident Management System (NIMS) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

608.2 POLICY

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

608.3 PROCEDURE

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

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

(a) Entry Level:

1. FEMA IS-700: NIMS, An Introduction
2. ICS-100: Introduction to ICS or equivalent

(b) First Line, Single Resource, Field Supervisors:

1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent

(c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:

1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents

(d) Command and General Staff, Area Emergency and EOC Managers:

1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

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

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608.4 TRAINING RECORDS

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

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The names or other identifiers and job titles of the members who received the training.

(d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Oakdale Fire Department Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) Policy in a manner that is consistent with Minnesota Occupational Safety and Health Administration (MNOSHA) regulations for all Oakdale Fire Department facilities (Minn. R. 5205.0010; 29 CFR 1910.38; 29 CFR 1910.39).

609.2 POLICY

It is the policy of the Oakdale Fire Department to provide training to all members regarding the EAP and the FPP.

609.3 TRAINING GUIDELINES

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

(a) A review of the department's EAP and FPP, including any information specific to each member's workplace or assignment.

(b) Information on where written copies of the EAP and FPP are located and how members may review the plan.

(c) The Department shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members or visitors in the event of an emergency.

(d) The Department shall advise each member of his/her responsibility under the plans at the following times:

1. Initially when the plans are developed
2. Whenever the member's responsibilities or designated actions under the plans change
3. Whenever the plans are changed

(e) The Department shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member or visitors in the event of an emergency.

The Training Officer should maintain the training records in accordance with established records retention schedules.

609.4 TRAINING OFFICER RESPONSIBILITIES

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

(a) The dates of the training sessions.

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(b) A list of the topics or a summary of the content of the training sessions.

(c) The names or other identifiers and job title of the members who received the training.

(d) The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Respiratory Protection Training

610.1 PURPOSE AND SCOPE

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

This policy identifies which members must receive respiratory protection training, the minimum training curriculum, and the requirements for recurrent training (Minn. R. 5205.0010; 29 CFR 1910.134(k)).

610.1.1 DEFINITIONS

Definitions related to this policy include:

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

610.2 POLICY

It is the policy of the Oakdale Fire Department to protect the health of members by providing respiratory protection training.

610.3 TRAINING REQUIREMENTS

610.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

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

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

(a) Use respirators.

(b) Supervise respirator users.

(c) Issue, repair, or adjust respirators.

610.3.2 MANNER OF TRAINING

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

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

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134).

610.3.3 FREQUENCY OF TRAINING

The Department will provide respiratory protection training:

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(a) Initially, before worksite respirator use begins.

(b) Periodically but within 12 months of the previous training.

(c) Additionally, when the following occurs:

1. The member has not retained knowledge or skills.
2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

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

610.3.4 CONTENTS OF TRAINING

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

(a) Recognizing hazards that may be encountered.

(b) Understanding the components of the respirator.

(c) Understanding the safety features and limitations of the respirator.

(d) Donning and doffing the respirator.

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

610.3.5 SUCCESSFUL COMPLETION

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

(a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure, and potential health effects and symptoms.

(b) The respirator's capabilities and limitations, including how the respirator provides protection, and why air-purifying respirators cannot be used in oxygen-deficient conditions.

(c) How improper fit, use, or maintenance can compromise the respirator's effectiveness and reliability.

(d) How to properly inspect, put on, seal check, use, and remove the respirator.

(e) How to clean, disinfect, repair, and store the respirator.

(f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails, and where emergency respirators are stored.

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(g) Medical signs and symptoms that may limit or prevent the effective use of respirators.

(h) The Department's general obligations under 29 CFR 1910.134(k).

610.4 TRAINING RECORDS

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

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The names or other identifiers and job titles of the members who received the training.

(d) The names, certificate numbers, and qualifications of persons conducting the training.

(e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Training Records

611.1 PURPOSE AND SCOPE

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

611.2 POLICY

It is the policy of the Oakdale Fire Department to maintain comprehensive records of all training provided by the Department and all training received by department members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the Department are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training, or providing other means of training documentation.

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

611.3 MASTER TRAINING CALENDAR

The Training Division will create and maintain an annual master training calendar for the Department. This calendar will document all department-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

(a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, and hearing protection.

(b) All federal or state mandated training drills, manipulative drills, and skills or equipment testing, including annual audiograms and fit testing for Minnesota Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (MNOSHA/NIOSH)-approved masks and respirators.

(c) All Minnesota Board of Firefighter Training and Education training and continuing education hours provided by the Department.

(d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS), or other NIMS-compliant incident management systems.

(e) All National Incident Management System (NIMS), Incident Command System (ICS), and NIMS-compliant incident management system courses.

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(f) All Emergency Medical Services (EMS) patient care, continuing education courses, or programs provided by the Department.

(g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.

(h) Any training opportunity utilizing instruction from outside the Department.

(i) Any interagency cooperative training program or activity.

(j) Any regularly scheduled skills, drills, or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on department established records retention schedules.

611.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the Department. All Divisions are required to submit documentation for each training session offered. The information in each record shall include but is not limited to the following:

(a) The course title.

(b) An outline of the subject matter and specific details of any information mandated by federal or state code, MNOSHA regulation, or other requirement.

(c) The dates the course was provided to members.

(d) The instructor names, qualifications, and/or certifications.

(e) Copies of course curriculum, course duration, information sheets, or other course content provided to students.

(f) Copies of course evaluations submitted by students.

(g) Attendance records for each course session, including each member's name or other identifier.

611.5 INDIVIDUAL TRAINING RECORDS

The Training Division will create and maintain an individual training file for each member of the Department. The training files will be kept separate from the Department's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records, or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the Department.

When a member ends employment with the Department, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's

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separation from service or in accordance with the Department's established records retention schedule.

Members of the Department shall be provided access to their individual training file upon request. A member may request to review their training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review their file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves, or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, Minnesota Board of Firefighter Training and Education certifications and Minnesota Office of Emergency Medical Services patient care provider continuing education coursework, and licensing and certification records (paramedic and Emergency Medical Technician).

611.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the Department may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications, and coursework that are pertinent to their position with the Oakdale Fire Department.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Oakdale Fire Department training file.

611.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Oakdale Fire Department member may be copied and released to either the former member or to a third party upon receipt of a signed written request from a former member of the Department. The written request should include the past member's full name, approximate dates of employment with the Department, and date of separation from employment with the Department. In the event that the former member is requesting that copies of their file be sent directly to a third party, the written request should include a statement authorizing the Oakdale Fire Department to release copies to the named third party.

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Live-Fire Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

612.2 POLICY

It is the policy of the Department to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

612.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

612.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for:

(a) Scheduling live-fire training.

(b) Confirming that the Training Divisionis notified when live-fire training is scheduled.

(c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements(Minn. Stat. §88.17).

(d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.

(e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.

(f) Confirming that a sufficient number of instructors will be present for the live-fire training.

1. In no event shall there be fewer than four instructors.
2. There shall be no more than a 5:1 student-to-instructor ratio at any time.

(g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.

(h) Designating a qualified safety officer for all live-fire training exercises.

(i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements:

1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I

(j) Ensuring all injuries sustained during live-fire training are documented.

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612.5 SAFETY OFFICER

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor. The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities.

The safety officer shall be knowledgeable about all the safety features at the training location.

612.6 TRAINING REQUIREMENTS

Before beginning any live-fire training, the designated safety officer shall be responsible for:

(a) Inspecting all burn locations.

(b) Ensuring that all members participating in the training meet the prerequisites for participation.

(c) Inspecting each participant's personal protective equipment (PPE) and self-contained breathng apparatus (SCBA).

(d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.

(e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

612.7 USE OF ACQUIRED STRUCTURES

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

(a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.

(b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos-containing materials).

(c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.).

612.8 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all live-fire training that is provided to members. At a minimum, the Department should document:

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

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(c) The names or other identifiers and job titles of the members who received the training.

(d) The names, certificate numbers, and qualifications of persons conducting the training.

(e) Injuries sustained during training exercises.

The Training Officer should maintain the training records in accordance with established records retention schedules.

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Firefighter Health, Safety and Survival Training

613.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

613.2 POLICY

The Oakdale Fire Department is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

613.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the Department. Members are also responsible for their own actions and are expected to follow Oakdale Fire Department safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should first stop the unsafe behavior from being performed further, and then report the behavior to his/her supervisor as soon as reasonably practicable.

613.4 SUPERVISOR RESPONSIBILITIES

Captains are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

613.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the Department.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

613.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The names or other identifiers and job titles of the members who received the training.

(d) The names, certificate numbers and qualifications of persons conducting the training.

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The Training Officer should maintain the training records in accordance with established records retention schedules.

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Chapter 7 - Equipment and Technology

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Apparatus Inspections, Testing, Repair and Maintenance

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing inspection, repair and maintenance responsibilities of members with regard to department vehicles and apparatus. Vehicles and apparatus shall comply with all regulations and statutes specified Minnesota law and/or NFPA 1002, 2009 edition. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

701.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle - A vehicle, apparatus or ambulance of a fire department (Minn. Stat. § 169.011, Subd. 3).

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Division or that is pre-positioned to be readily available to on-duty Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

701.2 POLICY

It is the policy of the Oakdale Fire Department that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and in-reserve apparatus. Vehicles and apparatus that are out-of-service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

701.3 PROCEDURE

The Fire Chief shall designate adequate personnel and responsibilities to ensure that all authorized emergency vehicles and other vehicles of the Oakdale Fire Department are properly equipped, maintained, serviced, refueled and present a professional appearance.

701.3.1 APPARATUS DAILY INSPECTIONS

Operators should be responsible for conducting a daily inspection of apparatus that has been established by the Department and includes all of the items and provisions identified to ensure the safe operational status of the apparatus. An inspection list is detailed in the applicable sections of NFPA 1002, 2009 edition.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Captain shall be immediately notified. Based on the determination of the Captain, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

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All repairs and preventive maintenance to fire apparatus shall be made by personnel deemed qualified by the Fire Chief or a designee.

The Department shall maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Assistant Fire Chief and retained by the Department based on established records retention schedules.

701.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection (see Truck Check procedure) and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

701.3.3 APPARATUS WEEKLY INSPECTIONS

Each week on Saturday, Engineers are to operate all equipment attached directly to the apparatus including but not limited to: water intake valves, water pump, water discharge valves, water piping drain valves, emergency lights, light tower, generator, aerial outriggers, aerial ladder, master discharge valve. Documentation of the inspection shall be recorded on the proper form.

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Knox-Box Access

702.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of department members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Oakdale Fire Department jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Computer-Aided Dispatch (CAD) premise information file - A file entered in a CAD system to automatically notify responding units of certain information, including the presence of a Knox-Box, about a facility to which they have been dispatched.

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazardous materials (HAZMAT) data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor of Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Oakdale Fire Department.

Knox master key - A key carried on all fire apparatus which enables department members to access any Knox-keyed device within the jurisdiction.

Knox tones - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

702.2 POLICY

It is the policy of the Oakdale Fire Department to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

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702.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by the Communications Center. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring the Communications Center to send tones shall have that activity noted in the incident record.

The Fire Chief is ultimately accountable for Knox master keys issued to the Department. Any missing master key shall be immediately reported verbally to a Captain and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/ assigned shift.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at department expense.

702.4 SITE INSTALLATION AND TESTING

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the Department, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed six feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering.

Knox-key switches should be installed by a certified electrician familiar with these devices.

702.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be identified with a sturdy key tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room

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- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Department

702.6 LOCK UP OF KEYS IN KNOX- BOXES

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Oakdale Fire Department to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

At the time of a lock-up for a business or residence, members should ensure all contact information as well as business information is up to date in department records.

702.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the Department. The first-in engine company will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the engine company to have the necessary repairs made.

Once is has been determined that the Knox-Box operates properly, theFire Chief or [Deputy Fire Chief] and the Communications Center supervisor shall be notified so that the CAD premise information file can be updated to include the presence of a Knox-Box.

702.8 NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

702.9 ANNUAL KNOX-BOX TESTING

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or an engine company. This should consist of checking the operation of the box and the keys.

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Communications Operations

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the Department in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

703.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Oakdale Fire Department radio operations shall be conducted in accordance with FCC procedures and guidelines.

703.2 POLICY

The Oakdale Fire Department will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/ multi-agency incidents.

703.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in the Communications Center to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

(a) Location of incident reported

(b) Type of incident reported

(c) Date and time the report was received

(d) Name and address of the reporting party, if possible

(e) Incident number

(f) Time of dispatch

(g) Apparatus dispatched to the incident, including member identification numbers

(h) Time of apparatus arrival

(i) Requests from members during the incident

(j) Time the apparatus returned to service

(k) Disposition or status of the reported incident

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(l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

703.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

703.4.1 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with the Communications Center. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and the Communications Center once the mobile unit has been properly identified.

703.4.2 RADIO TESTING

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

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Photography and Electronic Imaging

704.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize department members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring department compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by department members; establishes the parameters for the types of incidents, subjects, and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

This policy does not apply to media captured through the use of body-worn cameras (see the Body-Worn Cameras Policy).

704.2 POLICY

It is the policy of the Oakdale Fire Department to authorize members to utilize photography and electronic imaging to document non-incidents and incidents and department activities that are subject to compliance with specific regulations, conditions, restrictions, and guidelines.

The use of photography or electronic imaging of medical patients, injured victims, or other people who are medically evaluated or treated by department members must also comply with the requirements of HIPAA.

The Oakdale Fire Department shall respect the privacy rights established in the state and federal constitutions.

704.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by department members while on-duty or acting in an official capacity are the sole property of the City and may not be sold, transferred for commercial use, bartered, or otherwise distributed for profit by any member of the Department without the express prior approval of the Fire Chief (17 USC § 201).

704.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

704.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by department members for non-incident events, including:

(a) Documentation of department training events, exercises, lectures, classes, or activities, and all fire academy-related activities.

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(b) Documentation of internal department events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops, and other activities involving department members.

(c) Documentation of public events, such as safety seminars, fire station open house events, Fire Investigations education events and activities, school safety presentations, and club or service organization events.

(d) Documentation of all department vehicles, apparatus, tools and equipment, facilities, and other department-owned property.

(e) Creating and maintaining a photo/image bank depicting all department members.

(f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks, and recreational areas within the Department's jurisdiction for later use in disaster mitigation, recovery, and cost-recovery efforts.

(g) To document any condition, activity or event related to the department's code enforcement responsibilities.

(h) To document inspections, code compliance activities, or any other activity of Fire Investigations.

(i) Unless prohibited elsewhere in this policy, to document any department activity for future use in training.

(j) For any other purpose authorized by the Fire Chief, Captain, or any Division Chief.

704.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by department members at incident scenes, including:

(a) Documentation of the conditions on arrival and during suppression activities at any fire incident.

(b) Documentation of fire, smoke, water, structural collapse, or any other damage or conditions resulting from any fire or fire-related event.

(c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.

(d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.

(e) Documentation of the location, position, trauma, injuries, or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.

(f) Documentation of the condition of vehicles, apparatus, bicycles, or other items involved in collisions, accidents, entrapments, or other rescue or medical events.

(g) Documentation of the extrication of trapped individuals in any rescue situation.

(h) Documentation of the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.

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(i) Documentation of all aspects of any incident involving hazardous materials.

(j) Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.

(k) Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

(l) Documentation of specialized medical procedures. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient. These images are to be utilized for training or education purposes, solely within the department or controlling medical authority.

704.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

Department members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include but is not limited to:

(a) Photographs and/or electronic images may not be taken, transmitted, or used in violation of any HIPAA regulation.

(b) Photographs and/or electronic images may not be taken, transmitted, or used for personal purposes.

(c) Unless requested by the receiving hospital or controlling medical authority, or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.

(d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.

(e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by department members.

(f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by department members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

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Non-Official Use of Department Property

705.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of department property. Department property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

705.2 POLICY

The personal use of department property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official department business without the express prior approval of the Fire Chief or designee.

Requests from water companies or other City agencies for hose adapters or other equipment should be forwarded to the appropriate Captain or designee, for consideration.

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Chapter 8 - Records management

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Subpoenas and Court Appearances

800.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the Department to cover any related work absences and keep the Department informed about relevant legal matters.

800.2 POLICY

Department members will respond appropriately to all subpoenas and any other court ordered appearances.

800.3 RECEIPT OF SUBPOENAS

Only department members authorized to receive a subpoena on behalf of the Department or any of its members may do so.

Subpoenas for records should be directed to the authorized designee for processing.

800.3.1 SUBPOENAS OF RECORDS

The City Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the City Custodian of Records and properly trained are not authorized to accept subpoenas for department records.

Subpoenas for records shall be date-stamped and logged.

The City Custodian of Records will consult with the Department Fire Chief regarding any request for medical records. The City Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the City Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the Department or City, the request should be promptly brought to the attention of the legal counsel for the Department.

The Department may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The City Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered (Minn. R. Civ. P. 45.03(d)).

800.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

Upon receipt of a civil subpoena, the City Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

The City Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

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No subpoena for a member of this Department as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena (Minn. R. Civ. P. 45.03(d)).

Members shall notify their Captains of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Captain.

Members who are deposed should request a copy of the transcript.

800.3.3 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

800.3.4 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to department business, the member shall promptly notify the Captain of his/her appearance and contact legal counsel if he/she has any questions.

800.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members properly served with valid subpoenas for civil matters unrelated to their department duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the Department for any such appearance or deposition and arrangements for time off should be coordinated with their supervisors.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

800.4 RESPONSIBILITIES

800.4.1 MEMBERS

Members subpoenaed to appear for any department-related reason or who are subpoenaed to produce records or evidence shall:

(a) Document the date, time and manner of receipt.

(b) Promptly contact the City Custodian of Records and provide the Custodian with a copy of the subpoena and/or summons and complaint.

(c) Make arrangements through the City Custodian of Records to obtain any related reports or information.

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(d) Notify their supervisors of the subpoena.

Employees who are subpoenaed to testify about department-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the Department. Members shall coordinate any scheduled appearances with their Captain to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or department legal counsel.

800.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member’s duty schedule for the purpose of creating overtime.

800.5 TESTIFYING AGAINST THE INTEREST OF THE CITY

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the City's legal counsel, as may be indicated by the case. The Fire Chief will also notify the City Administrator upon notification of a subpoena to testify.

This requirement includes:

(a) Providing testimony or information for the defense in any criminal trial or proceeding.

(b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.

(c) Providing testimony or information on behalf of, or at the request of, any party other than any City official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

(d) No member will be retaliated against for testifying in any matter.

800.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to department business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and notify the Fire Chief, who then will contact legal counsel for the City.

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Patient Medical Record Security and Privacy

801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Minnesota Government Data Practices Act (Minn. Stat. § 13.01 et seq.)

801.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the Department and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the Department that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and ZIP code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

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- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - Department records or data containing any information identifying a patient. However, media recorded by department body-worn cameras is for quality assessment and improvement purposes, not patient care, and therefore is not part of a patient's medical records.

Protected health information (PHI) - Individually identifiable health information that is created or received by the Department. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes but is not limited to PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

801.2 POLICY

It is the policy of the Department to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files (45 CFR 164.530(c)).

801.3 RESPONSIBILITIES

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received department training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

801.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

(a) Identify who may have access to PPI and PHI.

(b) Resolve complaints under HIPAA.

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(c) Mitigate, to the extent practicable, any harmful effects known to the Department regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.

(d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.

(e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

801.5 PROCEDURE

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS), or during processing or review at Oakdale Fire Department facilities by authorized personnel (45 CFR 164.530(c)).

801.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as department records during the time department personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

801.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the Department shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to department computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

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801.6.2 HARD COPIES
Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the Department is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the Department.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the Department without express authorization from the Custodian of Records.

801.7 PHI RECORD REQUESTS
The following procedures apply to PHI record requests:

(a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.

(b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.

1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).

(c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.

(d) Requests for records via a valid subpoena do not require that PHI be redacted.

(e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.

(f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

801.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI
The Department shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):

(a) PHI or PPI contained in email or other forms of written communication.

(b) Sharing of PHI or PPI on any website, blog, or other form of social or public media.

(c) Verbal discussions.

(d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-

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taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

801.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

(a) For the department's use to carry out treatment, payment, or health care operations (45 CFR 164.506)

(b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))

(c) Where the PHI is part of a limited data set (45 CFR 164.514(e))

(d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))

(e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or domestic violence (45 CFR 164.512(c))

(f) To law enforcement as provided in this policy (45 CFR 164.512(f))

(g) Where the Department believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))

(h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

801.7.3 REQUIRED DISCLOSURES

The Department must disclose PHI when:

(a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).

(b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

801.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

(a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested

(b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested; a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested or there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice

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has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
   (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
   (b) Requires the return to the Department or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

801.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

(a) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
   1. To report certain types of wounds or other physical injuries.
   2. In compliance with a court order or court-ordered warrant, a subpoena or summons, a grand jury subpoena, or an administrative request for which a response is required by law.

(b) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the Department may only disclose the following PHI (45 CFR 164.512(f)):
   1. Name and address
   2. Date and place of birth
   3. Social Security number
   4. ABO blood type and Rh factor
   5. The character and extent of injuries
   6. Date and time of treatment
   7. Date and time of death, if applicable
   8. A description of distinguishing physical characteristics

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801.7.6 ADDITIONAL RESTRICTIONS FOR REPRODUCTIVE HEALTH CARE RECORDS
Records related to reproductive health records as defined by 45 CFR 160.103 are subject to additional disclosure restrictions as provided in 45 CFR 164.502 and 45 CFR 164.509. Requests that may include reproductive health care records should be evaluated by the Custodian of Records in consultation with legal counsel before disclosure to ensure compliance with federal law.

801.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the Department complies with all of the following rights of patients:

(a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))

(b) The right to receive their PHI confidentially (45 CFR 164.522(b))

(c) The right to inspect and copy their PHI (45 CFR 164.524)

(d) The right to request amendments to their PHI (45 CFR 164.526)

(e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

801.8.1 PHI AMENDMENT REQUESTS
Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have their medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

(a) Was not created by the Department.

(b) Is not part of the designated record.

(c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.

(d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

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Chapter 9 - Safety

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Minnesota Occupational Safety and Health Administration (MNOSHA) Inspections

900.1 PURPOSE AND SCOPE

This policy establishes guidelines and responsibilities for Oakdale Fire Department members to follow in the event that a MNOSHA inspector requests access to department property or work operations.

This policy does not address those inspections requested by the Oakdale Fire Department as part of a consultation service by MNOSHA.

900.2 POLICY

It is the policy of the Oakdale Fire Department for the Fire Chief or the authorized designee to designate one or more department representatives who will be responsible for facilitating a MNOSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the MNOSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the MNOSHA inspector once he/she has arrived (Minn. Stat. § 182.659, Subd. 3).

Department members should work cooperatively with any MNOSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the Department to begin the inspection in a timely manner could result in the MNOSHA inspector obtaining an inspection warrant to enter department property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

900.3 PROCEDURE

The MNOSHA inspections may be unannounced (Minn. Stat. § 182.659, Subd. 1). Typically inspections occur when there has been a serious accident, serious injury or occupational fatality; when a member has charged that a serious safety violation exists; or at a work site where an imminent danger has been identified.

Upon entering the department work site, the inspector will present his/her identification and will ask to meet with the department representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

The MNOSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples.

Department representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements

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made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the Department who is the subject matter expert on the topic (Minn. Stat. § 182.659, Subd. 3).

At the conclusion of the inspection, the MNOSHA inspector will hold a closing meeting with the department representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a MNOSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the department's Health and Safety Officer, risk manager and legal counsel, and that the Department conducts an appropriate internal investigation and adequately addresses all MNOSHA findings.

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A Workplace Accident and Injury Reduction (AWAIR) Program

901.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Oakdale Fire Department, in accordance with the requirements of Minn. Stat. § 182.653.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by department procedures outside the Policy Manual.

This policy supplements but does not supersede any related City-wide safety efforts.

901.2 POLICY

The Oakdale Fire Department will adopt an AWAIR program in order to increase the safety of its members.

901.3 AWAIR PROGRAM

The Health and Safety Officer (HSO) is responsible for developing an AWAIR program that shall include:

(a) Workplace health and safety training programs.

(b) Safety inspections.

(c) Informing members of the AWAIR program guidelines.

(d) Recognizing members who perform safe work practices.

(e) Member evaluation processes, including member safety performance.

(f) A system ensuring that all health and safety policies and procedures are clearly communicated and understood by all members.

(g) A communication system facilitating the continuous flow of health and safety information between supervisors and members. This system shall include:

1. New member orientation, including a discussion of safety and health policies and procedures.
2. Regularly scheduled safety meetings.
3. Regular member review of the AWAIR program.

(h) Establishing Division Safety Coordinators and defining their responsibilities.

(i) Posting or distributing safety information.

(j) A system for members to anonymously inform management about workplace hazards.

(k) Availability of forms that address:

1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.

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2. Investigations and corrective actions taken regarding individual incidents or accidents.
3. Training records for each member, including the member's name or other identifier, training dates, type of training, and training providers.

(l) Establishing a health and safety committee (Minn. Stat. § 182.676; Minn. R. 5208.0010 et seq.).

(m) Descriptions of the following (Minn. Stat. § 182.653):

1. How managers, supervisors, and members are responsible for implementing the program and how continued participation of management will be established, measured, and maintained.
2. The methods used to identify, analyze, and control new or existing hazards, conditions, and operations.
3. How the plan will be communicated to all affected members so that they are informed of work-related hazards and controls.
4. How workplace accidents will be investigated and corrective action implemented.
5. How safe work practices and rules will be enforced.

The HSO must conduct and document a review of the AWAIR program at least annually and document how the program procedures are applied (Minn. Stat. § 182.653).

901.3.1 HEALTH AND SAFETY COMMITTEE

The HSO will facilitate the health and safety committee and ensure applicable rules are addressed (Minn. R. 5208.0010 et seq.). The committee's purpose is to assist in the implementation of the AWAIR program and bring workplace safety concerns or complaints to the attention of the department administration. Members of the committee must be selected by department members (Minn. Stat. § 182.676).

Duties of the committee should, at a minimum, include (Minn. R. 5208.0050):

- Reviewing and making recommendations related to AWAIR.
- Coordinating safety inspections.
- Training members about AWAIR and safe working procedures.
- Identifying the hazards associated with a particular task or job.
- Providing input regarding new workplace safety rules.
- Preparing AWAIR presentations for staff meetings.
- Assisting in workplace accident investigations.
- Reviewing and making recommendations for incidents involving work-related deaths, injuries, and illnesses.

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901.3.2 REVIEW OF SAFETY MANDATES

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

(a) Communicable diseases (29 CFR 1910.1030; Minn. R. 5206.0600) (see the Communicable Diseases Policy).

(b) Respiratory protection (29 CFR 1910.134) (see the Respiratory Protection Program Policy).

(c) Personal protective equipment (see the Personal Protective Equipment Policy).

(d) Emergency Action Plan and Fire Prevention Plan (29 CFR 1910.38(a); Minn. R. 5205.0010) (see the Emergency Action Plan and Fire Prevention Plan Policy).

(e) Walking-Working Surfaces (29 CFR 1910.21 et seq.; Minn. R. 5205.0010) (see the Fire Station Living Policy).

901.4 DIVISION SAFETY COORDINATORS

Division Safety Coordinator responsibilities include but are not limited to:

(a) Ensuring member compliance with AWAIR guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to AWAIR; such forms and reports shall be submitted to the Assistant Fire Chief.

(e) Notifying the HSO when:

1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational injuries and illnesses occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

901.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

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Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Assistant Fire Chief via the chain of command.

The Assistant Fire Chief will take appropriate action to ensure the AWAIR program addresses potential hazards upon such notification.

901.6 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

Safety inspections shall be conducted by the safety and health committee at a frequency decided by the committee, but at least quarterly (Minn. R. 5208.0040).

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

901.7 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

All safety and health committee recommendations and reports shall be kept for two years. The reports shall be made available to the Department of Labor and Industry upon request (Minn. R. 5208.0050).

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Minnesota Occupational Safety and Health Administration (MNOSHA) Notification of Injury or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Department to notify the Minnesota Occupational Safety and Health Division (MNOSHA) of the Department of Labor and Industry (DLI) of employment-related injuries or deaths of any department members.

902.2 POLICY

The Department will comply with DLI reporting requirements in the event of a serious injury or death (Minn. Stat. § 176.231).

902.3 MANDATORY NOTIFICATION

The Fire Chief or the authorized designee shall notify MNOSHA when a member is killed or hospitalized due to an occupational accident. Death notification must be made within eight hours. Hospitalization, amputation, or the loss of an eye requires that notification be made within 24 hours (Minn. Stat. § 176.231).

The Fire Chief or the authorized designee maymake an initial notification to MNOSHA by telephone or personal notice.(Minn. Stat. § 176.231).

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Communicable Diseases

903.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

This policy is also meant to address the infectious agents and bloodborne pathogen requirements of the Minnesota Employee Right-to-Know (ERTK) program (Minn. R. 5206.0700).

903.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Oakdale Fire Department (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

The Oakdale Fire Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the Department's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes (29 CFR 1910.1030; Minn. R. 5206.0600):

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Employee right-to-know rules regarding infectious agents/bloodborne pathogens (Minn. R. 5206.0100 et seq).

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2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
3. Addressing recognized hazards from communicable diseases that may cause death or serious injury or harm to employees, and ensuring the Department meets Minnesota Department of Labor and Industry (DLI) standards applicable to communicable diseases (Minn. Stat. § 182.653; Minn. Stat. § 182.654).
4. Ensuring the Department complies with 29 CFR 1910.1030 to eliminate or minimize employee exposure to bloodborne pathogens that result from sharps injuries (Minn. Stat. § 182.6555).
5. Ensuring that a copy of the exposure control plan is accessible to all members (29 CFR 1910.1030; Minn. R. 5206.0600).
6. Forwarding all reports to the Minnesota Occupational Safety and Health Administration (MNOSHA) as may be required (Minn. Stat. § 182.674).
7. Exposure control precautions in 29 CFR 1910.1030 (Minn. R. 5206.0600).

The ECO should also act as the liaison with the MNOSHA and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

903.4 EXPOSURE PREVENTION AND MITIGATION

903.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; Minn R. 5206.0600):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicle, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

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(g) Decontaminating non-disposable equipment (e.g., clothing, portable radio, laryngoscope, firefighting gloves) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., broken glass, knives, razors, needles) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking or smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

903.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; Minn. R. 5206.0600).

903.5 POST-EXPOSURE

903.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify the on duty Captain as soon as practicable. The Captain will then notify a Chief Officer.

Members who seek medical attention:

(a) The employee will register as a patient in the emergency department where the "source" patient was taken.

(b) The Physician will document the exposure and draw appropriate labs related to the exposure. The Physician will start treatments as necessary and related to the exposure.

(c) If needed the employee who was exposed will be provided counseling services.

903.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The following forms will be completed as soon as possible.

(a) First Report of Injury form

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(b) A Supervisors Report of Accident form

(c) An Oakdale Fire Department Peer Review Inquiry form

(d) An Oakdale Blood Born Pathogens Exposure form

(e) Any other forms deemed necessary.

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Injury and Illness Reporting and A Workplace Accident and Injury Reduction (AWAIR) Program policies).

See attachment: Bloodborne Pathogen Exposure Reporting Form 903.pdf

903.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

903.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

903.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Seeking testing through the procedures of Minn. Stat. § 144.7401 to Minn. Stat. § 144.7415 through a licensed hospital or other emergency medical care facility.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

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The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

903.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

903.6.1 ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

Members, their designated representatives and MNOSHA shall be provided access to relevant exposure and medical records (Minn. R. 5210.0150).

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High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Manual on Uniform Traffic Control Devices for Streets and Highways; 23 CFR 655.601; Minn. R. 5205.0030).

904.2 POLICY

It is the policy of the Oakdale Fire Department that all personnel shall wear a ratedClass II High-Visibility safety vest in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles, or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel, and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch and worn any time the personnel are engaged in vehicular traffic control (Minn. Rule. 5205.0030).

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members as follows:

(a) A Class 2 rated high visibility vest will be issued to an employee at the time of hire. It is that employees responsibility to care and maintain the high visibility vest.

(b) A Class 3 rated high visibility jacket will issued to an employee at the time of hire. It is that employees responsibility to care and maintain the jacket.

(c)

(d)

(e)

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904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary follow the manufacturer's care instructions.

It will be the responsibility of the Firefighter to care for and maintain their high visibility vest or jacket. Should the high visibility vest or jacket deteriorate in such a way that it is no longer able to provide reflective protection, the member will replace it as soon as they are able.

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Soft Body Armor

905.1 PURPOSE AND SCOPE

The Oakdale Fire Department is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

905.2 POLICY

It is the policy of the Oakdale Fire Department to maximize firefighter safety through the use of soft body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of firefighter safety procedures. Soft body armor will worn in accordance with manufactures guidelines and recommendations.

(a) Issuing of Soft Body Armor

1. All Oakdale Fire Department members will be issued individual, department approved soft body armor.

    (a) Soft body armor issued to Oakdale Fire Department members will be rated to a minimum of NIJ II Standards.

(b) Use of Soft Body Armor

1. All Oakdale Fire Department members will wear soft body armor on every call when responding in the ambulance. Members will continue to wear it until they can determine the scene is safe and secure.
2. If members are responding to a medical in the engine they will be expected to wear their soft body armor until they can determine the scene is safe and secure.
3. Department issued soft body armor will only be worn during work. Soft body armor will not be worn outside of work unless it is a City or Department sponsored event, or if it is approved by the Fire Chief.

(c) Use of Heavy Body Armor

1. During events of active violence or any other event where a CIRAS response has been declared, members who are responding will wear their heavy body armor in addition to their soft body armor.

(d) Issuing of Heavy Body Armor

1. Heavy body armor will be supplied by the Oakdale Fire Department and stored on the ambulances and the engine.
2. Heavy body armor will be rated to a minimum of NIJ IV Standards.

(e) There are situations where body armor should not be worn those are listed below but not limited to

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1. Motor vehicle accidents where the Firefighter has to enter a vehicle for medical purposes.
2. Under turnout gear or during fire suppression activities.
3. During water rescues where the fire Firefighter is
    (a) Standing within 5 feet of the waters edge.
    (b) When boarding a boat or vessel to travel or assess a patient.
    (c) When wearing a personal flotation device.
4. At anytime the incident commander or supervisor directs the firefighter they no longer need to wear it.

An event of active violence can be defined as, an incident involving one or more persons actively engaged in killing or harming people in a confined or populated area. This includes but is not limited to active shootings, stabbings, use of explosive devices, or use of vehicles into a crowed or populated area.

A supervisor may mandate the use of body armor in any situation or circumstance.

905.3 SUPERVISORY AUTHORITY AND USE CONSIDERATIONS

(a) For the purposes of this policy, a supervisor may be defined as:
    1. The Incident Commander (IC) directing any incident.
    2. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of assigned personnel.
    3. The Captain in charge of any apparatus or crew.

905.4 STORAGE OF BODY ARMOR

All department-issued body armor should be stored in full compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity.Body armor should be stored either hanging up or lying flat. This keeps the armor from bunching up or breaking down. Body armor should be stored in a location that is reasonably accessible to members.

905.5 MAINTENANCE AND SERVICE LIFE OF BODY ARMOR

All department-issued body armor shall be inspected and maintained in accordance with the manufacturer's instructions or in accordance with nationally recognized standards. All department body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria, or when it has exceeded its rated service life. It will be the responsibility of the Oakdale Fire Department to replace soft body armor as needed but no more than every five years or before the manufactures expiration date.

A. Cleaning of the Armor Carrier
    1. Remove all ballistic panels and trauma inserts.

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2. Remove anything else you may have stored in the carrier such as pens, flashlights, etc.
3. Place into the normal washer with a mild detergent and run on the gentle cycle. make sure the carrier is zipped up. Do not use bleach, fabric softer, or scent sprays. These can break the carrier material down faster.
4. Once finished hang the carrier up to dry.

B. Cleaning of the Armor Plates

1. To clean the ballistic panels, begin by laying them on a flat surface. Take a damp cloth or sponge and gently wipe the ballistic panels to remove dirt or stains.
2. Allow to dry before placing them back into the carrier.

905.6 SELECTION AND PROCUREMENT OF BODY ARMOR

Body armor provided by the Department shall comply with nationally recognized public safety standards for body armor. Body armor provided to personnel exposed to ballistic risks or other hostile threats should be consistent with expected duties.

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Apparatus/Vehicle Backing

906.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

906.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any department vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

Vehicle - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Oakdale Fire Department and used for department business.

906.2 POLICY

To promote firefighter safety, it is the policy of the Oakdale Fire Department that drivers will use a spotter when backing any department vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the use of a spotter should only take place in unique circumstances.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. As backing operations are the most common cause of fire service vehicle collisions, training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

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If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In rare, unique circumstances. where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

906.4 SPOTTER RESPONSIBILITIES

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

(a) Be constantly aware of the surroundings while performing this function.

(b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.

(c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.

(d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.

(e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).

(f) Maintain visual contact with the driver at all times.

(g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.

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(h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.

(i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.

(j) Stand on the ground, never on the apparatus or vehicle.

(k) Practice skills as time permits.

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Heat Illness Prevention/Rehabilitation Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy) to ensure compliance with Minn. Stat. § 182.653, Subd. 2.

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations.

907.1.1 DEFINITIONS

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

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confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Body temperature is usually 104 degrees or higher.

907.2 POLICY

It is the policy of the Oakdale Fire Department to require member participation in the heat illness prevention program and the accompanying training.

907.3 GUIDELINES

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Captains should maintain an awareness of the exertion/ exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should shall be established when ambient air temperature is over 80 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every member on scene to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most

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physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

907.4 ESTABLISHMENT OF REHABILITATION DIVISION

A member will be placed in charge of the division/group and shall be known as the rehab officer. The rehab officer will typically report to the operations officer or incident commander. The location for the rehabilitation area will normally be designed by the incident commander. If a specific location has not been designated, the rehab officer will pick a location and notify the IC.

Rehabilitation Site Considerations

(a) It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution

(b) It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution

(c) It should provide suitable protection from the prevailing environmental conditions; during hot weather it should be in a cool, shaded area; during cold weather it should be in a warm, dry area

(d) It should enable members to be free of exhaust fumes from apparatus, vehicles or equipment (including those involved in the rehabilitation sector/group operations)

(e) It should be large enough to accommodate multiple crews, based on the size of the incident

(f) It should be easily accessible by EMS units

(g) It should allow prompt reentry back into the emergency operation upon complete recuperation

The Rehabilitation Officer shall secure all necessary resources to adequately staff and supply the rehabilitation area those supplies include but are not limited to

(a) Fluids, foods, awnings, fans, blankets, or tarps

(b) Medical equipment such as BP Cuffs, pulse oximetry devices, or EKG monitors capable of defibrillation

(c) Ensuing members in rehab remove their turnout gear or other protective equipment

907.5 MEDICAL EVALUATION

During an incident where a rehabilitation division has been established, all members who are on scene and in rehab will have a medical evaluation done prior to returning to fire operations. Medical evaluations will be done by the highest trained medical professional on scene. Usually this will be done by mutual aid ambulance personal. When members or crews are in rehab, they should spend a minimum of 20 minutes in rehab replenishing fluids and electrolytes. This minimum can be increased depending on weather and conditions.

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Members assigned to the rehabilitation division/group shall enter and exit the rehabilitation area as a crew. The crew designation, number of crew members and the times of entry to and exit from the rehabilitation area shall, when possible, be documented by the rehab officer or his/her designee on the company check-in/out sheet. Crews shall not leave the rehabilitation area until authorized to do so by the rehab officer or EMS personnel.

When rehab is established the following will be assessed and recorded within the first ten minutes of the crew or individual entering rehab

(a) The time which the crew or individual entered rehab

(b) Names of the crew members

(c) Vital signs such as Blood Pressure, Heart Rate, Respiration, Pulse oximetry, and CO levels

(d) An ALS Level assessment

(e) Any other assessment which medical personal or the rehab officer deem appropriate such as but not limited to EKG's, blood glucose checks, or other medical assessments.

After 10 minutes in rehab reassess the following

(a) Vital signs

(b) If any condition changes from when they first entered

(c) Continued monitoring until the minimum time has been meet

Consider immediate transport for the following symptoms:

(a) Symptoms of chest pain

(b) Severe shortness of breath

(c) Altered Mental Status or syncope

(d) Heart rate greater then 220 minus the patients age

(e) Blood pressure lower then 100 systolic

(f) Respiratory rate greater then 30

(g) SpO2 less than 90%.

Returning to Fire Ground Operations

A member may return to operations if the following has been met

(a) Minimum of 20 minutes spend in rehab

(b) Presence of normal mental status and steady gait

(c) Normal vital signs

(d) Asymptomatic with no new complaints

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EMS personal performing medical evaluations in Rehab have the ultimate authority to override and recommend a member not return to fire ground operations. This authority also extends to the Rehab officer who will report their concerns to the IC when able.

See attachment: Responder Rehabilitation Guideline.pdf

907.6 MEDICAL DOCUMENTATION

The following documentation will be kept following an event where rehab was established. This information will be documented and attached to the electronic fire report.

(a) Company Check in/out sheet

(b) Emergency Incident Rehabilitation Report

(c) Any ICR that is requested in addition to the call for further evaluation or treatment

(d) If a member is transported to a hospital for further evaluation, a first report of injury will be completed

See attachment: Rehab Documents.pdf

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Respiratory Protection Program

908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Department, the requirements and guidelines for the use of respirators, and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards (29 CFR 1910.134; Minn. R. 5205.0010).

908.1.1 DEFINITIONS

Definitions related to this policy include:

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

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

It is the policy of the Oakdale Fire Department to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Captain or Incident Commander (IC) based on an evaluation of the hazard. Members shall not be required, or allowed to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the Department meets any legal mandates related to respiratory protection.

The administrator shall:

(a) Maintain, implement, and administer a written respiratory protection program.

(b) Ensure the written respiratory protection program and related procedures are followed and appropriate.

(c) Ensure the procedures and written respiratory protection program address relevant mandates.

(d) Ensure selected respirators continue to effectively protect members.

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(e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.

(f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:

1. Respirator fit during use
2. Any effects of respirator use on work performance
3. Respirators being appropriate for the hazards encountered
4. Proper use under current work site conditions
5. Proper maintenance

(g) Ensure the Department covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.

(h) Provide direction for respirator selection.

(i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other department-approved procedures recommended by the respirator manufacturer.

Captains or IC's shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Captainor IC shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

(a) It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator or the filter, cartridge, or canister.

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Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

(a) Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.

(b) Engaging in any firefighting operations, with the possible exception of a vegetation fire.

(c) Entering the hot zone of a hazardous materials incident.

(d) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(e) Any time use is specified by theCaptain or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

908.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Captains or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

(a) Hazardous materials incidents where members are not working in the hot zone.

(b) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.

(c) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

908.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

A Captain or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge respirators shall

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not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

(a) The wearer begins to smell, taste, or be irritated by a contaminant.

(b) The wearer begins to experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

908.4.4 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

908.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

908.5.1 SCBA REQUIREMENTS

Oakdale Fire Department's SCBA's shallmeet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH.

The Oakdale Fire Department shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

908.5.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute Compressed Gas Association Commodity Specification for Air (G-7.1-2018). Compressed breathing air shall be tested annually to insure it meets the standards.

908.6 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous

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atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator.

After initial testing, fit testing shall be repeated:

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

908.6.1 RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use.

908.6.2 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the department records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include:

(a) Name of person tested.

(b) Test date.

(c) Type of fit test performed.

(d) Description (e.g., type, manufacturer, model, style, size) of the respirator tested.

(e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout or other recording of the test).

(f) The written guidelines for the respirator fit testing program, including pass/fail criteria.

(g) Instrumentation or equipment used for the test.

(h) Name or identification of test operator.

908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter, and if any of the following conditions arise between annual tests:

(a) A member reports medical signs or symptoms that are related to the ability to use a respirator.

(b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.

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(c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.

(d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the Department to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

908.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

(a) All alarm devices on the SCBA should be tested for proper operation.

(b) Any SCBA or respirator that is not operating properly or is below department standard air volume shall be taken out of service immediately until the problem is remedied.

(c) If an issues is noted it shall be written up in aladtec and the on-duty Captainor supervisor shall be notified.

(d) Rubber facepiece:

1. Excessive dirt
2. Cracks, tears, holes
3. Distortion from improper storage
4. Cracked, loose, or scratched lenses (full facepiece)
5. Broken or missing mounting clips

(e) Head straps:

1. Breaks or tears
2. Loss of elasticity
3. Broken or malfunctioning buckles or attachments
4. Excessively worn serrations of the head harness which might allow the facepiece to slip

(f) Inhalation and exhalation valves:

1. Detergent residue, dust particles, or dirt on the valve seal
2. Cracks, tears, or distortion in the valve material or valve seal
3. Missing or defective valve covers

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(g) Filter elements:

(a) Proper filter for the hazard

(b) Approved designation (NIOSH)

(c) Missing or worn gaskets

(d) Worn thread

(e) Cracks or dents in filter housing

908.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use.

Respirators should be cleaned and sanitized according to manufacturer recommendations.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Following the use of SCBA's in an IDLH environment, all packs and bottles will be checked according to the SCBA Checklist. After completion, the form will be signed and turned into the Captain or On-Duty Supervisor.

Every SCBA shall be inspected monthly by the Department and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

See attachment: SCBA Checklist.pdf

908.8.2 STORAGE

Respirators in storage shall be protected against:

- Dust.
- Sunlight.
- Heat.
- Extreme cold.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges, and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

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908.8.3 FLOW TESTING

The Department shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The Department shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

908.9 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

(a) Difficulty breathing.

(b) Dizziness, headache, or other distress symptoms.

(c) A sense of irritation.

(d) A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet for the exposure agent should be obtained.

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Personal Alarm Devices

909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

909.2 POLICY

It is the policy of the Oakdale Fire Department to provide all members engaged in interior structural firefighting activities,environments which are immediately dangerous to life and health (IDLH), other emergency operations that require use of an SCBA with a personal alarm device.

909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members should wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health (IDLH).

Members should use their LUNAR Device if equipped on their SCBA Pack.

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

Accountability measures may include the use of one or more of the following:

- PAR Boards with name tags of members attached
    - The officer of the crew should be at the top of the PAR Board with the rest of the crew beneath that tag.
- White boards with names of crew written on them.
- iPads with Tablet Command and the manage incident feature being used.

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations. If an issue is noted with a PASS device, the SCBA pack will be taken out of service and written up in Aladtec. The Captain or on-duty supervisor will also be notified.

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Health and Safety Officer (HSO)

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

910.2 POLICY

It is the policy of the Oakdale Fire Department that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

910.3 QUALIFICATIONS

The department's HSO should be a member with qualifications and training that include:

(a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.

(b) Knowledge of the physical and behavioral health and fitness factors unique to the fire service.

(c) Knowledge of health and safety hazards involved in firefighting and related activities.

(d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.

(e) Familiarity with the operation of the department's apparatus and equipment, including emergency communications equipment.

(f) Management skills appropriate to the operation of a health and safety program.

(g) The physical capability to conduct operations at an incident scene.

(h) The following certifications and courses:

1. Fire Instructor I (NFPA Instructor I)
2. NFPA Instructor II
3. NFPA Fire Officer I
4. Training program management
5. Incident Safety Officer
6. Health and Safety Officer

910.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include but are not limited to (29 CFR 1910.132; Minn. R. 5205.0015):

- Developing and maintaining A Workplace Accident and Injury Reduction (AWAIR) Program and general department safety standards, and serving as the chair of the Health and Safety Committee (see A Workplace Accident and Injury Reduction (AWAIR) Program Policy).

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- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for department officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

910.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see A Workplace Accident and Injury Reduction (AWAIR) Program Policy).

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Vehicle Safety Belts

911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Oakdale Fire Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

911.2 POLICY

It is the policy of the Oakdale Fire Department that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this department, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained unless being unrestrained is necessary to administer required life-saving care to a patient in an ambulance during transport of that patient.

911.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor, and write up the defective piece of equipment in Aladtec. Prompt action will be taken to replace or repair the system.

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Fire Station Safety

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Oakdale Fire Department members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

912.2 POLICY

It is the policy of the Oakdale Fire Department that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

912.3 PROCEDURE

For the safety of all occupants, all members on duty at each fire station are responsible for ensuring the following procedures are applied to activities conducted in the fire station:

(a) Personal protective equipment (PPE)

1. Use adequate eye and face protection when there is a risk of eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, and edgers, and while working under vehicles.
2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, or other tools).
3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.

(b) Housekeeping and personal hygiene

1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
2. Smoking is prohibited in the building or within 20 feet of an entrance, exit, or operable window, as provided in the Smoking and Tobacco Use Policy (Minn. Stat. § 144.414).
3. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is being worn.
4. Maintain cooking appliances and eating utensils in good working order.

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5. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
6. Provide and clearly label first-aid supplies.
7. Post signs in all restrooms reminding employees/visitors to wash their hands.

(c) Cooking

1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
3. Do not let pot handles extend over the counter.

(d) Safe lifting

1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
2. Use team lifting for heavy or awkward objects that need to be lifted above waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items such as out-of-county bags, drug boxes, and map boxes.
3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.

(e) Walking surfaces and exits

1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
2. Remove any objects that block hallways and/or passageways.
3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, and outdoor walkways.
4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
6. Ensure all areas of the building are adequately illuminated.
7. Ensure beds are located to cause minimum interference during dressing.

(f) Apparatus floor

1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.
2. Exercise caution and use handrails when exiting apparatus.
3. Maintain apparatus doors in a safe, operable condition.

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4. Maintain adequate clearance for vehicles under apparatus doors.

(g) Equipment, machinery, and tools

1. Observe safety precautions when operating all equipment, machinery, and tools.
2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
3. Mount all equipment and machinery securely to the surface on which it sits.
4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
6. Ensure all power tools are adequately grounded.
7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.

(h) Electrical wiring, fixtures, and controls

1. Maintain 36 inches of clear access around all electrical control panels.
2. Label electrical switches and circuit breakers with their purpose.
3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
4. Ensure all extension cords are properly grounded and approved.
5. Avoid using flexible cords and cables as a substitute for fixed wiring.
6. Avoid hanging electrical cords on pipes or nail hooks.
7. Check all electrical cords for fraying or exposed plug wiring.
8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe for use.

(i) Fire extinguishers and fire prevention

1. Ensure fire extinguishers are of the proper type for the expected hazards.
2. Maintain portable fire extinguishers in a fully operable condition.
3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
4. Test the fire alarm system at least annually.

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5. Ensure a qualified person services the sprinkler system at least annually.
6. Check smoke detectors periodically to ensure they are working properly.
7. Maintain at least 18 inches of clearance below all sprinkler heads.

(j) Hazardous materials and exposure prevention

1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
3. Store hazardous materials separately from food, food preparation, and eating areas.
4. Store ignitable liquids in an approved, vented flammable and combustible liquids storage cabinet.
5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
6. Store cylinders of compressed gas in an upright position, away from combustible materials.
7. Avoid wearing or storing turnout gear in the living quarters or buildings.
8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

(k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.

(l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and the Wellness Program policies.

(m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy.

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Ground Ladders

913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to department members when using ground ladders.

913.2 POLICY

It is the policy of the Oakdale Fire Department to perform testing, inspection and certification of all ground ladders for the safety of department members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

All department-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

If a defect or maintenance concern is noted, it shall be written up in Aladtec. If that issue effects the operation or safety of the ladder, it will be taken out of service and the Captain or on duty supervisor will be notified.

Ground ladder testing and certification should be performed by a trained, qualified department member or a qualified vendor.

913.4 RECORDS

The Fire Chiefor their designee, shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

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Personal Protective Equipment

914.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Oakdale Fire Department members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities. (Minn. Stat. § 182.653, Subd. 3; Minn. R. 5205.0010).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

914.2 POLICY

It is the policy of the Oakdale Fire Department to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

914.3 PPE STANDARDS AND REQUIREMENTS

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard.

The Department shall apply the following guidelines, requirements, and standards to all PPE (29 CFR 1910.132; 29 CFR 1910.156; Minn. Stat. § 182.653, Subd. 3; Minn. R. 5205.0010).: *()*:

(a) The PPE provided shall meet nationally recognized standards.

(b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by theFire Chiefin charge of theDepartment where the equipment will be used.

(c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.

(d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.

(e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.

(f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

(g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.

(h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

914.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At

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a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard(29 CFR 1910.135; Minn. R. 5205.0010).

914.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard. (29 CFR 1910.133; Minn. R. 5205.0010).

914.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall either be destroyed or removed and not worn until properly cleaned.(29 CFR 1910.132; Minn. R. 5205.0010).

914.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, and other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138; Minn. R. 5205.0010).

914.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard (29 CFR 1910.136; Minn. R. 5205.0010).

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914.3.6 PERSONAL FALL PROTECTION SYSTEMS
Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (29 CFR 1910.140; Minn. R. 5205.0010).

914.4 SELECTION, CARE, AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

914.4.1 SELECTION
The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include (29 CFR 1910.156; Minn. R. 5205.0010). *()*:

(a) A risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
    1. The assessment should include a review of the current risk assessment and necessary changes.
(b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
(c) Considerations should include the following:
    1. PPE performance expectations, including thermal and physiological effects
    2. Style and design for user comfort and wear performance
    3. Construction for quality, durability, and garment life
    4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
    5. Any necessary changes in operating procedures.

914.4.2 INSPECTION
There are two primary types of PPE inspection:

Routine inspection - Firefighters shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspections should include the following, as applicable:

(a) Coat, trousers, gloves, and hood should be checked for the following:
    1. Soiling

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2. Contamination from hazardous materials or biological agents
3. Physical damage, such as:
    (a) Rips, tears, and cuts
    (b) Damaged/missing hardware and closure systems
    (c) Thermal damage, such as charring, burn holes, and melting
    (d) Damaged or missing reflective trim
    (e) Shrinkage
    (f) Loss of elasticity or flexibility at openings
    (g) Excessive wear to the liners

(b) Helmets should be checked for the following:

1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage to the shell, such as:
    (a) Cracks, crazing (small cracks), dents, and abrasions
    (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
4. Physical damage to ear flaps, such as:
    (a) Rips, tears, and cuts
    (b) Thermal damage, such as charring, burn holes, and melting
5. Damaged or missing components of suspension and retention systems
6. Damaged or missing components of the goggle system including:
    (a) Discoloration
    (b) Crazing (small cracks)
    (c) Scratches to goggle lens, limiting visibility
7. Damaged or missing reflective trim

(c) Footwear should be checked for the following:

1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage, such as:
    (a) Cuts, tears, and punctures
    (b) Thermal damage, such as charring, burn holes, and melting
    (c) Exposed or deformed steel toe, steel midsole, and shank
    (d) Loss of water resistance

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(d) Fall protection should be checked for the following:

1. Soiling
2. Contamination from hazardous materials or biological agents
3. Physical damage, such as:
   (a) Cuts, tears, and punctures
   (b) Thermal damage such as charring, burn holes, and melting
   (c) Excessive stretching
   (d) Distorted or damaged hardware

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

914.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

(a) Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.

(b) Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.

(c) Commercial dry cleaning shall not be used.

(d) The Department will examine the manufacturer's label and user information for specific cleaning instructions.

(e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.

(f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.

(g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.

(h) Department standards identify and define three primary types of cleaning: routine/ PER, advanced, and specialized.

1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:

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(a) Initiate cleaning at the incident scene.

(b) Brush off any dry debris.

(c) Gently rinse off debris with a water hose.

(d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.

(e) Inspect for soiling and contamination and repeat the process if necessary.

(f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.

2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.

(a) The department's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.

(b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.

(c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.

3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.

(a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.

(b) The department's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.

(c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

(i) All PPE that is exposed to an IDLH environment will be cleaned and logged in the Aladtec system, any issues will be noted at that time.

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(j) MEMBERS THAT RESPOND TO A STRUCTURE FIRE AND ACTIVELY PARTICIPATE IN FIREFIGHTING ACTIVITIES MUST HAVE THEIR GEAR WASHED WITHIN 48 HOURS.

914.4.4 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to department procedures.

914.4.5 REPAIR OF DAMAGED PPE

Damaged PPE shall not be used (29 CFR 1910.132; Minn. R. 5205.0010). *).* The department's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE shall be available to members while repairs are being made.

914.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

(a) PPE shall not be stored in direct or indirect sunlight, sunlight, or exposed to ultraviolet radiation or fluorescent lighting sunlight when it is not being worn.

(b) PPE shall be clean, dry, and well ventilated before storage.

(c) PPE shall not be stored in airtight containers unless the container is new and unused.

(d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F.

(e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.

(f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.

(g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.

(h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

(i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

914.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the department's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- Members shall only use department issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.

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- Members shall not wear PPE inside station living quarters or other department facilities.

914.6 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

914.7 PPE TRAINING

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include(29 CFR 1910.132; Minn. R. 5205.0010) :

(a) Determining when PPE is necessary and what kind should be used.

(b) How to properly wear, adjust, and remove PPE.

(c) The limitations of the PPE.

(d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.

(e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

(f) The useful life and disposal of PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

914.8 PPE RECORD KEEPING

The Department shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

(a) The name of the member to whom the element is issued.

(b) The date and condition of the element when issued.

(c) The manufacturer, model name, or design.

(d) The manufacturer's identification number, lot number, or serial number.

(e) The month and year of manufacture.

(f) The dates and findings of all advanced inspections.

(g) The dates and findings of complete liner inspections.

(h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.

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(i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.

(j) The date the element was removed from service (retirement).

(k) The date and method used to dispose of the element.

914.9 PPE RETIREMENT

PPE ensembles and elements should be retired as follows:

(a) When worn or damaged to the extent that the Department deems that it is not possible or cost-effective to repair.

(b) When no longer useful for emergency operations.

(c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

914.10 SPECIAL INCIDENT PROCEDURE

If any member of the Oakdale Fire Department suffers a serious injury or death while wearing PPE, the following procedure should be followed:

(a) The PPE will immediately be removed from service.

(b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.

(c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.

(d) The PPE shall be made available to the department's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.

(e) The Fire Chief or the authorized designee shall determine the retention period for the storage of PPE.

914.11 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

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Hazardous Energy Control

915.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum hazardous energy control requirements mandated by federal and state law (29 CFR 1910.147; Minn. R. 5205.0010). The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

Definitions related to this policy include (29 CFR 1910.147(b)):

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up, or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up, or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods, and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical, or thermal).

915.2 POLICY

It is the policy of the Oakdale Fire Department to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment in compliance with federal regulations and state law.

915.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. Department members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include but is not limited to (29 CFR 1910.147(c)(4)):

(a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules, and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including but not limited to:

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1. A statement of the intended use of the procedure.
2. Procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.
3. The procedural steps for the placement, removal, and transfer of lockout and tagout devices.
4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout, and other hazardous energy control devices.

(b) As needed, the Department shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.

(c) The Department shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include but is not limited to:

1. Extrication tools.
2. Chain saws.
3. Hydraulic systems (e.g., rack, jacks).
4. Complex electrical systems (e.g., generators, pumps, radios).

915.4 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (29 CFR 1910.147(c)):

(a) Notification of all involved personnel.

(b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine, or appliance.

(c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.

(d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

915.5 INSPECTIONS

The Oakdale Fire Department shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (29 CFR 1910.147(c)(6)).

(a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.

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(b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.

(c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included, and the name of the person performing the inspection.

915.6 TRAINING

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include but is not limited to the following topics (29 CFR 1910.147(c)(7)):

(a) Definitions of hazardous energy

(b) Workplace hazards

(c) Work techniques, hazards, and injuries involved in energized equipment

(d) Lockout and tagout procedures, equipment, and its proper use

(e) Authorized and affected employees

(f) Safety precautions required when energized electrical equipment is not under the control of an authorized member

(g) Refresher training on an annual basis, depending on the results of the annual inspection process

915.7 TRAINING RECORDS

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include:

(a) The dates of the training sessions.

(b) A list of the topics or a summary of the content of the training sessions.

(c) The names or other identifiers and ranks of the members who received the training.

(d) The names, certificate numbers, and qualifications of persons conducting the training.

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Hazard Communication/Employee Right to Know (ERTK) Program

916.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of department members who may be occupationally exposed to hazardous substances and harmful physical agents in the workplace.

This policy is also meant to address the requirement to have a hazard communication/ Employee Right-to-Know (ERTK) program under Minn. R. 5206.0700, with the exception of direction regarding infectious agents and bloodborne pathogens. These are addressed in the Communicable Diseases Policy.

916.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 182.651; Minn. R. 5206.0100):

Harmful physical agent - A physical agent determined by the Minnesota Department of Labor and Industry to be harmful. This includes heat, noise, and ionizing and non-ionizing radiation (Minn. R. 5206.0500).

Hazardous substance - A chemical or substance, or mixture of chemicals or substances, which:

(a) Is regulated by the federal Occupational Safety and Health Administration (MNOSHA) under 29 CFR 1910 Subpart Z (29 CFR 1910.1000 et seq.).

(b) Is either toxic or highly toxic, an irritant, corrosive, a strong oxidizer, a strong sensitizer, combustible, either flammable or extremely flammable, dangerously reactive, pyrophoric, pressure-generating, a compressed gas, a carcinogen, a teratogen, a mutagen, a reproductive toxic agent, or a substance or chemical that may otherwise, according to generally accepted documented medical or scientific evidence, cause substantial acute or chronic injury or illness either during or as a direct result of any accidental or intentional exposure to the chemical or substance.

(c) Is determined by the Minnesota Department of Labor and Industry to present a significant risk to worker health and safety, or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure or contamination (see Minn. R. 5206.0400 for a detailed list).

916.2 POLICY

It is the policy of the Oakdale Fire Department to develop, implement and maintain a written hazard communication/ERTK program for members to use as a reference. The program shall minimally describe how department members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (Minn. R. 5206.0700).

916.3 PROCEDURE

The Fire Chief or the authorized designee should develop, implement and maintain a written chemical hazard communication/ERTK program (Minn. R. 5206.0700) that includes, but is not limited to:

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(a) Training, availability of information and labeling provisions of Minnesota law (Minn. R. 5206.0100 et seq.).

(b) A list of the hazardous substances known to be present and referenced on the appropriate SDS. The list may be compiled for the workplace as a whole or for individual work areas.

(c) The methods the Department will use to inform members of both infrequent task hazards involving exposure to hazardous substances or harmful physical agents and also the hazards associated with hazardous substances contained in unlabeled pipes in their work areas.

The written hazard communication/ERTK program will be kept available, upon request, to members, their designated representatives and authorized representatives of MNOSHA.

916.4 SAFETY DATA SHEETS

The Department shall have an SDS for each hazardous substance and harmful physical agent that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to the member and prepared in accordance with Minn. Stat. § 182.653.

(a) For each hazardous substance to which a member may be routinely exposed, the Department shall prepare a written copy of all of the following information and have it readily accessible in the area or areas in which the hazardous substance is used or handled:

1. The name of the substance including any generic or chemical name, trade name, commonly used name or synonym
2. The level, if any and if known, at which exposure to the substance has been restricted according to standards adopted by the Minnesota Department of Labor and Industry or, if no standard has been adopted, according to guidelines established by competent professional groups including, but not limited to, the American Industrial Hygiene Association, the American Conference of Governmental Industrial Hygienists, the Center for Disease Control, the Bureau of Radiological Health and the American National Standards Institute
3. The primary routes of entry, and the known acute and chronic effects of exposure at hazardous levels
4. The known symptoms of the effects
5. Any potential for flammability, explosion or reactivity of the substance
6. Appropriate emergency treatment
7. The known proper conditions for safe use of and exposure to the substance
8. Procedures for cleanup of leaks and spills
9. The name, phone number and address of the manufacturer of the hazardous substance

(b) For each harmful physical agent to which a member may be routinely exposed, the Department shall prepare a written copy of all of the following information and have

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it readily accessible in the area or areas in which the harmful physical agent is used or handled:

1. The name of the physical agent including any commonly used synonym
2. The level, if any and if known, at which exposure to the physical agent has been restricted according to standards adopted by the Minnesota Department of Labor and Industry or, if no standard has been adopted, according to guidelines established by competent professional groups including, but not limited to, the American Conference of Governmental Industrial Hygienists, the Center for Disease Control, the Bureau of Radiological Health and the American National Standards Institute
3. The known acute and chronic effects of exposure at hazardous levels
4. The known symptoms of the effects
5. Appropriate emergency treatment
6. The known proper conditions for safe use of and exposure to the physical agent
7. The name, phone number and address, if appropriate, of the manufacturer of the equipment which generates the harmful physical agent

916.5 TRAINING REQUIREMENTS

See the Hazard Communication/Employee Right-to-Know (ERTK) Program Training Policy.

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Roadway Incident Safety

917.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth department Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

917.2 POLICY

It is the policy of the Oakdale Fire Department to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

917.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the Department adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
    - Placement of apparatus.
    - Use of traffic control devices.
    - Personnel assigned to TIM duties.

917.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the Manual of Uniform Traffic Control Devices adopted by the state, including but not limited to the following (Minn. Stat. § 169.06):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

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Chapter 10 - Personnel

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Promotions and Transfers

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Oakdale Fire Department.

1000.2 POLICY

The Oakdale Fire Department determines promotions and transfers in a nondiscriminatory manner. It is the policy of the Oakdale Fire Department to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the Department based on these criteria.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1000.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

(a) Presents a professional, neat appearance

(b) Maintains a physical condition which aids in their performance

(c) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making ability
4. Personal integrity and ethical conduct
5. Leadership
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to organizational goals and objectives in a positive manner

1000.4 TRANSFERS

1000.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the Oakdale Fire Department
- Expressed interest in the transfer position

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- Education, training, and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

1000.4.2 TRANSFER CRITERIA
The following criteria apply to transfers:

(a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.

(b) The supervisor recommendations should be submitted to the Division Chief for whom the candidate will work. The Division Chief should schedule interviews with each candidate.

(c) Based on supervisor recommendations and those of the Division Chief after the interview, the Division Chief should submit his/her recommendation to the Fire Chief.

(d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, for emergency situations or for training in accordance with any applicable collective bargaining agreement.

1000.5 PROMOTIONS
Specifications for promotional opportunities are on file with the Oakdale Fire Department.

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Classification Specifications

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Oakdale Fire Department.

1001.2 POLICY

It is the policy of the Oakdale Fire Department to coordinate with the Human Rescources for the development of job classifications unique to the Department.

1001.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Human Rescources to develop, update and maintain the job classifications. These should include information from collective bargaining agreements with each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1001.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a Captain assigned to the Training Division will have the same job specification, but will have a considerably different position description than a Captain assigned to the EMS Division). Position descriptions may be addressed in the contracts with the various employee groups or in the Position Descriptions Policy.

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Reporting for Duty

1002.1 PURPOSE AND SCOPE

This policy describes the Department's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1002.2 POLICY

It is the policy of this department to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

1002.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

1002.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Captains shall remain on-duty until they are relieved or otherwise directed by the Assistant Fire Chief. Captains may not be absent from their place of assignment without the specific permission of the Assistant Fire Chief.

1002.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

1002.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the Department. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1002.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

1002.8 INABILITY TO REPORT FOR DUTY

Members should notify the Assistant Fire Chief as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the Assistant Fire Chief, members should notify the Fire Chief and/or the on duty Captain.

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1002.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1002.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any Captain may relieve a member under his/her command from duty, when in the Captain's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the Assistant Fire Chief, followed by written charges and documentation in accordance with department procedures.

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Fire Officer Development

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Oakdale Fire Department's fire officer development program.

1003.2 POLICY

It is the policy of the Oakdale Fire Department that, in order to train and develop members for supervisory roles, it will utilize such resources as the Center for Public Safety Excellence (CPSE); the National Fire Academy's (NFA) Executive Fire Officer Program (EFOP); the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications; Minnesota Board of Firefighter Training and Education; and other department-approved certification programs for the professional development of fire officers.

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Station Callback

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Oakdale Fire Department to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

1004.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, fire districts, communities or other entities.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Oakdale Fire Department and neighboring fire departments, fire districts, communities or entities.

1004.2 POLICY

It is the policy of the Oakdale Fire Department to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require a station callback for off duty employees.

1004.3 RESPONSIBILITIES

The Fire Chief, or any other chief officer, Captain or Incident Commander (IC) may initiate a station callback by providing the Communications Center or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1004.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of a station callback include, but are not limited to:

- One major incident affecting a localized or widespread area
- Two or more incidents causing a high demand for resources at different locations
- Numerous incidents causing a peak demand on the entire resource system
- Any time designated by the Fire Chief or the IC

1004.3.2 COMCENTER RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing a station callback procedure that complies with state and federal laws and collective bargaining

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agreements. Dispatch or the other designated resource should follow the established procedure when implementing a station callback.

1004.3.3 FIREFIGHTER RESPONSIBILITIES
Firefighters should reply to a station callback within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

1004.3.4 EXCEPTIONS
Firefighters who receive a station callback notification and are under the influence of any impairment, such as medications or alcohol, should not report for duty.

1004.4 OTHER RESOURCES

If sufficient resources cannot be assembled by a station callback, the Department may consider other options such as:

- Automatic aid
- Mutual aid
- Additional chief officers
- Activation of the Minnesota State Fire Chiefs Association Intrastate Mutual Aid Plan

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Wellness Program

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy.
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

1005.1.1 DEFINITIONS

Definitions related to this policy include:

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1005.2 POLICY

It is the policy of the Oakdale Fire Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1005.3 WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated department wellness coordinator. The coordinator should report directly to the Fire Chief or the authorized designee and should collaborate with advisers (e.g., Human Rescources, legal counsel, licensed psychotherapist, qualified health professional) as appropriate to fulfill the responsibilities of the position, including but not limited to:

(a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).

1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.

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(b) Developing management and operational procedures for department peer support members, such as:

1. Peer support member selection and retention.
2. Training and applicable certification requirements.
3. Deployment.
4. Managing potential conflicts between peer support members and those seeking service.
5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support as appropriate.

(c) Verifying members have reasonable access to peer support or licensed psychotherapist support.

(d) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

(e) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:

1. Obtaining a written description of the program services.
2. Providing for the methods to obtain program services.
3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

(f) Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.

(g) Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.

(h) Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified health care professional.

(i) Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the department wellness program:

1. International Association of Fire Fighters

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2. International Association of Fire Chiefs
3. Fire Service Joint Labor Management Wellness-Fitness Initiative
4. NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program
5. National Fallen Firefighters Foundation Initiative 13
6. NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments

1005.4 DEPARTMENT PEER SUPPORT

1005.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA
The selection of a department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.
- Ability to maintain confidentiality.
- Ability to learn about the psycho-social process.

1005.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES
The responsibilities of department peer support members include:

(a) Providing pre- and post-critical incident support (see the Critical Incident Stress Debriefing Policy).

(b) Presenting department members with periodic training on wellness topics including but not limited to:

1. Stress management.
2. Suicide prevention.
3. How to access support resources.

(c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

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1005.4.3 PEER SUPPORT MEMBER TRAINING
A department peer support member should complete department-approved training prior to being assigned. Training should include initial training and continuing education in Critical Incident Stress Debriefing (CISD) principles and procedures.

1005.5 PEER SUPPORT COMMUNICATIONS

Although the Department will honor the sensitivity and confidentiality of communications with and between peer support members, there is no legal privilege to such communications, except as provided by Minn. Stat. § 181.9731 regarding public safety peer counseling and Minn. Stat. § 181.9732 regarding critical incident stress management services.

For additional policy guidance regarding the confidentiality of communications with peer support members during a CISD, see the Critical Incident Stress Debriefing Policy.

1005.6 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Fire Chief for review and consideration of updates to improve program effectiveness.

1005.7 TRAINING

The coordinator or the authorized designee should collaborate with the Assistant Chief to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.

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- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Assistant Chief as appropriate for inclusion in training records.

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Physical Fitness

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The Department provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1006.2 POLICY

It is the policy of the Oakdale Fire Department to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The Department retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

1006.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the Captain. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy, and not result in a response delay.

All Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Captain during the designated physical fitness period. Members who have provided the Department with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the Department, one or more of the following may apply:

(a) Station physical fitness equipment

1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

(b) Fitness club membership

1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the department's discretion, with fitness club memberships for on-duty physical fitness activities.

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1006.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

(a) Voluntary participation by members.

(b) Allowable physical fitness activities, including:

1. Stretching.
2. Running, jogging, walking, or rowing.
3. Weight training (with spotter present).
4. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
5. Core strengthening.
6. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).

(c) Physical fitness activities as recommended by the Department peer fitness trainers (PFTs).

(d) Acceptable use of department-approved physical fitness facilities and equipment.

(e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.

(f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.

(g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).

(h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the department HSO and be consistent with the department's overall wellness program.

Member participation in contact sports is not recommended while on-duty.

1006.5 INJURY PREVENTION

(a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:

1. Insufficient warm-up.
2. Poor core stabilization.
3. Exceeding physical capabilities.

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4. Improper equipment use.
5. Defective equipment.
6. Lack of proper instruction.

(b) Members who are participating in physical fitness activities are expected to:

1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
3. Maintain realistic goals and limits for physical fitness routines.
4. Develop an understanding of how to use fitness equipment properly and safely.
5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it, if necessary.
6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

1006.6 PEER FITNESS TRAINERS (PFTS)

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase fitness levels.

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Uniform Regulations

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the Department's overall professional and positive image.

1007.2 POLICY

It is the policy of the Oakdale Fire Department that members shall wear the proper uniform at all times when on-duty or engaged in department-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede department regulations regarding the use of any personal protective equipment (PPE).

1007.3 STANDARD WORK UNIFORM

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Officers shall wear appropriate rank insignia on the standard work uniform.

1007.3.1 DUTY UNIFORM

Duty Uniforms include the following: To be worn while working on shift, at any department function where other class of uniforms are not required and to be worn during certain community events, as duty uniform, or as directed by the Fire Chief or Assistant Chief.

Uniform Items:

- Black duty boots or shoes (shined if capable)
- Black crew style sock with less than a 6" boot. Any sock may be worn with a 6" or higher boot.
- Straight leg or cargo pants without reflective material
- Navy blue tactical EMS shorts
- Navy blue 100% polyester polo (Firefighters/Captains), white or navy blue (Chief/Asst. Chief/Fire Marshal)
- Navy short sleeve button up with appropriate patches (Firefighters/Captains), white or navy blue (Chief/Asst. Chief/Fire Marshal)
- Navy long sleeve button up with appropriate patches (Firefighters/Captains), white or navy blue (Chief/Asst. Chief/Fire Marshal)
- Silver double bugles (Captains), Silver bugle cluster (Fire Marshall), Gold bugle cluster (Chief/Asst. Chief)
- Silver name plate (Firefighters/Captains/Fire Marshal), gold name plate (Chief/Asst. Chief)

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- Silver badge (Firefighters), gold/silver badge (Captains), silver/gold (Fire Marshal), gold badge (Chief/Asst. Chief)
- Smooth black belt, black basket weave, or nylon belt with silver, gold, or black belt buckle (Firefighters/Captains/Fire Marshal/Asst. Chief/Chief)
- Navy blue ¼ zip pullover
- Navy blue Job Shirt
- Vests - Navy blue soft shell
- Navy blue soft shell or all-season jacket
- Or any additional uniform items approved by the Fire Chief

1007.3.2 T-SHIRTS
Official department on-duty t-shirts may be worn:

- Under the standard work uniform shirt.
- Uncovered and tucked into the trousers, at the Captain's discretion or while engaged in company level manipulative training.
- As the standard shirt to be worn with uniform shorts.

1007.3.3 UNIFORM JACKETS
Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
-
-
- Uniform jackets are not fire resistive and shall not be worn underneath PPE
-
-
- Officers shall wear appropriate rank insignia on any uniform jacket
- Should only be worn when weather is appropriate or at the Chief/Asst. Chief's request.

1007.3.4 BASEBALL CAPS & WINTER HATS
Official department on-duty baseball caps and stocking hats may be worn, at the discretion of the Captain, except:

- When a helmet is required.
- When in Class A or Class B uniform
- At formal or semi-formal events or occasions.

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1007.3.5 DUTY SHORTS
Official department on-duty shorts may be worn, at the discretion of the Company Officer, or events chosen by the Fire Chief or Assistant Chief.Dark Navy ems/tactical shorts may be worn on shift during summer months, or at the discretion of Company Officer, or events chosen by the Fire Chief or Assistant Chief.

- When wearing uniform shorts black socks and an all black shoe or low ankle uniform boot must be worn.

1007.3.6 HOODED AND CREW NECK SWEATSHIRTS
Department issued sweatshirts may be worn during winter months or periods of cool/cold weather, at the discretion of the company officer, or events chosen by the Fire Chief or Assistant Chief.

1007.4 DRESS UNIFORMS
Dress uniforms shall be worn as directed by the Fire Chief and when attending the following types of events:

- Funerals and memorials
- Formal department functions, such as graduations and badge ceremonies
- Formal City functions
- Events as dictated by the Fire Chief or Asst. Chief

1007.4.1 CLASS A UNIFORM
Uniform Items:

- Bates High Shine Duty Oxford Shoe
- Black crew style sock
- 100% Polyester, straight leg pants
- Smooth black belt with silver belt buckle (Firefighters/Captains), gold belt buckle (Chief/Asst. Chief/Fire Marshal)
- Navy Blue OFD t-shirt (Firefighters/Captains), White T-shirt (Chief/Asst. Chief/Fire Marshal)
- Navy (Firefighters/Captains) or White (Chief/Asst. Chief/Fire Marshal) long sleeve button up
- Silver double bugles (Captains) gold bugle cluster (Chief/Asst. Chief/Fire Marshal)
- Navy clip on tie
- Tie clip silver (Firefighters/Captain) gold (Chief/Asst. Chief/Fire Marshal)
- Silver name plate (Firefighters/Captains), gold name plate (Chief/Asst. Chief/Fire Marshal)
- Silver badge (Firefighters), gold/silver badge (Captains), silver/gold (Fire Marshal), gold badge (Chief/Asst. Chief)

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- Uniform double breasted dress coat silver buttons (Firefighters/Captains) gold buttons (Chief/Asst. Chief/Fire Marshal)
    - Sleeves shall have stripes to represent ranks, two silver stripes for captain, three gold stripes for fire marshal, four gold stripes for asst. chief, and five gold stripes for chief.
    - On the left sleeve members shall have a maltese cross in silver (Firefighters/ Captains) or gold (Chief/Asst. Chief/Fire Marshal) to represent their years of service in the fire service, not limited to the Oakdale Fire Department
- Dress hat navy with silver scramble (Firefighters) silver double bugles (Captains) white with gold bugle cluster (Chief/Asst. Chief/Fire Marshal)
- White gloves to be worn when dictated by the Fire Chief or Asst. Chief
- Commendation bars to follow Oakdale Fire Policy Manual: 1009.7 AWARD DISPLAY

1007.4.2 CLASS B UNIFORM

When a Class A uniform is not available or when dictated by the Fire Chief or Assistant Chief a Class B uniform shall be worn.

Uniform Items:

- Bates High Shine Duty Oxford Shoe
- Black crew style sock
- 100% Polyester, straight leg pants
- Smooth black belt with silver belt buckle (Firefighters/Captains/Fire Marshal), gold belt buckle (Chief/Asst. Chief)
- Navy Blue OFD t-shirt (Firefighters/Captains), White T-shirt (Chief/Asst. Chief/Fire Marshal)
- Navy (Firefighters/Captains) or White (Chief/Asst. Chief/Fire Marshal) long sleeve button up
- Silver double bugles (Captains), Silver bugle cluster (Fire Marshall), Gold bugle cluster (Chief/Asst. Chief)
- Navy clip on tie
- Tie clip silver (Firefighters/Captain/Fire Marshal) gold (Chief/Asst. Chief)
- Silver name plate (Firefighters/Captains/Fire Marshal), gold name plate (Chief/Asst. Chief) The bottom of the name plate is touching the top stitching of the pocket on the right chest.
- Silver badge (Firefighters), gold/silver badge (Captains), silver/gold (Fire Marshal), gold badge (Chief/Asst. Chief)
- Commendation bars to follow Oakdale Fire Policy Manual: 1009.7 AWARD DISPLAY

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1007.5 PHYSICAL FITNESS UNIFORMS

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed by the shift captain on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

1007.6 STATION SHOES

Black closed toe anti-slip shoe may be worn around the department to ensure the cleanliness of the department. The Fire Chief or Assistant Chief may dictate times when station shoes shall not be appropriate. (e.g. public events at the department)

1007.7 UNIFORM MAINTENANCE

- Inspection of uniforms may be done at any fire department function.
- If any uniform item is deemed in need of replacement, it must be replaced/ordered within 30 days.
- Inspections of uniforms may be conducted by any chief officer.
- Uniforms shall be clean, neat and in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish when able.
- Metal badges shall be clean and free from excessive scratches.
- Uniforms that are damaged during the line of work that are beyond a reasonable repair will be replaced by the department.

1007.8 RETURNING OF UNIFORMS

When leaving the Oakdale Fire Department for any reason the uniform shall be returned in its entirety, to the Chief or Asst. Chief.

When department members retire in good standing they will be given the option to keep their Class A uniform for future department formal events such as banquet or department member funeral.

- Retired members shall display a hanging bar under their name plate displaying "RETIRED" that will be provided upon retirement.

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Personal Appearance Standards

1008.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this department and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the Department by addressing specific grooming items. However, nothing herein shall limit the department's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Department.

1008.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1008.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or Human Rescources.

1008.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

1008.2.3 MUSTACHES

A neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1008.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1008.2.5 BEARDS AND GOATEES

Beards or any hair on the chin or near the bottom lip is prohibited. Goatees may worn given they do not interfere with the fire fighters ability to create a SCBA or N95 mask seal.

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1008.2.6 FACIAL HAIR
Facial hair other than sideburns, goatees, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee. Facial hair must not interfere with the fire fighters ability to create a SCBA or N95 mask seal.

1008.2.7 COSMETICS
Members are permitted to wear cosmetics of conservative color and amount.

1008.2.8 FINGERNAILS
Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1008.2.9 JEWELRY AND ACCESSORIES
No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1008.3 TATTOOS
While on duty, tattoos will be allowed to be visible on the arms or legs given that the tattoos displayed are not offensive, inappropriate, or derogatory. The Fire Chief will have sole discretion to determine if a tattoo is offensive, inappropriate, or derogatory. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or express gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1008.4 BODY PIERCING OR ALTERATION
Except for pierced earrings worn in each ear, no body piercing shall be visible while any member is on-duty or representing the Department in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or trans-dermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose, or teeth.

(d) Branding,scarification, or mutilations.

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1008.5 POLICY

It is the policy of the Oakdale Fire Department that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

1008.6 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

1008.7 EXEMPTIONS

Members who seek an exemption to this policy that is protected by law (e.g., culturally protective hairstyles) should generally be accommodated (Minn. Stat. § 363A.03). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Fire Chief should be advised any time a request for such an accommodation is denied or when a member with an exemption is denied an assignment based on a safety or security risk.

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Commendations and Awards

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for recognizing commendable, brave, or lifesaving acts done by members of the Oakdale Fire Department. This policy is to provide guidelines on reporting and collecting reports of exceptional public service and for the evaluation and process for department awards.

1009.2 POLICY

It is the policy of the Oakdale Fire Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1009.3 COMMENDATIONS

Commendations for members of the Department or the individuals from the community may be initiated by any department member or by any person from the community.

1009.4 PROCEDURE FOR DOCUMENTATION

Any community or department members may report acts of exceptional public service through any department supervisor.

1009.4.1 DEPARTMENT MEMBER SUBMITTING DOCUMENTATION

Members of the Department should document commendable acts. The documentation should contain:

(a) Identifying information:
    (a) For members of the Department - name, division and assignment at the date and time of the commendable act.
(b) A brief account of the commendable act with report numbers, as appropriate.
(c) The signature of the member submitting the documentation.

1009.4.2 COMMUNITY MEMBER SUBMITTING DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:
    (a) For community members - name, address, telephone number.
(b) A brief account of the commendable act with date and report numbers, as appropriate.
(c) The signature of the member submitting the documentation.

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1009.4.3 PROCESSING DOCUMENTATION
Documentation regarding the commendable act of a member of the Department should be forwarded to the members appropriate Captain for his/her review. The Captain shall review and forward the documentation to the Fire Chief for their review.

The Fire Chief or the authorized designee will present the commendation to the department member for his/her signature. The documentation will be filed in the member's personnel file.

1009.5 SELECTION AND REVIEW PROCESS

The Fire Chief should appoint a review committee to review all reports of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or video recordings, copies of incidents, or interviews with additional members or witnesses.

(a) The Advisory Awards Committee will be chaired by a member appointed by the Fire Chief and will include a minimum of three additional members of the Department. The committee will review all award recommendations and may suggest the appropriate classification for the award. The person submitting the recommendation may also present an opinion as to the appropriate award classification. The recommendation will be submitted to the Division Captain for review and subsequent submission to the Chief of Police.

(b) A formal response approving or denying the commendation recommendation will be prepared by the Chief of Police or their designee following the review of the recommendation. This response shall be forwarded to the person submitting the recommendation, provided that person is a member of the Department.

(c) The Advisory Awards Committee will meet as necessary to review the submission of the commendations. The presentation will be made by the Chief of Police at their discretion, preferably in front of the officer(s) peers. Formal recognition events highlighting commendations will occur when appropriate.

(d) If a committee member has been recommended for an award, that committee member shall not participate in the review of that recommendation.

1009.6 AWARDS

The types of awards offered by the Oakdale Fire Department include:

(a) Medal of Honor

  (a) This is the highest award a member of the department can be presented. This award is to be reserved for when a member in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, does or does not have full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service. [Medal, ribbon & Letter]

(b) Lifesaving Medal

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(a) To receive the Lifesaving Medal, the firefighter must be a member of the department who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act. [Medal, ribbon & Letter]

(c) Medal of Bravery

(a) The Medal of Bravery is awarded to a member of the department for a wound received in the line of duty while observing all reasonable safety procedures, that required transportation to a medical facility and subsequent treatment for severe puncture wounds, lacerations, fractures, concussions, burns or other substantial injury. [Medal, ribbon & Letter]

(d) Distinguishes Service Award

(a) To receive the Distinguished Service Medal, the firefighter must be a member of the department who performs a notable act of distinction in the performance of duty and reflects the integrity and devotion shown by the recipient, or a credible act in the line of duty which is commendable in nature, and displays admirable initiative and accomplishment, or a highly unusual act of distinction under adverse conditions in the performance of duty. [Medal, ribbon & Letter]

(e) Chiefs Award

(a) The Chiefs Award Medal is awarded to a member of the department for a highly credible accomplishment bringing public acclaim to the department or fire service as a result of devotion to duty or service to the public. [Medal, ribbon & Letter]

(f) Clinical Excellence Commendation

(a) Recognizes an EMS Professional who provides noteworthy patient care and treatment during the course of their duties. [Ribbon & Letter]

(g) Baby Delivery Commendation

(a) The Baby Delivery Commendation recognizes members that have assisted in bringing a new life into the world while working in the field. [Ribbon & Letter]

(h) Letter of Appreciation from the Fire Chief. [Letter]

(i) Letter of Appreciation from a citizen or coworker. [Letter]

1009.7 AWARD DISPLAY

Awards presented in medallion form will also be presented with a corresponding ribbons for display on the member's uniform. Following formal presentation, medallions may not be worn as part of the uniform.

Award Ribbons are recommended when wearing a Class A or B Uniform for a formal event. Ribbons and service bars shall not be worn on any attire other than the department Class A or B Uniform. Axillary pins can be displayed on either Class A or Class B uniforms as authorized by the Chief of Police.

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Uniform Award Display:

(a) The American Flag pin will be worn, centered, at the top of the display.

(b) Commendation ribbons will be displayed and centered over the member's name tag above the right shirt pocket.

(c) The commendations will be worn with the highest award worn closest to the badge side and on the top-most row, if two or more rows are displayed. At no time will more than three awards be displayed in a single row.

(d) Order of precedence for awards approved for uniform wear:

1. Medal of Honor
2. Lifesaving Medal
3. Medal for Bravery
4. Distinguished Service
5. Chiefs Award
6. Years of Service
7. Clinical Excellence Commendation
8. Baby Delivery Commendation
9. Specials Teams Accommodation
10. Outside department award or accommodation as approved by the chief.

(e) Ribbons and/or service bars will be displayed on an appropriately sized bar holder.

(f) Years of service bar pins will represent 5 years of service increments.

(g) A filler ribbon will be given with a members first ribbon to ensure proper display of ribbons.

(h) Any other Chief of Police approved Auxiliary pins will be worn on the right side of the right breast lappet.

(i) Ribbons and/or service bars presented by outside departments that represent an equivalent department award will be presented as such.

1009.8 RETIREMENT

It is the policy of the Oakdale Fire Department to recognize department members that have dedicated themselves to the City of Oakdale and its residents and are retiring in good standing. Upon retirement in a public setting (ei. City Counsel Meeting) or at a department meeting, the retiring member will be presented with their firefighting helmet, badge, "RETIRED" hanging bar, and as well as a plaque recognizing their years of service.

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Line-of-Duty Death

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any department member while on-duty, while traveling in connection with such duty, or while engaged in firefighting or Emergency Medical Services (EMS) activities off-duty is considered a line-of-duty death. The death of any department member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of department members are seriously injured.

1010.2 POLICY

It is the policy of the Oakdale Fire Department to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

1010.3 RESPONSIBILITIES

1010.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

(a) Conduct briefings in order to communicate activities to the assigned officers.

(b) Make an announcement to the Department at the appropriate time. Immediately after the announcement, all flags at fire stations and other department facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event shall they be shrouded for longer than 14 days.

(c) Request that the Administration assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.

(d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.

(e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the Department.

(f) Document all actions, contacts, requests, and other pertinent data. This information should be provided to the Fire Chief at regular intervals.

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(g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.

(h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

1010.3.2 CAPTAIN

In the event of a line-of-duty death, the Captain or the authorized designee shall:

(a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.

(b) Immediately notify the Division Chief and the Fire Chief.

(c) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

(d) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.

(e) Gather all available information concerning the incident and circumstances leading to the death.

(f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

1010.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

(a) Collect facts of the incident from the Captain or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.

(b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.

(c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.

(d) Prepare a written press release.

(e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy in this manual.

1010.3.4 ADMINISTRATION DIVISION

The Administration Division will have the following responsibilities:

(a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.

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(b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).

(c) Review the Public Safety Officers' Benefit Program to determine benefits and the process for securing benefits for surviving next of kin.

(d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

1010.3.5 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of a member's personal effects in the event of a line-of-duty death. Personal effects include all property owned by the deceased member that is kept on department property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, the following steps shall be followed in gathering and disposing of personal effects:

(a) All personal effects at the station shall be taken to the Administration Division to be kept in a secure location.

(b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division and secured.

(c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.

(d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Administration Division for placement in the deceased member's personnel file.

1010.4 FAMILY SUPPORT LIAISON

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

1010.5 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with the Funerals Policy.

1010.6 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

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Line-of-Duty Death and Serious Injury Notification

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications, and identifies roles and responsibilities.

1011.2 POLICY

It is the policy of the Oakdale Fire Department to ensure, to the extent reasonably practicable, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized, or killed in the line of duty. The Department shall make it a priority to offer assistance and support to the member's family.

1011.3 PROCEDURE

(a) For the purposes of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.

(b) The Incident Commander (IC) or Captain at the scene of the serious injury or death will immediately notify the Division Chief and provide the necessary information.

(c) The Division Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.

(d) All inquiries related to the incident should be referred to the IC, the Public Information Officer, or the Captain, as appropriate.

(e) In the event of the death of a member, the Captain must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

1011.4 DEATH NOTIFICATIONS

The Division Chief, in coordination with the Fire Chief or the authorized designee, will assign a two or threeperson notification team consisting of either a Captain, a Union officer and department chaplain or two Captains to locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

(a) Contact the Administration Division to obtain information regarding the member's next of kin.

(b) Call back operations staff, if necessary.

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1011.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Captain learning of the serious injury or death. The notification team should:

(a) Gather and validate as much information about the incident as possible.

(b) Wear the dress uniform, if possible.

(c) Plan the appropriate timing and schedule when it is necessary to make the notification to more than one person or family group (e.g., spouse and parent).

(d) Meet prior to making the notification to establish roles of the team members and allow the exchange of known facts.

(e) Determine if the Captain, Division Chief, or Fire Chief is aware of a special relationship between the deceased member's family and another member. If so, it may be appropriate to have that member accompany the notification team. Prior to arrival, the team should clarify the member's role in the notification process.

1011.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

(a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.

(b) In most cases, if a chaplain is part of the notification team, the chaplain should make the notification.

(c) Notification should be made briefly and directly.

(d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.

(e) Team members should communicate the support and sympathy of the Fire Chief and all members of the Department.

(f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1011.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Captain may make arrangements to have someone in the family's area make the notification. The following should be considered:

(a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family, or with the assistance of the local fire department/law enforcement.

(b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.

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(c) Whoever is selected to make the notification should be provided with the information contained in this policy.

(d) The notification plan must include a coordinated telephone call with the family and the Division Chief.

1011.4.4 INTERNAL DEPARTMENT NOTIFICATIONS
The following internal notifications should be made in advance of any media release:

(a) All on-duty Captains should be notified.

(b) Local Union President and or Vice President should be notified.

(c) All members should be notified as soon as possible after the family notification is made.

1011.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS
The Captain will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

(a) Elected officials or board of directors

(b) City Administrator

(c) State labor union representatives

(d) Department Health and Safety Officer, who will make the necessary notifications in coordination with the Captain

(e) Other notifications as determined by the Fire Chief

1011.4.6 EXTERNAL NOTIFICATIONS
The following external notifications will be made:

(a) Notification to the Minnesota State Fire Marshal

(b) Notification to the Minnesota Occupational Safety and Health Administration (MNOSHA)

(c) Notification to the United States Fire Administration

(d) Notification to the National Fallen Firefighters Foundation (NFFF)

(e) Notification to the U.S. Department of Justice Public Safety Officers' Benefit (PSOB) Program

(f) Notification to the National Institute for Occupational Safety and Health (NIOSH)

(g) Notification to other agencies as mandated by federal and state law and local ordinance

1011.5 FAMILY SUPPORT

The Captain should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

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In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

1011.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the Oakdale Fire Department to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include but are not limited to:

(a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.

(b) All information must be validated prior to its release to the media.

The Public Information Officer or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media are on-scene and aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the department's compassion and concern for the employee's family and colleagues. The Public Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1011.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

(a) If the seriously injured employee has been taken to a hospital, a Division Chief should assign a Captain who is not involved in the incident to go to the hospital and become the hospital liaison.

(b) The Captain should establish communications with the hospital and report regularly to the Division Chief on the employee's condition.

(c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and the employee's family. In addition, the Division Chief should ensure close coordination with the treating medical facility.

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Funerals

1012.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the Department, both active and retired, who passes away may be offered the option of a funeral or assistance from the Departmentand the Local and or State Union. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the Department

IAFF-Funeral_Protocol.pdf

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Level I, Line-of-Duty Death - Considered for all firefighters of the Department who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

Level II, On-Duty Death - Pertains to all firefighters of the Department who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

Level III, Active Employee Off-Duty - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

Level IV, Retired Employee or Staff Professional - The death of a retiree or professional staff employee of the Department. Level IV may also include a dignitary closely associated with the Department, as designated by the Fire Chief, and upon whom the Department wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the Department's discretion.

Level V, Death of a Family Member - The death of a family member of an active firefighter, retiree or staff professional of the Department. Level V may also include a family member of a dignitary closely associated with the Department as designated by the Fire Chief, and upon whom the Department wishes to bestow funeral honors.

1012.2 POLICY

It is the policy of the Oakdale Fire Department for the Fire Chief or the authorized designee to make the necessary assignments and coordinate actions with other department representatives any time the Department learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty Death, Line-of-Duty Death and Injury Notification and Family Support Liaison policies.

If a responsible family member requests department assistance, the Fire Chief or authorized designee should appoint, with the approval of the Fire Chief and the family member, an employee

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to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of department participation if the circumstances of the member's death may reasonably bring discredit to the Department.

The Fire Chief or the authorized designee should determine the highest level of participation the Department can provide, based on the cause of death.

1012.3 LEVEL OF PARTICIPATION

The desires of the family are paramount and shall be given fullest consideration; however, the Department's funeral participation will be conducted according to the following guidelines:

(a) A Level I funeral may include Level II criteria and any of the following:
    1. Crossed ladders
    2. Supreme Sacrifice Medal
    3. Helicopter fly-over

(b) A Level II funeral may include Level III criteria and any of the following:
    1. Fire engine or caisson with casket
    2. Cordon of fire apparatus of both the Department and visiting agencies

(c) Level III funeral may include Level IV criteria and any of the following:
    1. Casket draped with the U.S. flag
    2. Honor Guard as pallbearers
    3. Procession with department apparatus from the firefighter's current Battalion
    4. Bugler
    5. Bell ceremony

(d) Level IV funeral may include:
    1. Hearse with casket
    2. Apparatus from last assignment (if appropriate)
    3. Honor Guard
    4. Pipe and drum band
    5. Administration and logistic support as needed
    6. Uniformed personnel
    7. Flag folding (if appropriate)

(e) Level V funeral honors may include (with the approval of the Fire Chief):
    1. One piece of apparatus to be used as a static display (not to be included in a procession)
    2. Honor Guard (if appropriate)
    3. Uniformed personnel

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1012.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any department member who is a close friend of the family and will make reasonable efforts to address the needs and desires of the family, communicate between the Department and the family and coordinate details with the Officer in Charge (OIC).
- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge (OIC)/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall department participation and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.
- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers will be members of the Honor Guard, unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).
- Other positions may be utilized as listed in the Funeral Planning Chapter 9 in the References section below.

1012.5 REFERENCES

Minnesota Fire Service Ceremonies & Protocols Guidebook Preface.pdf

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Funerals

Chapter 1 Flag Protocol
Chapter 2 Uniform Guidelines.pdf
Chapter 3 Ceremonies.pdf
Chapter 4 Honor Guards.pdf
Chapter 5 Line of Duty Injuries.pdf
Chapter 6 Line of Duty Deaths.pdf
Chapter 7 Types of Funerals.pdf
Chapter 8 Funeral Elements.pdf
Chapter 9 Funeral Planning.pdf
Chapter 10 History of the Fire Service.pdf
Chapter 11 Resources.pdf
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Chapter 11 - Facility

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Flag Display

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Oakdale Fire Department regarding the proper display of the flags of both the United States and the State of Minnesota.

1100.2 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the “Flag Code.” Members of this department will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1100.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Department members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

(a) The United States flag should be conspicuously posted on all fire department facilities during hours of operation.

(b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6(a)).

(c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6(c)).

(d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7(m)).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the “Place of Honor” (4 USC § 7).

1100.3 DISPLAY OF THE MINNESOTA STATE FLAG

Members of the Oakdale Fire Department will display the Minnesota State flag prominently and in the proper position of honor in accordance with the United States Flag Code.

1100.3.1 DISPLAY OF THE MINNESOTA FLAG IN DAILY OPERATIONS

Department members should consult the Minnesota Office of the Secretary of State for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

(a) The flag should be conspicuously posted on all fire department facilities during hours of operation.

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(b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.

(c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

(d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of Minnesota.

(e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

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Fire Station Living

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

1101.2 POLICY

It is the policy of the Oakdale Fire Department that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

1101.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected daily by a Captain. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, beds, and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

(a) The station and equipment shall be maintained in a clean, orderly, and sanitary condition. Daily tasks to accomplish this shall include but are not limited to:

1. Vacuuming.
2. Sweeping and mopping floors.
3. Dusting.
4. Polishing.
5. Empty all trash and recycling receptacles.
6. Cleaning restrooms.
7. Cleaning kitchen and dining areas.
8. Cleaning apparatus bays.
9. Cleaning main hallways and heavily traveled areas.

(b) Additional station and equipment maintenance and cleaning should be conducted no less than weekly or more frequently on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment. See attachment: Weekly Station Cleaning Duties.pdf

(c) Safety considerations regarding cleaning and maintenance may include but are not limited to:

1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.

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2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
3. Maintaining cooking appliances and eating utensils in good working order.
4. Cleaning kitchen hoods and vents at least monthly and ensuring the hood light is installed and functioning.
5. Providing and clearly labeling first-aid supplies.
6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
7. Using department-provided fall protection systems or fall protection personal protective equipment when working above ground level (29 CFR § 1910.140; Minn. R. 5205.0010).
8. Addressing hazards associated with walking-working surfaces (29 CFR 1910.21 et seq.; Minn. R. 5205.0010).

(d) All members shall follow established policies and procedures regarding:

1. Beginning and end of shift preparation, readiness, equipment inventory, and testing.
2. Meal plans for the shift.
3. Shift change station cleanup.
4. Sleeping quarter assignments.
5. Permissible and restricted activities and hours.
6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

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Attachments

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Monthly Truck Check Schedule.pdf

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Monthly Truck Checks

Monthly Truck Check / Cleaning Duties (E1, E2, L1, R2, CV1, U1, UTV1)

Each shift will be responsible for taking inventory and cleaning their apparatus sometime during the first 15 days of the month per the schedule. When completing the monthly check you shall complete the following:

- Wash outside including wheels, rims and the topside.
- Clean inside including wiping down all surfaces, clean inside windows, vacuum floors, wipe down or mop floors, vacuum out cabinets and clean tools.
- Complete a monthly truck check / inventory form.

A Shift	**B Shift**	**C Shift**
March	January	February
June	April	May
September	July	August
December	October	November

Monthly Ambulance Truck Check Duties (A1, A2, A3)

Each shift will be responsible for taking inventory and cleaning their apparatus sometime during the last 15 days of the month per the schedule. When completing the monthly check you shall complete the following:

- Wash outside including wheels, rims and the topside.
- Clean inside including wiping down all surfaces, clean inside windows, vacuum floors, wipe down or mop floors, vacuum out cabinets and clean equipment.
- Medicine and medical supplies due to expire at the end of the month shall be replaced unless otherwise noted by Regions Medical Direction.
- Complete a monthly truck check / inventory form.

A Shift	**B Shift**	**C Shift**
January	February	March
April	May	June
July	August	September
October	November	December

Bloodborne Pathogen Exposure Reporting Form 903.pdf

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Bloodborne Pathogen Exposure Reporting Form
(to be completed by Employee and reviewed with Supervisor)

Date: _____ ICR Number or Other (drill, class, training): _____

Employee Name: _____ Social Security #: _____

Job Title: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Exposure Date: _____ Exposure Time: _____

Section I – General Exposure Information

1. Did exposure occur in this facility? ☐ Y ☐ N

   1a: If no, specify address where exposure occurred: _____

2. Date of exposure: _____/_____/_____ 3. Time of exposure: _____ ☐ AM ☐ PM

4. Number of hours on duty: _____ 5. Is exposed person a temp/agency employee? ☐ Y ☐ N

6. Location where exposure occurred: _____

7. Type of exposure (check all that apply):

   ☐ 7a: Percutaneous – did exposure involve a clean, unused needle or sharp object? ☐ Y ☐ N

   ☐ 7b: Mucous membrane (complete Section III & Section V)

   ☐ 7c: Skin – was skin intact? ☐ Y ☐ N ☐ Unknown (if no, complete Section III & Section V)

   ☐ 7d: Bite (complete Section IV-V)

8. Type of fluid/tissue involved in exposure (check one):

   ☐ blood/blood products
   ☐ solutions (IV fluid, irrigation, etc.)
      ☐ visibly bloody
      ☐ not visibly bloody
   ☐ tissue
   ☐ other (specify) _____
   ☐ unknown

   ☐ body fluids (check one)
   ☐ visibly bloody
   ☐ not visibly bloody

   If body fluid, indicate one body fluid type:
   ☐ amniotic ☐ saliva ☐ CSF
   ☐ sputum ☐ pericardial ☐ tears
   ☐ peritoneal ☐ urine ☐ pleural
   ☐ feces/stool ☐ semen ☐ synovial
   ☐ vaginal fluid ☐ other (specify) _____

9. Body site of exposure (check all that apply):

   ☐ hand/finger
   ☐ eye
   ☐ arm
   ☐ leg
   ☐ foot
   ☐ mouth
   ☐ nose
   ☐ other (specify): _____

BLOODBORNE PATHOGEN EXPOSURE REPORTING FORM

Section II – Percutaneous Injury

1. Was the needle or sharp object visibly contaminated with blood prior to exposure? ☐ Y ☐ N

2. Depth of the injury (check one):

☐ superficial, surface scratch ☐ deep puncture or wound

☐ moderate, penetrated skin ☐ unknown

3. What needle or sharp object caused the injury (check one):

☐ device (select one) ☐ Non-device sharp object (specify): _____
☐ unknown sharp object

Hollow-bore needle:

☐ arterial blood collection device ☐ biopsy needle
☐ bone marrow needle
☐ hypodermic needle attached to syringe ☐ hypodermic need attached to IV tubing
☐ unattached hypodermic needle
☐ IV catheter – central line ☐ IV catheter – peripheral line
☐ Huber needle
☐ prefilled cartridge syringe ☐ IV stylet
☐ spinal or epidural needle
☐ hemodialysis needle ☐ dental aspirating syringe w/ needle
☐ vacuum tube holder/needle
☐ winged-steel (butterfly type) needle ☐ hollow-bore needle, type unknown
☐ other hollow-bore needle

Suture needle:

☐ suture needle

Other solid sharps:

☐ bone cutter ☐ bur ☐ electrocautery device ☐ elevator
☐ explorer ☐ extraction forceps ☐ file
☐ lancet
☐ microtome blade ☐ pin ☐ razor
☐ retractor
☐ rod (orthopedic) ☐ scaler/curette ☐ scalpel blade
☐ scissors
☐ tenaculum ☐ trocar
☐ wire

Glass:

☐ capillary tube ☐ blood collection tube ☐ medication ampule/vile/bottle ☐ pipette
☐ slide ☐ specimen/test/vacuum tube

Plastic:

☐ capillary tube ☐ blood collection tube ☐ specimen/test/vacuum tube

Non-Sharp safety device:

☐ blood culture adapter ☐ catheter securement device
☐ IV delivery system ☐ other known device (specify):
_____

4. Manufacturer and Model:
_____

BLOODBORNE PATHOGEN EXPOSURE REPORTING FORM

5. Did the needle or other sharp object involved in the injury have a safety feature? ☐ Y ☐ N

5a: If yes, indicate type of safety feature (check one). If no, skip to Q6.

☐ bluntable need, sharp ☐ needle/sharp ejector
☐ hinged guard/shield ☐ Mylar wrapping/plastic
☐ retractable needle/sharp ☐ other safety feature (specify): _____ ☐ sliding/gliding guard/shield
☐ unknown safety mechanism

5b: If the device had a safety feature, when did the injury occur (check one)?

☐ before activation of the safety feature was appropriate ☐ safety feature failed after activation
☐ during activation of the safety feature ☐ safety feature not activated
☐ safety feature improperly activated ☐ other (specify): _____

6. When did the injury occur (check one)?

☐ before use of the item ☐ during or after disposal
☐ during use of the item ☐ unknown
☐ after use of the item before disposal

7. For what purpose or activity was the sharp device being used (check one)?

Obtaining a blood specimen percutaneously:

☐ performing phlebotomy ☐ performing a finger stick/heel stick
☐ performing arterial puncture ☐ other blood-sampling procedure (specify): _____

Giving a percutaneous injection:

☐ giving an IM injection ☐ placing a skin test (i.e.: tuberculin, allergy, etc.)
☐ giving a SC injection

Performing a line related procedure:

☐ inserting or withdrawing a catheter ☐ injecting into a line or port
☐ connecting an IV line ☐ obtaining a blood sample from a central or peripheral IV line or port

Performing surgery/autopsy/other invasive procedure:

- ☐ suturing
- ☐ palpating/exploring
- ☐ incising
- ☐ specify procedure: _____

Performing a dental procedure:

- ☐ hygiene (prophylaxis)
- ☐ oral surgery
- ☐ restoration (amalgam composite, crown)
- ☐ simple extraction
- ☐ root canal
- ☐ surgical extraction
- ☐ periodontal surgery

Handling a specimen:

- ☐ transferring BBF into a specimen container
- ☐ processing specimen

Other:

- ☐ other diagnostic procedure (i.e.: thoracentesis)
- ☐ unknown
- ☐ other (specify): _____

BLOODBORNE PATHOGEN EXPOSURE REPORTING FORM

8. What was the activity at the time of injury (check one)?

- ☐ cleaning room
- ☐ collecting/transporting waste
- ☐ decontamination/processing used equipment
- ☐ disassembling device/equipment
- ☐ handling equipment
- ☐ opening/breaking glass container (i.e.: ampule)
- ☐ performing procedure
- ☐ placing sharp in container
- ☐ recapping
- ☐ transferring/passing/receiving device
- ☐ other (specify): _____

9. Who was holding the device at the time the injury occurred (check one)?

- ☐ exposed person
- ☐ co-worker/other person
- ☐ no one, the sharp was an uncontrolled sharp in the environment

10. What happened when the injury occurred (check one)?

- ☐ patient moved and jarred device
- ☐ contact with overfilled/punctured sharps container
- ☐ device slipped
- ☐ improperly disposed sharp

☐ device rebounded ☐ other (specify): _____
☐ sharp was being recapped ☐ unknown
☐ collided with co-worker or other person

11. Were you wearing Personal Protective Equipment (PPE)? ☐ Yes ☐ No If yes, list:

_____

12. Did the PPE fail? ☐ Yes ☐ No If yes, explain how:

_____

Section III – Mucous Membrane and/or Skin Exposure

1. Estimate the amount of blood/body fluid exposure (check one):

☐ small (less than 1 tsp. or 5cc) ☐ large (more than ¼ cup or 50 cc)
☐ moderate (more than 1 tsp. and up to ¼ cup or 6-50 cc) ☐ unknown

2. Activity/event when exposure occurred (check one):

☐ airway manipulation (i.e.: suctioning airway, inducing sputum) ☐ patient spit/coughed/vomited
☐ phlebotomy
☐ bleeding vessel
☐ surgical procedure (i.e.: all surgical procedures including C-section)
☐ changing dressing/wound care
☐ cleaning/transporting contaminated equipment ☐ tube placement/removal/manipulation (i.e. chest, endotracheal, NG, rectal, urine catheter)
☐ endoscopic procedures
☐ IV or arterial line insertion/removal/manipulation ☐ vaginal delivery
☐ irrigation procedures ☐ other (specify): _____
☐ manipulating blood tube/bottle/specimen container ☐ unknown

3. Barriers used by the worker at the time of exposure (check all that apply):

☐ face shield
☐ mask/respirator
☐ gloves
☐ other (specify): _____
☐ goggles
☐ no barriers
☐ gown

BLOODBORNE PATHOGEN EXPOSURE REPORTING FORM

Section IV – Bite

1. Wound description (check one):

- ☐ no spontaneous bleeding
- ☐ tissue avulsed
- ☐ spontaneous bleeding
- ☐ unknown

2. Activity/event when exposure occurred (check one):

- ☐ during dental procedure
- ☐ assault by patient
- ☐ during oral examination
- ☐ other (specify): _____
- ☐ providing oral hygiene
- ☐ unknown
- ☐ providing non-oral care to patient

Section V – Follow - up

1. Did you receive medical attention? ☐ Yes ☐ No If yes, where:
_____

2. When? _____ By whom?
_____

3. Identification of source individual(s):
_____

Signature: _____ Date:
_____

Reviewed by Date: _____

IAFF-Funeral_Protocol.pdf

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International Association of Fire Fighters
Funeral Protocol for Line-of-Duty Deaths

The following protocol is to assist IAFF local affiliates in the event of a line-of-duty death of a member. The following information is solely provided for assistance purposes, each individual affiliate should evaluate its local conditions and utilize, amend or change these recommendations accordingly.

I. NOTIFICATION

A. After the notification of a death of a member, the Office of the Chief of the Department should immediately inform Union Office/Officials and the Fire Department Chaplain.

B. Fire Department should be informed that the local union official(s) wish to accompany those department officials that are dispatched to notify next of kin. After family has been officially notified, the fire department and the local union should notify all on duty members (10-15).

II. PLANNING

A. Local Union President must immediate appoint an individual with the sole responsibility of planning for the deceased members funeral.

B. In order for the local union to be fully prepared the following initial information must be gathered from deceased family as soon as possible. A union/department member should be immediately assigned as a family contact to assist the family and serve as the liaison between the family and those planning the funeral.

- Do they want funeral with full department honors?
- Do they want church funeral? If so, what Church?
- Who is their choice of priest, minister, rabbi, or other religious representative?
- Where is the Funeral Home?
- Who is the Funeral Director?

C. If the family requests a departmental funeral, funeral director should be so notified. The funeral director makes arrangements with the church, cemetery, etc. The union/department should make arrangements for the funeral director to receive deceased's uniform in the event of a departmental funeral or if requested by family.

D. List of pallbearers must be obtained from the family. Honor guard members should be selected, usually chosen from house and company members, and scheduled to stand at casket during viewing at funeral home. For funeral service honor guard and ushers should be selected.

E. Arrangements must begin immediately on site selection for Memorial Service (if planned) and for collation (reception) following funeral/memorial service. Vendors should be immediately solicited for assistance.

F. The local union must determine the availability of the following:

- white gloves
- union pins
- badge covers
- bunting (fire stations/union hall)

G. Determine whether church cards (last alarm) are desired and arrange with printer for production (if cards are to be printed). This must be done immediately to allow for printing time.

H. Secure space from local hotel(s). Remember that fire fighters from throughout the International will attempt to attend funeral. Select one hotel as base for International Principal Officer(s), Vice President(s), and staff.

I. Establish liaison with police department. Request that the police department assist with the following:

- Request that police department send out on police blotter the announcement of line-of-duty deaths including as much detail as possible, including funeral arrangements, department and union address, and local union representative responsible for funeral's phone number.

- Request police to provide detail in marked car at deceased house during entire funeral period.

- Request that police have representative at any planning meeting. They can assist with logistical coordination including traffic, crowd control, out-of-town fire fighters, parking, etc.

III. THE FUNERAL

For line-of-duty departmental funerals the following protocol should be arranged:

A. Funeral Director is responsible and has the primary concern of assisting the family, including bring them into church, and seating. Department should select Chief-in-Charge for directing and coordinating fire department and fire fighter involvement in funeral.

B. Honor Guard should post colors prior to church service. Honor guard should be posted outside church on both sides of entrance. Department personnel, union officials, fire fighters and civic delegates should line up with honor guard to street. Family passes between ranks. In all instances, family should enter church ahead of any dignitaries. Ushers should keep front right part of church open for members and delegates. After body is greeted all march into church and are seated in the following fashion:

- Fire Chief
- Union President
- International Principal Officer(s)
- Local union officials
- Deceased's Company
- Delegation of department's chief officers
- Members of department
- Members of other fire departments

C. All remain standing until all fire fighting delegations are in place.

D. At conclusion of service, ushers will direct fire fighting delegation to street where they resume original places, facing church, under direction of chief-in-charge. Pallbearers then proceed out of church with body followed by family and other mourners. Chief-in-Charge gives command for salute as body is brought from church and placed in hearse.

E. After services, funeral director assembles procession. Chief-in-Charge directs all fire fighting personnel, proceed by colors to march ahead of procession to designated pass-in-review position. If desired, a designated fire house could be chosen for pass-in-review. Fire house should have apparatus on apron, with all on-duty personnel at attention, bells tolling as procession passes. After pass-in-review procession proceeds to cemetery.

IV. COMMITTAL

A. Chief-in-charge shall be responsible for assembling fire fighters at grave site. It should immediately be determined how many mourners the cemetery and/or grave site area can accommodate. Committal is usually for family and close friends. Apparatus can be detailed to cemetery gates with fire fighters in full dress.

B. Arrangements can be made for bugler for TAPS and sole bagpiper for playing *Amazing Grace*, or appropriate hymn. Local musicians unions or schools can usually provide these individuals if unavailable on fire or police department.

C. Dismissal from grave site is generally followed by reception.

V. BELL CEREMONY AND PRAYER

A. The ringing of the bell and the Fire Fighter's Prayer are two traditions of the fire service which reflect respect and honor to those who gave their lives to their duty. The ringing of the bell represents the end of the emergency and the return to quarters, and is usually three rings of the bell, three times.

B. Both are provided for local adoption.

VI. PERIOD OF MOURNING AND HONOR

A. After notification of line-of-duty death is completed, flags at all jurisdiction's properties (government center, fire stations, schools, etc.) should be lowered to half-staff in honor of fallen fire fighter.

B. Flags at jurisdiction's properties should remain at half-staff from date of death through the day of committal.

C. Flags at fire stations and union hall should remain at half-staff for a period of 30 days. Funeral bunting, if used, should also remain on fire stations and union hall for 30 days.

D. After notification of line-of-duty death is completed, badge covers should be placed across the face of each member's badge. Badge cover should remain for 30 days.

BELL CEREMONY

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our tasks.

Our methods may change, but our goals remain the same as they were in the past, to save lives and to protect property, sometimes at a terrible cost. This is what we do, this is our chosen profession, this is the tradition of the fire fighter.

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sound of a bell.

In the past, as fire fighters began their tour of duty, it was the bell that signaled the beginning of that day's shift. Throughout the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in jeopardy for the good of their fellow citizen. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all the completion of that call. When a fire fighter had died in the line of duty, paying the supreme sacrifice, it was the mournful toll of the bell that solemnly announced a comrade's passing.

We utilize these traditions as symbols, which reflect honor and respect on those who have given so much and who have served so well. To symbolize the devotion that these brave souls had for their duty, a special signal of three rings, three times each, represents the end of our comrades' duties and that they will be returning to quarters. And so, to those who have selflessly given their lives for the good of their fellow man, their tasks completed, their duties well done, to our comrades, their last alarm, they are going home.

FIRE FIGHTER'S PRAYER

When I am called to duty, God
Wherever flames may rage
Give me strength to save a life
Whatever be its age.

Let me embrace a little child
Before it is too late
Or save an older person from
The horror of that fate.

Enable me to be alert
And hear the weakest shout,
and quickly and efficiently
To put the fire out.

I want to fill my calling
To give the best in me,
To guard my friend and neighbor
And protect their property.

And, if, according to your will,
While on duty I must answer death's call;
Bless with your protecting hand
My family, one and all.

Rehab Documents.pdf

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REHAB DIVISION|GROUP COMPANY CHECK-IN / OUT SHEET

CREWS OPERATING ON THE SCENE:_____

_____

UNIT #	# PERSONS	TIME IN	TIME OUT			UNIT #	# PERSONS	TIME IN	TIME OUT

EMERGENCY INCIDENT REHABILITATION REPORT

INCIDENT LOCATION: _____

INCIDENT TYPE: _____

DATE: _____

NAME/UNIT #	TIME(S)	TIME/# Bottles	BP	PULSE	RESP	TEMP	SKIN	TAKEN BY	COMPLAINTS/CONDITION	TRANSPORT?

IAFF-FFF-Family-Support-Guidelines-7-28-22.pdf

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International Association of Fire Fighters
Fallen Fire Fighter Family Support after Line-of-Duty Deaths

The IAFF embraces the families of our fallen because we recognize the need for those families to have a support program available after a line-of-duty death. We also believe that because our members know their union will be there to assist their families, they can do their job with a relative peace of mind, even as they face the inherent dangers of their job each day.

The following information is provided to address family support issues for IAFF affiliates in the event of the line-of-duty death of a member. It is solely provided for assistance purposes; each individual affiliate should evaluate its local conditions and use, amend or change these recommendations accordingly.

Family Support and Assistance Process

Spouses, partners, children and family members who experience significant loss are seriously affected in several areas of their life. But it is also during this time of emotional stress that family members will likely be overwhelmed with all kinds of information and decisions that require immediate resolution. Information processing and decision-making can also be affected by the emotional needs and condition of the family members.

Fire departments and IAFF affiliates can and should provide families structured support after a line-of-duty death. This assistance can help families make critical decisions during a period of high emotional distress.

The family support process involves a core group of support personnel, typically called family liaisons. Such family liaisons must have strong interpersonal skills, the ability to gain the support of family members and skills in managing and coordinating service delivery systems. The family liaison can serve as the:

- Information gatherer for the family;
- Emotional support provider for family members;
- Organizer and coordinator of support systems as needed by family; and
- Arbitrator between family and other systems of support and service delivery.

Department Liaison

The fire department and the IAFF affiliate may consider jointly appointing a department liaison to serve as an overall point of contact and to assist with fire department activities after a fire fighter line-of-duty death. This individual can assist with the maintenance and update of all members' emergency contact information and initially assist with liaison duties until the family liaison is selected and approved. Once a family liaison is selected, the department liaison would have no interactive role with the family; rather, the department liaison would work with the family through the family liaison. The department liaison can maintain resources, protocols and policies related to or for assistance with line-of-duty deaths and provide such resources to the family liaison. These include, but are not limited to:

- Contact information for fire department and union leadership, including their roles and responsibilities with line-of-duty death activities.
- Contact information for department, local, state/provincial or federal offices involved in personnel, pensions, civil service, death benefits, funeral reimbursement, educational benefits, workers'

compensation, public/private insurance benefits and official documents (birth, marriage, divorce, death) retrieval, Descriptions of such benefits should be maintained and kept up-to-date.

- Procedures, guidelines and policies for line-of-duty death notification, assistance, and investigation.
- Contact information for counseling and bereavement services available to the fire department and IAFF affiliate and descriptions of such services. Line-of-duty funeral protocols for fire department funeral or memorial services.
- Funeral arrangements, burial options and contact information for local funeral homes and cemeteries, as well as cremation and alternative burial options. Contact and process information should also be maintained on tissue and organ donations.

Role of a Family Liaison

The role of the family liaison is a traditional duty within the fire service. Historically, members have served informally as liaisons between the family and the fire department following a line-of-duty death. The roles and responsibilities of the family liaison can become wide and ranging because the liaison will be tasked with providing short- and long-term family support services to a family of a fallen member.

The family liaison is a representative of the IAFF affiliate and the fire department that interacts with the spouse or partner and family of the lost member to assist in their short-term and long-term recovery.

Often after a line-of-duty death, the family is emotionally overwhelmed, and has no or little knowledge of the resources, assistance and support that are available. The family liaison acts to bridge resource and support coordination from the fire department and the IAFF affiliate to the grieving family.

The family liaison has a dual responsibility of supporting the family and providing assurance to the fire department and local IAFF affiliate that the needs of the family are being met.

The fire department and IAFF affiliate need to select a member(s) as the family liaison. This process must include discussion and approval from the family.

Family liaisons must understand and adapt to the role change from providing immediate guidance after the death and during the funeral process to long-term family support. Their core responsibilities include:

- Empowering the family to become decision-makers involving significant issues;
- Protecting the family from disruptive and intrusive events;
- Providing emotional and logistical support; and
- Gathering information so the family can make informed decisions.

The fire department and IAFF affiliate must ensure that the family liaison be informed of the responsibilities of the family liaison and the time commitment necessary for such short-term and possibly long-term family assistance.

Functions of a Family Liaison

Family liaisons assess the needs of a family after a line-of-duty death and coordinate and facilitate the short- and long-term support. They serve as the primary contact with the family to ensure that family needs are met. Family liaisons will discuss the process with the family, arrange schedules and contact times, and describe what services and assistance are available.

Family liaisons can assist a family with concrete details regarding a member's death. They can represent the family's needs and desires during the planning of the member's wake, funeral and memorial service.

Within the initial hours after the line-of-duty death, the appointed family liaison must make an initial assessment of the family's support needs. Decisions will be necessary on family access and appropriate notification of family and friends.

The family liaison will need to be prepared to immediately assist the family with numerous issues, including the following:

- Providing the family with information regarding death and bereavement.
- Presenting information regarding formal identification of and disposition of body.
- Providing information about the member's preference regarding organ/tissue donation.
- Working with the family to make decisions regarding:
    - Type of burial/cremation
    - Funeral homes
    - Cemetery
    - Choice of church/clergy
    - Visitation or wake
    - Selection of funeral/memorial services
    - Times of visitation/service
    - Service participants, dignitaries, readings, music and eulogies
    - Reception following burial
    - Announcements for service
- Screening outside contact with family, including news media.
- Choosing photographs and other memorial items for display.
- Continuing with assessment of family support needs.
- Mobilizing the initial request of support services.

During the visitation or wake and during the funeral or memorial service the family liaison is responsible and has the primary concern of assisting the family, including transportation, escort and seating. The family liaison remains with family during these services.

Family liaisons also assess the ongoing and long-term needs of a family and provide them with information, including resources available from within the fire station, the fire department, the IAFF affiliate and the community. The family liaison should obtain or be provided with a list of services and contacts from trusted resources within the department or community from the department liaison, if one has been previously appointed, or from the fire department or IAFF affiliate. Such resources can include:

- Bereavement and counseling services. Such referrals must be discussed with fire department or IAFF affiliate Employee Assistance Program advisors or fire department counselors. Verification of the quality of any referral must be assured. Such verification can be ascertained by consulting with other fire department members, their families or service providers that have significant work experience with emergency responders.

- Financial. The family liaison should be familiar with the financial benefits available to the family and how to apply for such funds. These include pension, state (worker compensation) and federal death benefits (PSOB), funeral reimbursement, educational benefits (state and federal), insurance, veteran's benefits, etc. The family may have to rely on an IAFF affiliate leader or the jurisdiction's personnel department for detailed assistance on these issues. The family liaison should not be personally involved in advising the family or handling any family financial resources. Financial advice must be left with the family and financial planning experts.

- Legal. The family liaison should keep the family apprised of any investigations or criminal proceedings involved in the line-of-duty death. Specific legal advice is to be provided by legal experts, not the family liaison.

- Property Maintenance/Repair Assistance or Guidance. The family liaison can assist with locating appropriate resources for home or property repair and maintenance. There is no expectation that such assistance is provided without charge, but the family liaison can attempt to ensure that the family is getting a fair price for quality services. The family liaison can assist in informing the family of the day-to-day operations of the family's home (for example utilities, heating/air

conditioning, scheduled maintenance, yard care, etc.). However, the goal of the family support service is to empower the family through their transition. Therefore, the family liaison role is to assist or inform and not to necessarily perform every task.

Family Liaison Boundaries

Family Liaisons are responsible for setting boundaries when interacting with the family of the deceased. It is important for all family liaisons to know that it is not their role to replace the deceased member.

The family liaison is to understand that there needs to be a balance between providing family support during a difficult time and the needs of their own personal, family and professional responsibilities.

Family liaisons must have the ability to say "No, I can't do this." No family liaison is on duty 24/7.

In order to prevent burnout and to maintain appropriate boundaries, family liaisons cannot make themselves available at all times. Family liaison work is an ongoing and transitional process; therefore, it is important that family liaisons conduct these activities in moderation.

Family liaisons must become familiar with their personal limits and will have to judge for themselves when to take a break. At a certain point, it may be time to stop being a family liaison or time to ask for help or a replacement. Family liaisons can seek support from their family and other fire department members, or seek professional help.

Emergency responders spend their career helping others, traditionally working as a team. This effort is not any different. While serving as the family liaison, peer support must be requested from other members to ensure a successful family support program. The most effective family liaisons are those who work together with their peers to assist families in need.

Family Liaison Logistics

Some members may have selected their primary and alternate choice of a family liaison in event of their death or serious injury. It is encouraged that the fire department and the IAFF affiliate establish an emergency contact procedure and policy that encourages the establishment and annual review of each member's emergency contacts, including selection of a family liaison. When family liaisons are not pre-selected, conducting a fire station meeting is an effective way to recruit members for this role.

Ensure that a fire officer is available to assist and support the family liaisons. Any family support problem should be discussed with this fire officer.

Long-term support, logistics and distance may require the assignment of additional family liaisons. Several members can also serve as family liaisons for each family at the same time. They are encouraged to meet together with the family and should communicate and coordinate items to prevent duplication of services. Family liaisons should be rotated during a long-term family assistance process.

Before a family liaison is assigned, ensure that the family is prepared ahead of time and is educated about the role of the family liaison.

A long-term family liaison rotation schedule should be developed and implemented. Experience has shown that undue stress is placed on the family and the family liaison, as well as the fire department and the IAFF affiliate, when schedules and rotations are not established and followed.

Family liaison services must be consistent. Family liaisons must not make any promises that cannot be delivered and must ensure that any resources that are offered are delivered as and when promised.

In cases where the family lives outside the jurisdiction where the member worked, the family liaison should consult with the local fire department and IAFF affiliate to establish available contacts in the event

of a family support emergency. These contacts may be provided to the family for use when the family liaison cannot be reached for immediate support.

Emergency Contact and Beneficiary Forms

All IAFF affiliates should ensure that their members have completed a list of emergency contacts that can be used in time of emergency. If the IAFF affiliate does not have such a form, Click Here for a generic form. Please ensure that your local develops a process for collecting and maintaining emergency contact information for all members. These documents should be reviewed and updated annually. Additionally, it is the policy of the IAFF that each IAFF affiliate institutes a program requiring an annual review of beneficiaries that, at a minimum, requires the member to either change beneficiaries or sign a statement verifying that the beneficiaries are correct. Accordingly, please ensure all member beneficiaries are kept up-to-date.

Conclusion

The IAFF provides this information to assist affiliates in ensuring that we are always there for the families of our fallen. Every fire department and IAFF affiliate is different and the information should be adjusted accordingly, however, the IAFF asks each affiliate to be sure to implement a family support program using these guidelines to be prepared when a member is lost in the line of duty.

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[1] For additional information on procedures for notifying, assisting and investigating after a line-of-duty death, Click Here for the *IAFF Line-of-Duty Death Notification, Assistance, and Investigation Policy.*

[2] For additional information on procedures and protocol after a line-of-duty death, Click Here for the *IAFF Funeral Protocol for Line-of-Duty Deaths.*

[3] For additional information on procedures on US federal benefits, Click Here for the *IAFF Summary of the Federal (US) Benefits for Public Safety Officers, PSOB AND PSOEA Programs*

The Fallen Fire Fighter Family Support After Line-Of-Duty Deaths Guidelines were adopted by the IAFF Executive Board in June 2008 and updated in September 2009. They were developed by the IAFF in compliance with Emergency Resolution 47 submitted by IAFF Local 112, Los Angeles City and approved by the delegates assembled in Toronto, Ontario in August 2006. The guidelines were developed by IAFF members involved in family support and counseling; with input from spouses of our fallen members, especially the widow of Local 112 member Robert M. Ortega. The family support documents were further reviewed and revised by the IAFF Executive Board Occupational Safety and Health Committee and IAFF Executive Board Fallen Fire Fighter Memorial Committee prior to adoption by the IAFF Executive Board. Further assistance is available to IAFF affiliates on these guidelines as well as all other issues and programs pertaining to the death of an IAFF member through the IAFF Division of Occupational Health, Safety and Medicine.

code_of_ethics.pdf

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Firefighter Code of Ethics

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the Fire Service Reputation Management White Paper, the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following…

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

Preface.pdf

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Minnesota Fire Service Ceremonies & Protocols Guidebook

Developing current and future leaders

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Chapter 1 (Flag Protocols) was derived in part from the US Code and from the website www.ushistory.org. Chapter 12 is a compilation of work that has been shared for the expressed purpose of reproduction without recourse or needing to seek the permission of the MSFCA.

Photographs contained within the guidebook are the work of a variety of news agencies throughout the country, the National Fallen Firefighters Memorial Foundation (www.firehero.org), and members of the ceremonials and protocols editorial team. We are grateful to all who have contributed.

For an electronic copy of the guidebook, forms, photos and other ceremonies and protocol resources visit us on the web at **www.mnprideandhonor.com.**

Written by Kenneth T. Prillaman, Fire Chief, City of Brooklyn Park, MN

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Preface

There are a lot of ways to manage a public safety agency. This is due in part to the uniqueness of departments across the country and individual skills that chiefs and officers bring to the job. Additionally, leadership can be a lonely job.

As we began our work, and throughout our process, we continued to remind ourselves that our end product was intended to be a guide. We remained focused on maintaining and respecting the authority given to fire chiefs to make choices that they deemed right for their staff, their organization and their community.

Having said that, we also recognized three factors that have motivated our work.

First, there were far more questions without answers when it came to ceremonies and protocols, for example:

- Does a firefighter wear a mourning band to a police officer's funeral? Does the answer change if the funeral is due to a LODD? Does the answer change if the police officer is from your jurisdiction or from another community?
- Why are there four Bell Ceremonies? Which one is right?
- What is the proper way to wear the United States flag as a shoulder patch and who is the authority that decides which is right?
- As a chief, can I lower the flag to half staff for a retiree's funeral? What if s/he was a veteran?
- And others….

Second, Chief's may not have the time or inclination to do the research to answer these questions.

- Are there guidelines about flying flags at half staff? If so, where are they? How about flying a flag over a street from a ladder truck? Can anyone have a flag-draped casket? If so, by whose authority?

Third, a chief really does not want to try and answer any of the questions that have gone unanswered at 2 a.m. following a sudden or tragic death.

- What is an appropriate funeral service for an active captain with 20 years of service who rolls his four-wheeler with an elevated blood alcohol level?
- How about a sworn personnel who dies in the commission of a crime?

Preface continued

This guidebook was written with the express purpose of giving the chief a tool that s/he can lean into for guidance. It is not written as a mandate but rather offered as a set of standards that can guide and help resolve some tough questions before they get asked in real-life scenarios. The emotions surrounding an active firefighter death, regardless of the circumstances can take over a department and cause strife and discord.

This guidebook is dedicated to all Chiefs who: a) desires to preserve the honor and dignity of a LODD funeral, b) wants to do all that is right and appropriate for any public servant death, and c) desires to maintain the history and tradition of the fire service and the United States Flag Code.

To the men and women who have contributed their time and talent toward the completion of this guidebook, the Minnesota Fire Service is forever grateful. We are hopeful that this guide will serve the Minnesota Fire Service by bringing clarity to ambiguity and logic to emotions.

We owe it to all who have gone before us to honor them by preserving our protocols and ceremonies and by honoring those among us who achieve great success as well as those who will perish in service to our communities.

Authorities & Reference

As we began to catalog and document the variety of questions that should be readily available, we identified several authorities and references. The combination of state and national organizations, along with two specific national documents, served as the foundation for the work that needed to be completed.

In some cases, we relied upon fire and law enforcement organizations who had already put in a tremendous amount of effort to develop and validate their best practices. This was particularly true as it relates to protocols related to line-of-duty deaths. Unfortunately there has not previously been an effort, in Minnesota, to address the variety of questions related to other funerals or to document, in a single source, various ceremonial and historical components that might assist a local fire department.

As a group we recognize and respect the work of the following public safety organizations and the contributions they have made.

National Fallen Firefighters Foundation, Emmitsburg, MD

Congress created the National Fallen Firefighters Foundation to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate.

"Our mission is to honor and remember America's fallen fire heroes and to provide resources to assist their survivors in rebuilding their lives."

Minnesota Fire Service Foundation

The Minnesota Fire Service Foundation's mission is to preserve the memory of all of the Minnesota firefighters who have lost their lives in the line-of-duty. Since 1881 more than 200 firefighters have paid the ultimate sacrifice.

In addition to their work to preserve the memory of our fallen, the foundation operates a scholarship program that benefits children of firefighters across this great state and serve as the state's LAST (Line of Duty Assistance and Support Team) team to support the families and departments of firefighters who die in the line of duty.

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Authorities & Reference

OUR DUTY TO HONOR THE FLAG

- We believe that all public safety agencies have a responsibility to be good stewards of our flag and of the traditions surrounding its display and care.
- We believe that we pay honor and respect to those who have lost their lives protecting our freedoms by upholding these standards.
- We believe and accept our responsibility to teach those in our charge to honor and respect the Flag of the United States of America.

Therefore:

It is the recommendation of the Ceremonies and Protocols Committee that all public safety organizations within the State of Minnesota accept the authority of the United States Code and the United States Army Field Manual and adopt the regulations and ceremonial protocols related to the flag as outlined and clarified within this document.

If and when these authorities conflict, this manual shall reference a "recommendation" that is intended, for the purposes of the public safety organizations in Minnesota, to resolve the conflict.

Ceremonies & Protocols Committee

The work of the Ceremonies & Protocols committee began with a proposal to the State Fire Chief's Board of Directors. In October of 2010, the Board sanctioned the plan and the committee began its work. Below is the original proposal to the board.

Minnesota State Fire Chiefs Association Ceremonies & Protocols Committee

Proposed Committee Structure & Scope

Purpose:

The intended purpose of creating a Ceremonies and Protocols Committee is to develop a guidebook that would identify accepted standards relating to;

- Firefighter Deaths
- Fire Service observation of US Flag protocols
- Wearing of uniforms and uniform accessories (caps, mourning bands, patches, etc)

It is the intention of the Chair to allow the committee to develop the complete scope of our work, which is to say that the above list is not all encompassing.

Methodology:

We shall use the collective wisdom of those appointed along with research into industry best practices, review of the United States Flag Code and the use of military and fire service technical experts to shape the recommendations contained within the guidebook. Specific attention will be given to the history and tradition of the fire service, preservation of the dignity and honor reserved for a line-of-duty death along with the ease of compliance and management.

Structure:

The committee will be led by a Committee Chair who will appoint a Co-Chair and a Committee Secretary as follows.

- Committee Chair – Ken Prillaman, Fire Chief, City of Brooklyn Park
- Committee Co-Chair – Jerry Streich, Fire Chief, Andover Fire Department
- Committee Secretary – Dave Underwood, Captain, Brooklyn Park Fire Department
- The Committee Secretary will be a non-voting member of the committee and will be responsible for maintaining a written record of the committees work and develop the committees work product.
- The Committee Co-Chair will serve as Chair in the absence of the Chair and in that capacity will only vote to break any tie. Otherwise the Co-Chair will be considered a voting member at-large.

- The Committee Chair will be responsible for the activities of the committee and shall be responsible to produce the work product as agreed upon. The Chair will vote only to break a tie.
- The committee Chair may appoint a Technical Advisor as a non-voting advisor to the group.

Membership:

The committee shall be comprised of the following 19 members.

- 2 members appointed by the MN State Fire Chief's Association
- 2 members appointed by the MN Fire Department Association
- 2 members appointed by the MN Professional Firefighters Association
- 2 members appointed by the MN Fallen Firefighters Association
- 2 members appointed by the MN IAAI
- 2 members appointed by the Fire Marshals Association of MN
- 2 members appointed by the Metro Chief Officers Association
- 2 members appointed by the Volunteer Fire Council
- 1 member appointed by the MN State Fire Marshal
- 1 member appointed by each of the cities of Minneapolis and St Paul

It is the intention of the Chair, upon approval from the MSFCA Board, to distribute letters to the head of each of these organizations asking for their appointments on or before November 26, 2010. Each organization will be offered the opportunity to appoint alternates should they desire, who will represent their organizations in the absence of their appointee.

Meetings:

Meetings of the committee shall take place every five (5) to six (6) weeks at a time and location determined by the committee. It is the intention of the Chair to encourage the movement of the meeting around the state in order to allow for broader participation.

Meeting shall be open to any member of the fire service who desires to attend and observe. The Chair shall ask for any public comments at the end of each session allowing anyone in attendance to be heard, however only appointed members may vote on actionable items.

The proposed kick-off meeting is tentatively set for December 11, 2010 at the new St Paul Fire Department headquarters.

Meeting notes, dates and notices will be routed through the various fire service organizations and will be sent to the MSFCA webmaster for posting.

Over the course of the next several months, the committee began to frame out the scope of the initiative and the effort required to accomplish the objective. This was needed in order to have a foundation upon which and from which the committee could operate.

It was an important distinction that we were not attempting to rewrite and replace the great work that so many organizations had done with regard to line-of-duty deaths. Our focus was to ask and then attempt to answer the myriad of questions around other ceremonies and protocols that simply had not been addressed, or at best addressed with a limited scope.

We also started with a realistic set of expectations regarding our ability to influence the fire service. The committee felt strongly that it could lead the state into a set of guidelines that could be universally accepted but accepted the fact that not everyone would agree with either the need to create such a guidebook nor the recommendations contained within. To this end, the committee developed and agreed upon the following statement of purpose:

"It is better to have standards that are not universally embraced than to have no standards at all."

The next step of our process was to define specific operating principles that would be used throughout our discussions and formulation of recommended standards. To this end, we created the following five guiding principles;

Preserve the Honor and Dignity of Line-of-Duty Death Funerals

Consider Ease of Compliance

Create and Harbor a Sense of Inclusiveness and Collaboration

Consider Cost; recognizing that in order to be in Compliance, Volunteer Firefighters may have to personally invest

Maintain Respect for the AHJ and Their Right to Deviate from the Standard

Contributing Individuals

The following individuals provided priceless input throughout the process. Each contributed in a genuine sense of cooperation and collaboration.

Kenneth T. Prillaman
Fire Chief
Brooklyn Park Fire Rescue

Jerry Streich
Fire Chief
Andover Fire Department

Dave Underwood
Captain
Brooklyn Park Fire Rescue

Jerry Rosendahl
State Fire Marshal (Retired)
Minnesota DPS

Crawford Wiestling
Chief Emeritus
West End Fire Rescue

Stan Jadwinski
District Chief
St. Paul Fire

Mark Rosenblum
MSFDA
Golden Valley Fire

Mike Dobesh
Assistant Chief
Richfield Fire

Mike Tremain
State Farm
MN IAAI

James VanEyll
Fire Chief
Long Lake Fire

James Popp
Commander
MFFMA

Tom Thornberg
President
MPFF

Tom Pitschneider
Fire Marshal
Shakopee Fire

Kip LaMotte
Fire Marshal
New Brighton Fire

Jim Smith
Assistant Chief
St. Paul Fire

Garrett Parten
Assistant Chief
SBM Fire

Marty Scheerer
Fire Chief (Ret.)
Edina Fire

George Esbensen
Fire Chief
Eden Prairie Fire

Jeff Beahan
Police Chief
Rogers Police

Bob Jacobson
Public Safety Director
New Brighton

Kim Klawiter
State Patrol (Retired)
Minnesota

Kevin Torgerson
Captain
Olmsted County Sheriff

Chapter 3 Ceremonies.pdf

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FIRE SERVICE TRADITIONS OVERVIEW

As a para-military organization with ties all the way back to the first century, the fire service is rich in traditions. Many of our modern day ceremonies are designed to preserve our rich history and pay tribute to those who have paved the way for our success.

We present a number of fire service ceremonies for you to include in your operations. Many of these have been handed down from generation to generation. Over the years, departments around the country have modified and corrected various elements in order for them to be a glorious display of the fire service in its best light. As you contemplate the inclusion of these ceremonies in your jurisdictions and into your events, there should be several objectives;

- Conduct each of the ceremonies with the utmost respect and dignity
- Perform each ceremonial element, where practical, with military precision
- Use each event as an opportunity to teach our history, our culture and our traditions

The ceremonies described in this manual include various methods or outlines. This is not intended to suggest that this is the only way to conduct these ceremonies. Retired Fire Chief Rick Lasky, of the Lewisville Fire Department offers his perspective in his excellent book Pride and Ownership.

Since all situations and eventualities cannot be foreseen, local jurisdictions should feel free to modify and adjust the procedures to local conditions.

NEW PUBLIC SERVANT SWEARING IN

An oath of office is an oath or affirmation a person takes before undertaking the duties of an office. Such oaths are often required by the laws of the state, religious body, or other organization before the person may actually exercise the powers of the office.

According to the Minnesota Constitution and further described in Statutes, Chapter 358, the oath of office shall be taken by "Every person elected or appointed to … public office" prior to transacting any "business or exercising any privilege" of the office. Both the Constitution and Statutes appear to reference only State Legislators and State Officers and do not specifically name firefighters among those defined as "public offices." Some local ordinances or Charter documents define oath requirements for local appointees.

The oath is a promise to faithfully discharge the duties of the office to the best of the person's abilities and to support the constitutions of the United States and Minnesota. The role of firefighter comes with a high level of responsibility to the public and inures to the firefighter a high level of public trust. As such, and due to the rich history of administering an oath of office to firefighters, each jurisdiction should establish a local policy for administering an oath. Further, due to the high level of trust and responsibility the local jurisdiction should, whenever possible, create a swearing in ceremony to publicly witness and acknowledge the event. Unless provided for within the local jurisdiction's ordinances or charter, there is no standard language for

a firefighter or officer oath of office. Finally, the raising of the right hand is standard in the administration of an oath however the use of a Bible is optional. If the local jurisdiction intends to utilize a Bible for administering oaths it should be sensitive to the beliefs and desires of those being sworn in and be prepared to modify their ceremony in order to avoid any conflict. Below are some example oath's that may be used or modified for administering an oath of office.

SAMPLE FIREFIGHTER OATH:

I promise that I will humbly serve all customers with an urgent response to their crisis, with compassion, sincerity and concern, patience, kindness and respect.

I promise that I will, at all times, conduct myself in a manner that reflects positively on the fire department and City of (your city name here).

Finally, I promise to follow the policies of the fire department, uphold the laws of our state and nation and the ordinances of the City of (your city name here) and that I will faithfully discharge my duties to the best of my abilities, so help me God.

-or-

I, John Smith, do solemnly swear that I will serve the citizens of City and firefighters of City Fire Department with honor and integrity and that I will, in all respects, observe the provisions of the city charter and ordinances of the city and that I will faithfully discharge the duties of my office to the best of my ability. So help me God.

The oath of office for a firefighter is usually conducted concurrent with the issuing of their badge. Local customs will dictate whether this is done immediately upon hiring or upon completion of minimum training or a probationary period.

Regardless of the timing, the swearing in ceremony can be a wonderful opportunity to engage the public, share a little of our rich culture and history and include members of the new firefighter's family in the actual ceremony. It is custom for a spouse, parent, sibling or mentor to actually pin the badge on the new firefighter, immediately following the administering of the oath by an officer of the department.

Organizing the swearing in could include any number of ideas or elements. A partial list includes;

- Scheduling it just before or during a council meeting
- Scheduling the event in council chambers
- Presentation and posting of colors
- Moving a podium outdoors in front of the station
- Cake or refreshments reception
- Guest speakers from city leadership, local agencies or outside agencies
- Presenting new members with a hard copy of their oath of office, suitable for framing (a sample is included in the Resource section of this guidebook)
- Combining the badge pinning with the issuance of their new helmet, if appropriate

A sample program outline is included in the Resources section of this guidebook.

PROMOTIONAL CEREMONY

In career, combination, paid-on-call and volunteer fire department, individuals who rise to the rank of officer take on more responsibility and to whom much is given, much is expected. Therefore, similar to the swearing in of new firefighters, the promotion should be celebrated with ceremony. In addition to "pinning" the new officer with the badge of their office, allowing other family members or mentors to pin their collar brass on offers a broader group of people an opportunity to be personally involved in the ceremony. As was the case with the new firefighter, new officers should have their own oath of office, whereby they recommit themselves to upholding the laws and ordinances of the city, state and nation but also commit themselves to the responsibilities of their new role.

SAMPLE OFFICER OATH:

I, Robert Miller, do solemnly swear;

- *that I will serve the citizens of City and firefighters of City Fire Department with honor and integrity;*
- *that I will, in all respects, observe the provisions of the city charter and ordinances of the City of (your city name);*
- *that I will faithfully discharge the duties of the office of Battalion Chief to the best of my judgment and abilities so help me God.*

In addition to the ideas listed above for the badge pinning event, "field promotions" are also an effective way to recognize the performance that led to the promotion. Saint Paul Fire Chief Tim Butler makes every attempt to promote Captains on the fire ground in the presence of the men and women who they serve with. It is a great way to recognize outstanding performance on the "battle field." A more formal badge pinning and collar brass ceremony is done at a later scheduled time.

If local custom includes the use of a Bible, consideration should be given to purchasing Firefighter Bible's (available at amazon.com and other retailers) so that the newly promoted officer has a permanent memento of their promotional ceremony.

APPARATUS HOUSING CEREMONY

HISTORY:

Fire Apparatus Housing Ceremonies has been a part of the American fire service history dating back to the 1830's. When a new piece of fire apparatus was purchase by a fire company or community it was placed into service and blessed. In days gone by when a piece of fire apparatus would arrive either by cart or by rail, the firefighters would meet the apparatus upon arrival and paraded it all over town. The apparatus was either hand drawn or horse drawn and would be taken to the fire barn or station and given a "Housing Ceremony".

Some history suggests the housing ceremonies were either simple or quite elaborate. Early traditions which extend to today include washing the wheels and tires. This occurred because during the hose drawn era horse

"debris" would cake on the wheel spokes and tires and would be washed off before the apparatus was backed into the station. In that time period it was also determined that by washing the wooden spokes and hard tires that keeping them moist would prevent rotting and shrinkage. Additionally, most stations of the era were built with the living quarters directly above the apparatus bay. It was critical, for the general comfort of the firefighters, that the apparatus floor remain as clean as possible. This is in part where today's emphasis on maintaining a clean apparatus bay originated.

Manually pushing apparatus back into the station occurred as result of most horses could not or would not back apparatus into the station. The horses were unhitched and the apparatus was pushed back into the station by the firefighters.

In more recent years, the ceremony of dedicating a new piece of apparatus including "pushing" the apparatus in the bay three times. To be more specific, the apparatus is staged on the apron just outside of the bay it is to occupy. The apparatus is "pushed" back into the bay and then brought back out on to the apron. This is repeated and then on the third "push" the apparatus has been blessed and assumes its position of honor within the apparatus bay. Today, the "push" is ceremonial, with a driver/operator in charge of the apparatus. Also, with three separate "pushes" various groups of people can participate in the ceremony;

- City and Department leadership
- All department members including retirees and Explorers
- Business owners, commission members or other community members

It is not fully documented when the ceremonial procedure of "pushing" the newly dedicated apparatus in and out of the station three times was implemented but has forever been done as a blessing over the apparatus, that it might protect those it serves as well as those who serve with it. In some parts of the country the blessing is;

First push-in is for "God"
Second push-in is for "Country"
Third push in-is for "The Firemen"

-or-

First push-in is for "The Past"
Second push-in is for "The Present"
Third push-in is for "The Future"

Numerous other ceremonial activities have been added over time. The process of transferring water from a retiring apparatus to the new apparatus is of significant importance. It represents giving or transferring life to the new apparatus. The transfer of specific pieces of equipment, such as an axe, pike pole or nozzles is deemed an important gesture. Finally, special graphics or stickers, in memory of, serve to recognize import-

ant local history, a firefighter lost in the line of duty or a significant local supporter.

The event usually includes neighboring fire companies, local political dignitaries, fire company or department officers and the wives and families of the firefighters. In some communities local bands or musical groups would be invited along with clergy. Following the ceremony refreshments are served and the ceremony turned into a social event.

The whole apparatus housing ceremony event is part of the long tradition of the fire service to show "Pride and Ownership" and to show fire service commitment to the community. When appropriate, the retired apparatus, which presumably served the community well, is honored with pictures or a piece of it's equipment maintained on display as part of the department's history.

A department wishing to host an apparatus housing ceremony should consider the following;

1. **Develop a list of invitees.**
   Local and State Government officials, politicians and business leaders. Neighboring fire departments and special guests and media.

2. **Identify logistical requirements for the ceremony.**
   - Area for ceremony placement
   - Water Supply.
   - Seating requirements and arrangements.
   - PA and speaker requirements.
   - Apparatus placement and management for visiting departments.
   - Station decorations and flowers, etc.
   - Additional equipment displays.
   - Presentation of colors or Honor Guard activities.
   - Develop service or ceremony sequence and designation of speakers.
   - Food and refreshment requirements.

3. **Ceremony planning considerations.**
   - Invitations and promotion
   - Program Outline
   - Speakers
   - Honor Guard involvement
   - Script for describing the "push" to the audience
   - Assignment of "pushers" to each of the three "pushes."
   - Ceremonial Elements
     i. Washing the tires
     ii. Transferring of water
     iii. Transferring of equipment
     iv. Stickers or emblems in memory of
   - Photographer
   - Refreshments

STATION DEDICATION CEREMONY

Fire stations are designed to serve their communities for decades and therefore new fire stations are not an everyday investment and should be celebrated. A fire station has always been much more than just a place of employment. A fire station is our home. We will eat, sleep, laugh and cry within the confines of the station. We will make lifelong friends with brother and sister firefighters and with members of the community while serving in our stations. And our station will be our refuge from an ever changing and more dangerous world in which we operate.

Similar to the swearing in, promotional event or apparatus housing, the station dedication is an excellent opportunity to engage with the community. After all, it is really their fire station! An event that includes some or all of the following elements are appropriate;

- Guest speakers from the city or from outside
- Ribbon cutting or perhaps more appropriate hose un-coupling
- Mementos
- Public education displays and station tours
- Honor Guard to present or post colors
- Dedicating a significant piece of history concurrent with the new station (bell from a previous station, fire pole, engraved plaque or cornerstone/time capsule
- Members of the faith community to ask a blessing on the station and the men and women who will respond from it to protect the community
- Photographer
- Refreshments

The list of planning issues outlined in the Apparatus Housing section could be used to plan the station dedication.

In addition to more traditional elements like a ribbon cutting or hose un-coupling, the station dedication gives the local jurisdiction an opportunity to put ceremony around a number of related elements, for example;

- Unveiling the station name or number
- Naming the station for a past member or leader in the community
- Naming rooms in honor of those in the community deserving of recognition
- Ceremonially hoisting the flag from the previous station over the new station for the day of dedication
- Dedicating a portion of the station in honor of past members or members who have died in the line of duty
- Dedicating an outdoor memorial patio or garden

- Unveiling a statute
- Unveiling a display of artifacts from the previous station

The need to dedicate a new station is a wonderful opportunity to engage the public, young and old, into the workings of the fire department. It is an opportunity for us to "tell our story" and continue to build strong, lasting community relationships.

STATION CLOSING CEREMONY

Just as rare as a new station is one that closes. It's important to memorialize the former station as a token of respect for the years of service it provided to the community and its fire department. Closing a station should also be done with great reverence and ceremony.

If the station is being replaced, the local jurisdiction may choose a more private ceremony. Among the elements that could be considered in a decommissioning ceremony are;

- One final muster of all assigned personnel
- One last lowering of the flag and folding it appropriately for storage
- The collection of the cornerstone or a brick from the structure as a memento of the station
- Preserving the original dedication plaque
- Removal and recondition of a bell from the bell tower

If the station is not being replaced, it is still important to decommission it with ceremony and honor. Without a replacement station it will be important to find another location to house the various artifacts that are to be preserved.

RETIREMENT CEREMONY

Chief Rick Lasky really nails the importance of this ceremony. In his book Pride and Ownership, he talks about the travesty of allowing a member to just punch out on their last day and quietly walk to their car and drive out of the station.

All retirements are important. 10, 15, 20…..sometimes 40 or more years of service to the community and to the men and women of the fire service represents a huge commitment and it's a commitment that needs to be recognized. Even if you host an annual awards banquet or holiday party where retirees are recognized, an organized and well planned retirement event is the best way to say thank you to one of our own for their years of service.

Similar to the other ceremonies outlined here there are several key components for consideration;

- Guest speakers
- Honor Guard participation
- Presentation of the members helmet, badge or both
- Presentation of ceremonial axe or bugle
- Presenting the member with a flag that has been flown over the station on his/her last day
- Creating and presenting a shadow box with badge, helmet front and other memorabilia

- Muster and inspection of all fire department personnel
- Final page arranged through dispatch
- Dedication of a plaque or memento honoring the retired member, if appropriate. This may be best reserved for members with 30, 35 or more years of service.
- Special recognition or presentation to the family for "sharing" their loved one with us
- Taking out an ad in the local newspaper
- Photographer
- Refreshments

After the ceremony, consider giving the retiree a final ride in the truck and escort him/her home with a processional of fire apparatus.

Whatever you do, do it at retirement. Our days are numbered and nothing would be so tragic as to miss an opportunity to heap praise and thanks on members who have served so well and for so long.

LAST PAGE CEREMONY

A "last page" is a ceremonial event where your local dispatch center sets off all members pagers and broadcasts a prepared message, over the local fire main, regarding a member or group of members that are being honored. For departments without pagers, the dispatch center would simply broadcast the message over the main dispatch channel.

The last page may be an appropriate addition to the other ceremonial elements included in a member's retirement or funeral service. There is no national standard language and the following is offered as a sample.

(TONES) Attention all units on the fire main. This is the last page for Firefighter John Smith. The City Fire Department wishes to acknowledge Firefighter Smith for his years of service to the residents and visitors of City. Your dedication and service is greatly appreciated and you will be missed by all. City dispatch clear.

TURNOUT GEAR PROCESSIONAL

A turnout gear processional is the act of carrying a firefighter's helmet, coat and pant/boot combination. This is usually accomplished with three firefighters, each carrying one of the elements. The recommendation is that the use of a gear processional is reserved for use to move these elements during a line-of-duty death visitation, memorial or funeral and because of the impression it makes on the community, local jurisdictions are cautioned against the practice for other types of funerals.

Having said that, it is important to know that upon receiving notification of a line-of-duty death, various state and federal agencies will be involved in the investigation and may require that the gear be, at least temporarily, turned over to investigators. Once the gear has been returned to the department, it is recommended that all movement of the gear, done in view of the public or family is done utilizing a gear processional.

HELMET ONLY

An alternative to a gear processional with a full set of turnout gear is to have a member carry only the firefighter's helmet. The "helmet only" processional can proceed virtually any honor guard detail or other vehicle/personnel processional. The "helmet only" processional can also be utilized to lead the casket during all movements. In all cases the helmet should be carried upright and facing forward.

BELL CEREMONY

The bell has always been an important and symbolic part of the fire service. Historically it was how a community was notified of a death. William Durand of Mende (1230 -1296) was a French Bishop who wrote The Rationale Divinorum Officiorum which noted the symbolism and rituals of worship. What is interesting is he writes "When any one is dying, bells must be tolled, that the people may put up their prayers; twice for a woman, and thrice for a man."

The use of a bell in the fire service is one of many traditions that date back some 150 years. The FDNY alarm system was established in 1865 where headquarters would dispatch, via telegraph, announcements to outlying firehouses. When a firefighter died in the line of duty they would transmit five rings of the bell, repeated four times, referred to as signal 5-5-5-5.

They would transmit signal 3-3-3 to alert firefighters in quarters of a new alarm as well as to signal the return of the firefighters to quarters after the alarm.

Fire departments throughout the country use a combination of rings for their bell ceremony. Research indicates that although there are exceptions, the more commonly used combinations are;

- Five rings, repeated four times or signal 5-5-5-5
- Five rings, repeated three times or signal 5-5-5
- Three rings repeated four times or signal 3-3-3-3
- Three rings repeated three times or signal 3-3-3

The National Fallen Firefighter Memorial, in Emmitsburg, MD uses signal 5-5-5-5. The IAFF utilizes signal 3-3-3 and the Federation of Fire Chaplains manual calls for the "Last Alarm" ceremony to include just three strikes of the bell.

In Minnesota, we believe it is also important to preserve the honor and dignity of a line-of-duty death funeral and therefore the elements in that type of funeral should be reserved for that purpose or unique to that specific type of funeral. Therefore, we have established that;

- The Bell Ceremony, when used in conjunction with a line-of-duty death funeral or memorial will include five rings, repeated four times or signal 5-5-5-5.
- The Bell Ceremony when used in any other type of funeral or memorial will include three rings, repeated three times or signal 3-3-3.

In order to provide support for fire departments wishing to include the Bell Ceremony in their events, we have included both the signal 5-5-5-5 and signal 3-3-3 scripts in the Resource section of this guidebook. It is critical that the script of the bell ceremony be presented by a member of the department with outstanding public speaking skills. In addition, in order to deliver this ceremonial element in a manner that is a fitting tribute, the speaker should be very familiar with the script, having reviewed it and practiced multiple times before the event.

FLAG RAISING AND LOWERING

Earlier in this guidebook we share the specific US Code requirements regarding the flying of the US flag at half-staff. Readers will recognize that the code is significantly more strict than most think and often more strict than local practice.

For local jurisdictions who desire to comply with the US Code and incorporate a ceremonial element that includes flying the flag at half-staff, we offer the following as a solemn and fitting way to honor;

- An active member who dies while off duty
- A retiree where additional honors are due
- A former Chief of Department
- An administrative staff person who long served the organization
- Members of your community who have been outstanding supporters of the fire department.

This ceremony, which could be done as a stand-alone event or in conjunction with other elements, allows the local jurisdiction to temporarily lower the flag to half-staff and then lower it for folding and presentation.

With the use of an Honor Guard, and using military precision, you begin with a properly folded US flag. The flag is properly unfurled and then raised to the peak, briskly. Then it is reverently and slowly lowered to half-staff. While temporarily at half-staff a speaker explains the purpose of the ceremony to those assembled and upon completion the Honor Guard returns the flag to its peak and then lowers it to the ground and properly refolds the flag for presentation. Finally, similar to the presentation at a funeral, the Honor Guard Commander presents the flag to the ranking member of the department who in turn presents the flag to the intended recipient.

If there are other flag poles arranged in proximity to the flag pole being used for the flag raising and lowering ceremony, attention should be given to the treatment of the other flags. In arrangements with multiple flag poles, the United States flag is always raised first and lowered last, so that no other flag is flown above the US flag. In order to maintain the dominant position for the US flag, flags on the other poles should be:

- lowered and removed from their halyards prior to the ceremony or
- they may be lowered and raised by separate honor guard units in such a manner to prevent them flying above the US flag

The flag raising, lowering and presentation makes for an impressive ceremony that conveys a high sense of honor upon the individual being recognized. The ceremony can be done in front of the fire station or at city hall and can be done by the local fire department with just a little practice.

STATE AND NATIONAL MEMORIAL EVENTS

Minnesota Fallen Firefighters Memorial Annual Observance
Last Sunday in September
MN Fallen Firefighter Memorial site, Capital lawn, St Paul, MN
www.mnfireservicefoundation.org

National Fallen Firefighter Memorial Weekend
Second weekend in October
National Fallen Firefighter Foundation, Emmitsburg, MD
www.firehero.org

IAFF Fallen Firefighters Memorial
September
Colorado Springs, CO
www.iaff.org

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MIS-021 Social Media - 09.2024.pdf

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Standard Operating Policy
City of Oakdale

Policy Number: MIS-021
Pages: 4 and 1 attachment
Subject: Social Media
Approved: 2021 **Amended:** 09/2024

1.0 Policy Statement

1.1 The City of Oakdale supports the use of social media to advance the goals of the City and its commissions and boards. The City of Oakdale will determine, at its discretion, how its social media sites will be designed, implemented, and managed as part of its overall communication and information sharing strategy.

2.0 Purpose

2.1 To communicate requirements regarding the use of social media sites and increase awareness of acceptable conduct of covered persons, as defined in this policy, when interacting on the City's social media sites.

3.0 Scope

3.1 This policy applies to any existing or proposed social media site sponsored, established, registered, or authorized by the City of Oakdale. The City's social media accounts include, but are not limited to, the following:

- City of Oakdale Facebook account at www.facebook.com/cityoakdalemn
- Oakdale Recreation Facebook account at www.facebook.com/oakdalefun
- Oakdale Fire Department Facebook account at www.facebook.com/OakdaleFD
- City of Oakdale Twitter/X account at www.x.com/oakdalemn
- Oakdale Police Department Twitter/X account at www.x.com/OakdaleMN_PD
- City of Oakdale Instagram account at www.instagram.com/oakdaleminnesota
- City of Oakdale YouTube account at www.youtube.com/ @CityOfOakdaleMN
- City of Oakdale LinkedIn account at www.linkedin.com/company/oakdalemn
- City of Oakdale NextDoor account at www.nextdoor.com/agency-detail/mn/oakdale/city-of-oakdale-1
- Oakdale Police Department NextDoor account at www.nextdoor.com/agency-detail/mn/oakdale/oakdale-police-department-2/

The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

The City reserves the right to add more social media accounts as approved.

3.2 The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the City Administrator or designee.

4.0 Definitions

4.1 *Social media site*: An internet site or application where users create and share content and participate in online communities and conversations in the form of a page, profile, account, group, or other presence. These include, but are not limited to, blogs, forums, chat sites, Facebook, Twitter/X, Instagram, Nextdoor, LinkedIn, Reddit, YouTube, and TikTok. This policy includes emerging new web-based platforms generally regarded as social media or having many of the same functions as those listed.

4.2 *Covered persons*: Covered persons, for purpose of this policy, means all City representatives, including its employees and other agents of the City, such as independent contractors, elected officials, and members of City commissions and boards.

4.3 *Social media manager*: Any authorized City employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

4.4 *Approval:* Where "authorized" or "approve" or "approval" or "approved" is referenced within this policy, the City Administrator or designee will review and recommend to the City Administrator.

5.0 Rules of Use

5.1 The City of Oakdale intends to use social media sites as follows:

- To supplement information from other City communication sources such as the City's website;
- To disseminate information as quickly as possible, such as emergency information;
- To facilitate two-way communication, promote transparency and social engagement in local government; and
- To broadcast the City's messages to the widest possible audience.

5.2 City social media managers are responsible for managing City social media sites.

5.3 Facilities or departments wishing to have a new social media presence must initially submit a request to the Communications Manager in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Oakdale site and will be linked with the official City website (www.oakdalemn.gov). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

5.4 The City's social media sites must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City's social media site. (See page 5).

5.5 Administration of all City social media sites will comply with applicable laws, regulations, and policies as well as proper business etiquette and practices.

5.6 The City of Oakdale wishes to establish a positive and informative social media presence. Covered persons have the responsibility to use the City's social media sites in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

5.7 City social media sites covered by this policy will not be used by covered persons for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues, or to express personal views or concerns pertaining to City employment relations matters.

5.8 No City social media site may be used by covered persons to disclose private or confidential information. No social media site should be used to disclose sensitive information.

5.9 Outside of situations of disaster, no City social media site will be used for transaction of City business. In the event a user initiates a request, application, or question through social media that affects City business or requires another City policy or process to be followed, that user will be contacted by phone, email, or other channels as soon as reasonably possible. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

5.10 City of Oakdale's social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Obscene or pornographic content
- Direct threats to persons, their well-being, or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Libelous or defamatory comments
- Content encouraging or promoting illegal activity
- Statutorily private, confidential, or nonpublic data
- Commercial promotions, spam, or phishing
- Hyperlinks to material that falls into one of the foregoing categories

5.11 A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City to discuss the decision to remove the comment with the City Administrator or designee. Final resolution will be the decision of the City Administrator.

5.12 When possible, comments that are removed for falling under one of the categories in 5.10 will be hidden or archived for availability upon data request.

6.0 Guidelines for Elected Officials

6.1 Elected officials shall not use official City social media sites for campaigning purposes.

6.2 Elected officials shall not post comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official's campaign site.

6.3 Elected officials must be mindful that posting content on professional social media accounts regarding City-related matters could inadvertently result in the violation of Minnesota Open Meeting Laws if sufficient numbers of other public officials engage on the post, resulting in a quorum. If this occurs, the online conversation should immediately cease with no further posts by the officials.

6.4 It is anticipated that from time to time, elected officials will have access to information that is considered privileged or confidential under Minnesota State Statutes. Elected officials must not reveal any confidential or privileged information about the City, its constituents, its employees, or contractors on social media sites.

6.5 It is best practice for elected officials to redistribute (share, retweet, etc.) posts from the official City social media sites. While not all content and City-related announcements will be shared on the official City social media sites, it is best practice to allow City social media managers to create content, answer questions, and manage constructive conversations.

7.0 Data Ownership and Retention

7.1 All communications or messages within social media sites covered by this policy composed, sent, or received on City or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of City business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read.

PUBLIC NOTICE
City of Oakdale Social Media Disclaimer

The purpose of the City of Oakdale's social media presence is to provide members of the community with information. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or tagging persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- Obscene or pornographic content
- Direct threats to persons, their well-being, or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Libelous or defamatory comments
- Content encouraging or promoting illegal activity
- Statutorily private, confidential, or nonpublic data
- Commercial promotions, spam, or phishing
- Hyperlinks to material that falls into one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact the City Communications Manager to discuss the decision to remove the comment.

If you have any questions about the City of Oakdale's social media sites, contact the City Communications Manager at 651-730-2722.

By accessing, using, or posting to this City of Oakdale social media site, you acknowledge you have been advised of the foregoing.

Chapter 1 Flag Protocol.pdf

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HISTORY OF THE FLAG

Flags are almost as old as civilization itself. Imperial Egypt as well as the armies of Babylon, Chaldea, and Assyria followed the colors of their kings. The Old Testament frequently mentions banners and standards.

Many flags of different designs were present in parts of the American colonies before the Revolution. When the struggle for independence united the colonies, the colonists wanted a single flag to represent the new nation. The first flag borne by the Army as a representative of the 13 colonies was the Grand Union flag. It was raised over the Continental Army at Cambridge, Massachusetts, on 2 January 1776. That flag had the familiar 13 stripes (red and white) of the present flag, but the blue square contained the Crosses of St. George and St. Andrew from the British flag.

The Stars and Stripes was born on 14 June 1777, two years to the day after the birth of the Army. On that date, Congress resolved that the flag of the United States be 13 stripes, alternate red and white, and that the union be 13 stars, white in a blue field, representing a new constellation. The arrangement of the stars on the blue field was not specified.

According to some historians, the Stars and Stripes was first raised over Fort Stanwix, New York, on 3 August 1777. In that Army version of the flag, the stars were arranged in a circle. (The Navy version had the stars arranged to form crosses similar to the British flag.) When Vermont and Kentucky joined the Union, the flag was modified so that there were 15 stars and 15 stripes. It was that flag, flying triumphantly over Fort McHenry, Maryland, on 13 and 14 September 1814, which inspired Francis Scott Key to compose the verses of "The Star Spangled Banner." That flag was the national banner from 1795 until 1818. Thus, when it was raised over Tripoli by the Marines in 1805, it was the first United States flag to be hoisted over conquered territory in the Old World. Later, it was flown by General Andrew Jackson at the Battle of New Orleans.

Realizing that adding a stripe for each new state would soon spoil the appearance of the flag, Congress passed a law in 1818 fixing the number of stripes at 13 and providing for the addition of a star in the Blue Union for each new state. The star is to be added and the new flag to become official on the Fourth of July following the admission of the new state to the Union. It was not until shortly before the Civil War that the Stars and Stripes actually became the National Color.

Canton –
Also known as the "Union". The blue square containing 50 stars, each representing one of the fifty states. A canton is any quarter of a flag, but for these purposes means the upper hoist (left) quarter of the flag of the United States.

WHY IT MATTERS!

The flag of the United States of America is more than a symbol of our country. It represents democracy; courage; sacrifice; and above all else, freedom. We, the civil servants of our cities, states, and country, carry a tremendous responsibility to ensure that our flag is treated with the utmost respect and dignity.

Flag Protocol

But perhaps more importantly, it is our job to pass this ideal on to the generations that follow. We must lead the public by example, following the flag protocols not because they're listed in the US Code of Federal Regulations, but because they have meaning. They teach us our nation's history; they remind us of the courage, sacrifice, and leadership with which this nation was born and continues to thrive; and, they give us – as individuals - the opportunity to show respect for our great country and her allies.

Prior to Flag Day, June 14, 1923 there were no federal or state regulations governing display of the United States Flag. It was on this date that the National Flag Code was adopted by the National Flag Conference which was attended by representatives of the Army and Navy which had evolved their own procedures, and some 66 other national groups. This purpose of providing guidance based on the Army and Navy procedures relating to display and associated questions about the U. S. Flag was adopted by all organizations in attendance. A few minor changes were made a year later during the Flag Day 1924 Conference.

On June 22, 1942 Congress passed a joint resolution, which was amended on December 22, 1942, making the US Code Title 36; Public Law 829, 77th Congress 2nd Session.

GENERAL GUIDELINES

- The flag should never be allowed to touch the ground.
- The flag should be clean, untattered, and fit for display.
- There should be no rips or tears, smudges, dirt, or any foreign substance on the flag itself when on display.
- The flag should be raised briskly, and lowered reverently.
- Some US flags include gold fringe about the periphery of the flag; these are acceptable for indoor use only.
- The flag should never be flown or marched "flat" or horizontal.
- When raising and lowering flags the US flag should be raised first and lowered last.

INDOOR DISPLAYS

The U.S. flag is displayed in most city, state, and federal buildings. However, it is also displayed in sports arenas, schools, churches, police and fire departments, and many other places. This section outlines flag etiquette for displaying the flag indoors.

Proper position or placement, within a room or building, of the US flag with respect to other flags (e.g., flags of other countries, state or city flags, etc.) often causes confusion. The US Code uses terms like "the flag's right," which is not intuitively obvious. It is sometimes easier to consider placement of the flag from the perspective of the intended viewer or audience. This guide will follow such an approach.

- When displaying the US flag alone on a stage or in a room, it should be positioned at the center or left of the stage or room, as viewed by the audience.
- When displayed with other flags (e.g., state or city flags) of the same height, the US flag should be the furthest to the left; no other flag should be higher than the US flag.
- If the US flag is flown on a staff that is higher than all other flags, it may be positioned in the middle of the group.

- The US flag should lead, and never dip below other flags when being carried in a parade, or processional, such as when it is being carried into a room with other flags.
- If the US flag is displayed flat on a wall, it should be oriented such that the union (the field of blue) is at the upper left from the intended audience's viewpoint. If other flags are displayed on the same wall, the same protocols apply for displaying on a stage or room, i.e., the US flag should be on the left as viewed by the audience, and not lower than any other flag.
- If the US flag is being flown from a wall-mounted staff, it should either be higher than the rest of the flags or furthest to the left, as viewed by the audience.
- The staff of the US flag should not be shorter than any other flag.
- If the flag is displayed in or on a window, you must consider two audiences (one from each side). If the flag is to be permanently mounted, it should be oriented with the union to the upper left from the view point of the larger of the two audiences. You must use your best judgment in this case.
- When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height, with the US flag on the left as viewed by the audience. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker with the union to the upper left as viewed by the audience.
- When displayed from a staff in a church or public auditorium, the flag of the United States should hold the position of superior prominence, in front of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker as he faces the audience.
- When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

FINIALS

Finials are the devices that attach to the top of a flag pole. The US Code is silent on the use of finials. All of our military organizations have policies that guide the use of finials however they each address these with variations in policy. It is our recommendation that the following be observed with the use of finials:

- The US flag should be the only flag that is topped with an eagle.
- All other flags in a display should be topped with matching finials.
- The only exception to matching the finials would be a unit or department flag which could bear a different style of finial.

OUTDOOR DISPLAYS

Many of the protocols for outdoor positioning and placement of the flag follow the same rules as for indoor usage.

- When flown in front of a building, the US flag should be flown on the left (from the observer's perspective) if flown separately from other flags from staffs of the same height. Generally, when the flag is flown in front of a building, the intended audience is the people looking at the building from the outside, such as from a street.
- When suspending a flag over a roadway, or outdoor space, as is sometimes done from ladder trucks, the field of blue should be oriented to the north if suspended over an east-west roadway, and east if suspended over a north-south roadway.
- The US flag may be displayed in the center of other flags, flown on separate staffs, so long as the US flag is flown higher than all others flags in the display.

WORN ON UNIFORMS

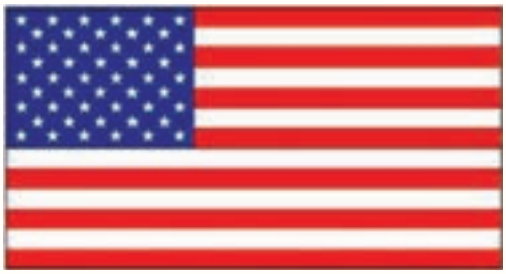
Many public safety organizations incorporate flags into their uniform. The US Code has specific guidelines that apply to the use of flags on uniforms;

- *"A flag patch may be affixed to the uniform of military personnel, firemen, policemen and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart."*

With regard to flag patches that are attached to firefighter turnout gear, one should take pause and consider the following US Code language before affixing a patch;

- *"The flag should never be fastened, displayed, used or stored in such a manner as to permit it to be easily torn, soiled or damaged in any way."*

Given the likelihood of soiling and damaging a flag sewn to turnout gear, it is the recommendation that this practice be discontinued.



Flag orientation for left shoulder use

Reverse field flag as worn on right shoulder

Finally, as it relates to the display of the US flag on the right shoulder of public safety uniforms, and the right side of public safety vehicles, it is recommended that a reverse field flag be used. The military explanation for wearing and displaying a reverse field flag on their right shoulder is two fold;

- First and foremost, the flag is never flown is a position of retreat. A reverse field flag on the right shoulder, or on the right side of a vehicle, gives the impression of a flag moving forward.
- Second, when wearing a reverse field flag on the right shoulder it places the field of blue in the highest position of honor, nearest your heart.

FLAG DRAPED CASKETS

The US Code does not have any prohibition that would prevent any American from having a flag draped casket. This honor, along with the presentation of the flag to the next of kin is often reserved for members of the military, veterans and public servants.

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder of the deceased. The flag should not be lowered into the grave or allowed to touch the ground.

The correct flag for use with caskets is 100% cotton, without fringe, measuring 9.5 feet by 5 feet.

MARCHING WITH FLAGS

When the flag of the United States is being marched in formation with one or more other flags abreast, the United States flag should always be "on its own right" as prescribed in the US Code. This will most often be to the viewing audience's left. Another way of properly orienting the US flag is to be certain that no other flag is to the right of flag bearer as s/he marches.

When the flag of the United States is being marched in formation in a column, the United States flag should lead the formation. When it becomes necessary to retire the colors, the formation will need to march along a path that allows the United States flag to lead the recessional.

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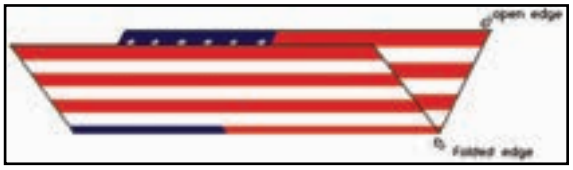
FOLDING THE US FLAG

This specific method of folding is reserved for the United States Flag alone.

To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely. Again, orient the flag horizontally.



Fold the flag again lengthwise with the blue field on the outside and orient the flag horizontally.

Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

The triangular folding is continued until the entire length of the flag is folded in this manner.

When the flag is completely folded, only a triangular blue field of stars should be visible.

A COMMON FLAG FOLDING MYTH

There are many stories and much folklore on the internet. One of them has to do with the thirteen folds that it takes to properly fold the US flag. Many organizations routinely use this “flag folding ceremony” which includes the reading of the meaning of the thirteen folds.

There is no reference made in the US Code nor any military ceremonies or protocol manual that support the use or validity of the history of the thirteen folds.

HOW TO FOLD THE MINNESOTA STATE FLAG

Minnesota Statute 1.141, Subd. 6 defines the proper way to fold the Minnesota flag for presentation and is outlined below.

Fold the flag into four sections lengthwise so that one section displays the three stars of the state crest and the text "L'Etoile du Nord."

Fold each side behind the displayed section at a 90-degree angle so that the display section forms a triangle.

Take the section ending with the hoist and fold it at a 90-degree angle across the bottom of the display section and then fold the hoist back over so it is aligned with the middle of the display section.

Fold the other protruding section directly upwards so that its edge is flush with the display section and then fold it upwards along a 45-degree angle so that a mirror of the display section triangle is formed.

Fold the lower half from the point upwards, tucking it between the display section and the remainder of the flag.

SALUTING AND CONDUCT DURING THE FLAGS MOVEMENT

The correct determination of how to salute is determined by the combination of whether or not you are in uniform and whether or not you are serving or have served in the military. The paragraph that follows is directly from the US Code, Title 4, Chapter 1. (4 U.S.C. 4)

"During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes."

EDITOR'S NOTE

There are two places in the US Code that reads, "All persons in uniform shall render a military salute". The fact that the original authors of the code felt it important to distinguish the salute as a "military" salute indicates their purposefulness of not using the same distinction as it relates to "persons in uniform". Some believe that only military personnel should salute. We believe that if that was to be the case the authors of the code would have been just as purposeful to distinguish by indicating "All persons in a military uniform". Therefore, we recommend that when in any classA or class B (see uniform matrix on page 12) uniform, during the movement of the flag and the Pledge of Allegiance, fire department personnel render a military salute.

Stated slightly different, when the American flag moves through a room or auditorium all persons should rise. When the colors are within six steps of where you are standing the appropriate salute should be rendered. Once the flag has passed, and is now six steps beyond your position the salute may be lowered.

Although some military organizations make the distinction, there is no reference within the US Code that would modify this section based upon whether or not uniformed personnel are indoors and whether or not uniformed personnel are wearing a dress uniform cap.

SALUTING AND CONDUCT DURING THE PLAYING OF THE NATIONAL ANTHEM

Readers are reminded that the National anthem is the "Star Spangled Banner" by Francis Scott Key, and not God Bless America. During the playing of the National anthem, all persons should stand still, face the music and salute (in the direction of the music if there is no American flag) as outlined above.

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PLEDGING ALLEGIANCE

A careful and thoughtful review of the US Code (4 U.S.C. 4) reveals two distinct messages regarding the pledge of allegiance. First, this is one of two references that instruct "all persons in uniform to render a military salute". (see editor note on page 8).

Second, the code indicates that persons in uniform are "to remain silent" during the pledge. A review of military policy and history reveals that our military does not recite the pledge. They play revile as the flag is hoisted and taps as it is lowered but do not recite the pledge. The predominate reason for this is that the wearing of the uniform is, in and of itself, a pledge of allegiance.

"The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

Per US Code (4 U.S.C. 4)

HALF STAFF RULES AND REGULATIONS

Properly flying a flag at half-staff requires us to understand two important components;

- Under who's authority can a flag be flown at half-staff and
- How is the flag properly hoisted into position

The US Flag Code provides that: "By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff." (4 U.S.C. 4)

The purpose of highlighting the public officials above is to draw attention to the fact that, according to the US Code, only two officials can order the National Flag to be flown at half-staff: the President of the United States, and a Governor of one of the United States, its territories, or possessions. In both cases, the declaration will include the geographical area that the order covers and the number of days that the flag is to flown at half-staff.

While obviously good-intentioned, without authorization from either of these two powers, an order from a public official (or member of the public for that matter) to fly the US flag at half-staff is inconsistent with the US Flag Code.

Having said that, when flown at half-staff, the flag should first be hoisted to the peak for an instant and then lowered reverently to the half-staff position. When retiring the colors, the flag should be again raised to the peak before it is lowered for the day.

There are certain customary days for which a presidential order to fly the US flag at half-staff will be given. Those days include:

- May 15, Peace Officers Memorial Day, sunrise to sunset, all flags
- Last Monday in May, Memorial Day, sunrise to noon, then fly at the peak of the staff, all flags
- September 11, National Day of Remembrance, sunrise to sunset, all flags
- First Sunday in October, National Fallen Firefighter Memorial Day, sunrise to sunset, all flags
- December 7, Pearl Harbor Remembrance Day, sunrise to sunset, all flags

In keeping with appropriate flag etiquette and U.S. Code, the Minnesota Governor may order the state flag to be flown at half-staff. He may also order the national flag to be flown at half-staff on state property only. A state flag on state property is required by law to be flown at half-staff if the national flag is flown at half-staff.

Fire Chiefs are discouraged from lowering flags to half-staff in order to preserve the integrity of the US Code. If the AHJ is going to depart from the code it should only be for a Type I (LODD) funeral. The Ceremonies section outlines a flag lowering ceremony that can be used in place of flying the flag at half-staff.

To preserve the integrity and special significance of lowering the flag, the Governor's office will only issue proclamations to lower flags to half-staff under very limited circumstances. Among the days that the Governor routinely orders flags flown at half-staff are;

- Last Sunday in September, Fallen Firefighter's Memorial Day
- Certain traumatic injury line of duty deaths

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Chapter 2 Uniform Guidelines.pdf

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Uniform Guidelines

Introduction

As is the case in all military and para-military organizations our uniform is an important component that helps define us and associates those within the organization as being part of the same unit. It also serves as a symbol of the public's trust and our allegiance to protecting lives and property. Additionally, the pride with which we take care of our uniform reflects the pride and commitment we have toward our mission. However, as important, the core reason for uniforms in the first place is to achieve *uniformity*.

Webster defines uniformity as, "the state of being uniform; overall sameness; lack of diversity or variation." So within each fire department, our uniform policies should be written and observed to achieve this idea, or concept of "sameness." For the fire service, due the great disparity between department resources this does not mean that everyone needs a dress uniform. It does mean that regardless of the uniform you do have, that everyone on your department should look the same.

Regardless of the type or class of uniform that you use, the overall condition, tailoring and uniformity tells a lot about the organizations professionalism.

Condition:

- Are all aspects of the uniform free of tears or stains?
- Are all aspects of the uniform color fast and still match other uniform components and other member's uniforms?
- Are all uniform garments pressed?

Tailoring:

- Are all aspects of the uniform properly sized for the individual, including collars and shoulders? (Collars should be snug, but not tight around the throat when buttoned; shoulder hem should be no more than 1/2 inch over edge of shoulder)
- Are all trousers hemmed to an appropriate length? (Trousers should have a slight crease at the ankle and should not drag behind the heel)
- Are all dress jackets appropriately sized? (Jackets should not strain buttons nor pull away from the body by more than a couple of inches; sleeves should be equal to the wearer's wrist bone; jacket length should be to the wearer's finger tips when standing at attention)

Uniformity:

- Do all members in uniform look the same? (style of shirts, pant color)

  Note: A uniform can include the use of jeans or shorts. Our recommendation is that jeans or shorts are not worn with a Class B style uniform shirt and that they should all be uniform, at least in color , if not both color and style.
- Are all patches, pins and other adornments consistent between one member and another?

Professional Behavior in Uniform:

Any discussion about uniforms without including commentary regarding "behavior in uniform" would be incomplete. The world loves to knock its heroes off their pedestals. Nothing makes that easier than when we misbehave, or even behave just a little below the public's expectation while in uniform.

Regardless of the class of uniform, we have an obligation to protect the very high level of trust that the public values the fire service by conscientiously being good stewards of that trust, particularly in uniform. We should all be aware and consider the consequences that our behavior has on the organizations reputation when, in uniform:

- We are rude and/or obnoxious
- Drinking irresponsibly
- We are disrespectful to those around us, intentionally or unintentionally
- Any other behavior that brings discredit to the organization or service

For clarity, this section's reference to uniforms includes department logo t-shirts. The fire service has a long history of producing and wearing department logo t-shirts. These are weaved into the fabric of the fire service. They also serve, whether intended or not, as a reflection of the organizations we represent. As such, the image of a firefighter entering or exiting a bar, liquor store, night clubs and the like in a fire department t-shirt has the potential to erode the public trust.

Finally, we should commit ourselves to wearing each class of uniform in its entirety and as designed. In other words;

- Don't wear a Class A uniform without a tie or with the jacket unbuttoned.
- If you are going to take a Class A jacket off, you should find a complete Class B underneath.
- If you are going to loosen your tie in a Class B1, take it off so as to be in a complete Class B2.

UNIFORM MATRIX

Although we are not recommending that every department be able to outfit their staff with each of the following classes of uniforms, we are proposing a standard for how each class of uniform is assembled. As you will see in the matrix there are several recommendations for matching various styles of shirts, pants and shoes and under which combinations should you consider a tie or dress cap.

UNIFORM CLASS	Dress Jacket and Matching Dress Pants	Long Sleeve Button Down Shirt: White or Blue	Short Sleeve Button Down Shirt: White or Blue	Golf Style Polo: Long or Short Sleeve	PD T-Shirt, Sweatshirt, Job Shirt	Tie	Dark Navy or Black Dress Slacks	Dark Navy or Black EMS Pants	Blue Jeans, Shorts	Dark Navy or Black Dress Shoes	Duty Shoes or Boots	Tennis Shoes	Dark Socks	Dress Uniform Cap	Baseball Style Cap
A	☑	☑				☑	Opt	No	No	☑	No	No	☑	Opt	No
B1		☑				☑	☑	No	No	Pref	Opt	No	☑	Opt	No
B2		☑				No	Pref	☑	No	☑	☑	No	☑	Opt	No
B3			☑			No	Pref	Opt	No	☑	☑	No	☑	Opt	Opt
C				☑		No	Opt	Opt	Opt	Opt	Opt	Opt*	☑	No	Opt
D					☑	No	Opt	Opt	Opt	Opt	Opt	Opt*	Opt	No	Opt

*only with jeans or shorts

Additionally, we have proposed a standard Uniform Class Naming System (A, B1, B2, B3, C and D). This is done in order to improve communications on state-wide and regional events when a particular dress code is desired or required.

There are several recommendations outlined in the matrix above that are worth noting;

- A Class A uniform should always include a tie, dress slacks and polished dress shoes.
- Anytime you wear a tie, you wear a dress style pant
- Ties should not be worn with short sleeve shirts
- If your uniform includes jeans or shorts the recommendation is that the shirts are polo or t-shirt style. There is no military or para-military organization that would mix a button up style uniform shirt with jeans or shorts.
- If a department is looking for a less formal uniform, with a button up, badged and patched shirt, then a Class B3, with EMS style pants and duty boots is recommended.
- Tennis shoes should only be considered with a Class C or D when jeans or shorts are used.

HONOR GUARDS

The uniform standard for Honor Guards can be a "modified" Class A or can be a uniform that is specific to the Honor Guard. To modify a Class A for outfitting the Honor Guard, consider the following suggestions;

- Replace the matching dress slacks with a pair of dress slacks with a colored stripe down the outside seam. There is no standard color for honor guards. Many fire department honor guards use red or gold.
- Add a matching shoulder cord. There are a variety of styles and colors available.
- Issue all honor guard members a white shirt, regardless of their fire department rank.
- Replace the dress shirt and tie with a colored ascot. The ascot should match the color of any pant stripe or shoulder cord.
- Change the style or color of the dress cap used by the honor guard or switch to a helmet style with a custom front piece.
- Order custom badges or custom lapel pins

If you prefer to have a unique honor guard uniform, there are a variety of jacket styles available through most uniform outlets.

DRESS UNIFORM CAPS

Each branch of the military has specific regulations regarding the wearing of a dress uniform cap. Within some organizations, like Chicago Fire for instance, they routinely wear a dress cap with any uniform that is a Class B3 or above. As outlined above, what is more important is to achieve uniformity within your organization. Establishing a policy regarding the wearing of the dress cap as well as communicating the "uniform of the day" are important aspects that will lead to uniformity.

Uniform Guidelines

There are certain protocols regarding the handling of a dress cap if it is a part of your uniform ensemble. Specifically, protocols that address;

- Wearing a cap indoors
- Proper way to carry a dress cap

Wearing a Cap Indoors:

- Generally speaking, caps should not be worn indoors
- Honor Guard details should remain covered regardless of whether performing indoors or outdoors
- Caps are removed as the wearer crosses the threshold into a building

Carrying a Dress Cap:

- A dress cap is carried in one of two ways
  - i. Remove the cap by its brow with your right hand and place under your left arm, above your elbow with the brow facing forward.
  - ii. Carry the cap in your left hand, flat (oriented as it sits on your head) with your left palm up, holding the brim between your thumb and fingers of your left hand.

TITLES, COLLAR BRASS & INSIGNIAS

Various uniform configurations designate rank with the use of "collar brass" or epaulettes. In addition, those organizations who wear Class A dress uniforms also designate rank on the sleeve and collar of the Class A jacket, utilizing stripes, patches and/or collar brass.

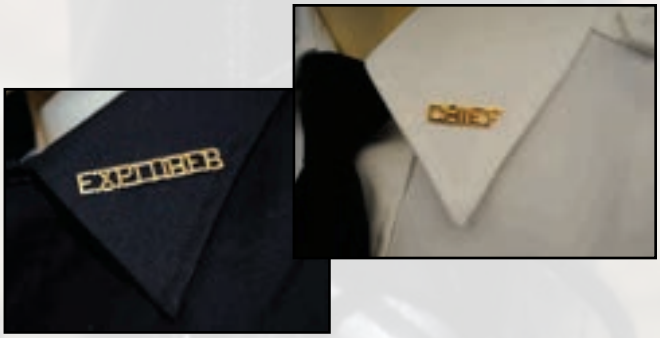
Collar Brass:

Virtually every military and public safety agency around the globe uses some form of collar insignia to designate rank. The fire service has used collar insignia for more than 150 years. By comparison to our public safety counterparts, the fire service has become pretty standardized in the use of rank insignia. There are of course some exceptions.

For the most part the fire service uses the following rank structure:

- 5 Crossed Bugles – Fire Chief or Chief of Department
- 4 Crossed Bugles – Assistant Chief or Deputy Chief
  - i. We are inconsistent, across career and paid-on-call departments with regard to the use of Assistant or Deputy as the second highest ranking fire official.
- 3 Crossed Bugles – Assistant Chief or Deputy Chief
  - i. With the same inconsistencies as above
- 2 Crossed Bugles – Battalion Chief, District Chief or similar
- 2 Parallel Bugles – Captain
- 1 Bugle – Lieutenant

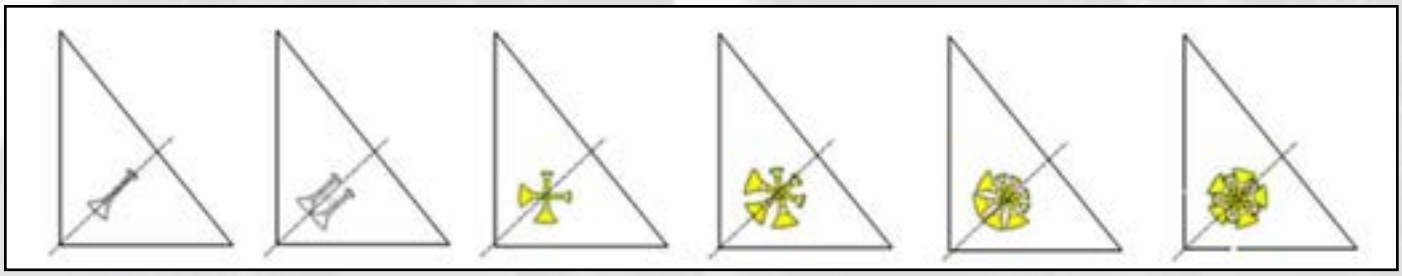
In a few organizations, the use of a Maple Leaf, adorning the right sleeve of the Class A jacket, just above the rank stripes, designates the individual as the Fire Marshal. In lieu of crossed bugles, organizations may choose pin-on style rank spelled out (i.e., "CHIEF", "EXPLORER").



Finish:
Most fire service organizations use silver to denote Captains and below and gold for any "crossed bugle" rank. Occasionally there will be examples of the Battalion Chief rank designated with crossed bugles, but displayed in silver.

EDITORS NOTE:
We have not proposed a standard for how the chief officer rank structure is used. However we are proposing the demarcation between silver and gold. We believe that all crossed bugle ranks should be outfitted in gold.

When wearing collar brass on a uniform shirt, the insignia should be oriented along the axis that intersects with the point of the collar and with the base of the insignia perpendicular to the axis. The base should also be positioned approximately 1 1/4" inch up from the point of the collar as depicted in the illustrations below.



Collar brass with titles or department initials spelled out should be oriented with their base toward the point of the collar and arranged perpendicular to the axis that splits the collar at the point, and should be positioned so that the letters are equally spaced on each side of the axis.

Departments who prefer epaulettes will find them in a number of styles available at uniform outlets. If epaulettes are the chosen method of displaying rank, they should be purchased in a matched set in order to achieve uniformity.

CLASS A JACKET INSIGNIA:

In addition to displaying the member's rank on his/her uniform shirt, their rank should also be displayed on the jacket of their Class A uniform. The Class A uniform usually displays rank in two positions;

- On the collar of the jacket
- On the sleeves

Most Class A jackets have a lapel and a collar. Where these two parts meet, these are two distinct "points" on the face of the jacket. Collar brass insignia is placed on the collar portion (top "point") with the lapel being reserved or available for other department adornments. Rank insignia placed on the collar of the jacket should be oriented as outlined above.

Rank insignia on the sleeve is denoted with a series of silver or gold stripes positioned near the wrist of both sleeves. The stripes should be attached as follows;

- The first stripe is attached 3" from the bottom of the sleeve
- The stripe is silver or gold to match the color of the collar brass
- Each stripe is 1/2" wide
- Each additional stripe is positioned 1/4" above the previous stripe
- The number of stripes match the number of bugles

EDITORS NOTE:
One argument for designating Battalion Chief's in gold is to be able to easily distinguish a Chief Officer from a Captain when they are in a Class A. If a department utilizes silver for Battalion Chief, then using the guidelines above results in two ranks, Captain and Battalion Chief being striped with two silver stripes.

YEARS OF SERVICE

The Maltese crosses, attached above the rank insignia (as depicted in the image above) represents years of service, expressed as five-years for each cross. Maltese crosses are added only to the left sleeve. Agencies in other parts of the country use military or law enforcement style service stripes. The recommendation in Minnesota is to exclusively use Maltese crosses with each one representing five years of service. It is up to the local jurisdiction to define how years of service is calculated, particularly with breaks in service or crediting service in another fire service organization.

SHIRTS & TIES

The Class A and Class B, button down, uniform shirt is a central piece of most uniform ensembles as it is most commonly used throughout the fire service. A discussion on protocol, related to this style uniform shirt, would include;

- Proper placement and alignment of patches
- Placement and alignment of name tag
- Placement and alignment of awards, years of service bars and other attachments
- Proper placement and alignment of collar insignia

Earlier in this section we addressed collar insignia. This section will deal with the other elements of the button down uniform shirt.

PLACEMENT AND ALIGNMENT OF PATCHES

This section is intended to provide guidance on affixing patches to uniform shirts. Nothing contained here is intended to establish standards or recommendations regarding the displaying of patches on other garments (jackets, sweatshirts, vest, etc). Each department, upon evaluating the recommendations below, will need to establish its own guidelines regarding how many patches and which patches it will display on a Class A or Class B uniform shirt, keeping in mind that the uniform should be very professional in its presentation.

Patches generally fall into one of four categories;

- US Flag patch
- Department Patch
- State/National certification patches
- Patches obtained from state schools and other fire service events

US Flag – if the United States flag is to be worn on the uniform, it may be affixed in one of three locations; front right breast over breast pocket and the left or right sleeve. US flags affixed over the right breast pocket should be attached with the field of blue toward the wearer's right shoulder. The flag may be affixed directly above the top edge of the pocket or may be adjusted upward to allow room for a name plate to be worn between the flag and the top edge of the pocket.

The US flag may also be worn on either shoulder. If worn on the right shoulder, the correct flag is a reverse field flag, with the field of blue toward to front as outlined in the flag protocol section of this guidebook. (See Flag Protocols for additional information) Regardless of which shoulder the flag is worn on the top edge of the flag should be sewn 1 1/4" below the shoulder hem; the flag should be centered on the epaulette or center hem of the shoulder and nothing should be affixed above the flag on the sleeve.

Department Patches – department patches may be worn on either or both shoulders. As is the case with the US flag the department patch should be sewn 1 1/4" below the shoulder hem and centered on the epaulette or center hem of the shoulder. If the organization uses "rockers" (patches that sit above the department patch and include titles or unit identification) the department patch should be sewn so that the top edge of the rocker, if and when attached, sits at 1 1/4" below the shoulder hem. Nothing should be affixed above the department patch, except for department rockers.

State/National Certification Patches – patches that signify certification as an Emergency Medical Technician or Paramedic, Hazardous Material Technician or team member, All-Hazard Teams, and various other state certifications (Officer I, Instructor II, etc) can be affixed using the following guidelines;

- Minnesota State Certificate patch and rockers should be sewn in a "stacked" alignment with each other and if you have two or more rockers that are prerequisites for another rocker (i.e., Fire Officer I, Fire Officer II) then you should affix the single highest rocker.
- Departments could devote one sleeve to their department patch and the other to the Certification Board patch and rockers.
- Patches should be sewn "in line" with department patch or US flag patch.
- Patches should not extend beyond the elbow

All Other Patches – care and consideration should be given before adorning a uniform with patches from a variety of events and a variety of years. In addition, patches obtained from vendors for apparatus and equipment are not appropriate additions to the Class A or Class B uniform shirt. If an organization is successful in obtaining sponsorship for a polo-style shirt or t-shirt, consideration can be given to incorporating the sponsor's logo into the garment so long as it is related and/or would reflect positively on the organization. Finally, the adornment of various patches quickly defeats the primary purpose of a uniform; uniformity.

PLACEMENT AND ALIGNMENT OF NAME TAGS

A name tag is generally displayed on or near the right breast pocket. This is due in part to the placement of the badge which should always be over the heart. In addition, we place the name tag near the right shoulder so that as one would extend their right hand to offer a handshake, the name tag is "presented" to the other party.

If placed on the pocket, the top edge of the name tag should be positioned 1/4" below the top hem of the pocket. If placed on the shirt above the pocket, the bottom edge of the name tag should be positioned 1/4" above the top edge of the pocket. In either case, the name tag should be centered on the pocket.

PLACEMENT AND ALIGNMENT OF AWARDS; YEARS OF SERVICE BARS; OTHER ATTACHMENTS

Organizations that have an active awards program, where ribbons or bars are issued for a variety of acts or performances, should establish written policies regarding the order and alignment. Due to the placement of the badge on the left breast, the right breast is usually better suited for displaying awards and ribbons. (A sample awards program is included in the resource section of this guidebook)

Whether rack mounted or individually mounted, the bottom edge of the bottom row of ribbons and/or bars should be 1/4" above the name tag or the top edge of the pocket if the name tag is mounted on the pocket.

Years of service bars, if not incorporated into name tag or award rack, can be mounted on the left breast pocket using the same alignment instructions as outlined above for the name tag. If the organization has no awards program, years of service bars can be displayed by affixing it above the name tag. If done in this manner, the bottom edge of the years of service bar should be 1/4" above the name tag.

OTHER PINS AND ATTACHMENTS

There are a variety of other pins that might adorn a Class A or Class B uniform shirt, including but not limited to;

- Service pins, like those given to SWAT medics
- Award pins from sponsored programs like "Life Saver" awards and "Stork" awards
- Years of Service pins in regional or state organizations
- Station designation pins
- EMT, Paramedic, HazMat or All Hazard IMT pins
- Honor Guard badges or pins

Each organization should put in place policies that define the type and location for all pin placements. Similar to

the recommendations regarding rocker patches, pins that are prerequisites to other pins should not be worn (i.e., there is no need to display both a 5 year and 10 year service pin).

The central portion of each pocket, just below the pocket flap, is used by various military organizations for various pins and badges (Tomb of the Unknown Soldier badge and Joint Chiefs of Staff badge to name a few). This space could be utilized for badges and pins of significance. It is not recommended that patches be sewn into this area.

RETIREES

You may establish local policy regarding the wearing of uniforms by retirees. Retirees may be authorized to wear any or all classes of uniforms. The retiree is usually designated by one or more of the following;

- The use of collar brass with the word "RETIRED" surrounding the outside
- The use of a patch "rocker" which reads "RETIRED" or "RETIREE"
- Adding "RETIRED" to the nameplate or nameplate attachment bar

A WORD ABOUT TIES

Most leading "dress for success" experts suggest that ties should not be worn with short sleeve shirts. The recommendation is that events that call for a tie should include long sleeve uniform shirts.

A WORD ABOUT APPEARANCE AND GROOMING

The way in which we present ourselves in uniform speaks volumes about our professionalism and the professionalism of the organizations we represent. This is important in the day-to-day wearing of any uniform and critical when in a class A or honor guard uniform. As a para-military organization, we can learn much from our military with regards to standards of dress, appearance and grooming. A review of the Army Regulation 670-1, Chapter 3, gives the readers a complete and thorough list of considerations for inclusion in a local appearance and grooming policy. It is recommended that each department reviews this regulation and develops local policies regarding appearance and grooming that accurately reflects the professionalism of your organization.

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Chapter 4 Honor Guards.pdf

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OVERVIEW

Emergency services personnel share a long history of service and traditions that instill respect amongst our organizations. Firefighters, Police Officers, and EMS personnel are some of the most respected individuals in the world. Our history, mission, and capabilities instill pride and honor throughout all emergency responders across the globe. A reflection of that pride is visible in the customs, courtesies, and traditions that we share.

The United States Military is also rich with customs and traditions. In fact, many of our current command structures, uniform displays, recognition programs, and presentations are a reflection of theirs. It is said that our organizations are a "para-military" structure. Some of the traditions of the military that have worked their way into our organizations deal with presentations as a team or group. They are defined as customs and courtesies.

A custom (tradition) is defined as "the way someone usually or routinely behaves in a particular situation". Emergency services personnel display a number of customs, both new and old, that provide a strong bond amongst all of us. Whether it is ringing a bell or playing Amazing Grace, each tradition has meaning to all of us.

A courtesy is a display of kindness amongst one another or something that represents our culture, organization, state, nation and the like. Courtesies are displayed within our organizations on a daily basis. It may be as simple as calling someone by their title (Captain) rather than by their first name, or saluting the flag when it is raised outdoors. Unless we continue to educate those that follow us on the traditions, customs, and ceremonies that we have had within our organizations for hundreds of years, we are at risk of losing them.

Beyond the use of customs and courtesies, there are times and events that call for an even higher level of ceremony or "pomp and circumstance." These events will call for a more elaborate uniform and a series of coordinated movements that should be executed with military precision. This section is intended to provide an overview of the commands and movements used in these types of ceremonies and events.

Many of these may be beyond the capabilities or desires of the local jurisdiction, as they require a tremendous amount of effort and some financial investment to do them well. Having said that, there are a number of fire service honor guard units located throughout the state of Minnesota. The Minnesota Fire Service Foundation can assist with identifying resources near you.

MILITARY PRECISION AND COMMANDS

During presentations and ceremonies there are certain positions and movements that are displayed as a symbol of respect and honor. In order to get a group to conduct the same position or movement at the same time, someone has to call the group to order. This is known as "Calling the Orders" and it is usually done by a designated "Honor Guard Commander."

In most cases our organizations are able to plan who will be the person calling the orders during the event. It is best to have someone located in an area where they can be clearly heard by the other members assigned to the event. It would also be wise to have someone calling the orders who understand the positions they will bring the group to and when to call the orders. Finally, the Honor Guard Commander will adjust their volume based upon the event and surroundings. For example, the volume used to direct a color guard unit,

posting colors at an outdoor event, will be very different that the volume used to exchange the guard at a casket during a visitation.

The fire service is to use the military standard of "calling orders" as a two-part command; with the first referred to as the preparatory command and the last being the command of execution. The following is a list of the common commands, separated into the preparatory and execution components for illustration:

- Attention (Atten…..tion)
- Present Arms (Present…..arms)
- Order Arms (Order…..arms)
- Right Face (Right…..face)
- Left Face (Left…..face)
- About Face (About…..face)
- Parade Rest (Parade…..rest)
- At Ease (At…..ease)
- Dismissed (Dis…..missed)
- Forward March (Forward…..march)
- Halt (Detail…..halt)

There are several non-military commands that are used in the fire service for various honor guard details. The need for these commands is rooted in the fact that most fire departments do not work these details often enough for the team to execute movements without verbal commands. These commands can be found throughout the balance of this section.

Modification of these commands or additional commands developed locally, are acceptable so long as they are well communicated with the honor guard detail.

The ways in which the preparatory command and command of execution are paired together are done so in order for the members to know what command is coming. You will notice that each of the preparatory commands is unique. This allows a moment for the members to process the order, knowing based upon the preparatory command, what command of execution is being ordered. A more detailed look at each command follows.

Attention – When an order is calling you to "Attention", the order will bring you to your feet with your arms relaxed along the side of your body, heals together with your toes at a 45 degree angle. Your hands should be cupped (not clenched), and you should be looking forward. Your thumbs should hand along the out-seam of your pants, with the back of your hand facing out to each side.

This is the first position of movement that will lead to other movements such as "Present Arms", "Order Arms", "March", and so on. In some cases you should not go to other positions unless you come to attention first. When in the position of attention movement is limited unless you are ordered to "March".

During long presentations this position can become uncomfortable. Be sure to keep your knees bent. At this time, there is no talking until ordered to "Rest".

NOTE: When called to the position of attention during the presentation or retrieving of the American flag, you are to face the flag. If there is no flag in sight but music, you face the music.

Present Arms- While in the position of attention an order to "Present Arms" can be called. At that time, you will present a salute using your right hand. The salute will be held until "Order Arms" is called. At that time your right hand will fall naturally to your side and you will go back to the position of attention.

We will use two distinctly different methods for presenting arms, based upon the circumstances. For funeral elements and other events that dictate a more solemn or ceremonial salute, a slow, four-count salute will be used. And upon the command to "order arms' the same four-count ordering of arms will be used. For the presentation of colors, we will use more of a "snap" salute to both present and order arms. Members will know the intended salute based upon the cadence of the Honor Guard Commander. If he/she draws out both the preparatory command and command of execution, he or she desires that the group render a ceremonial salute.

Salute- The history of the salute dates back to the roman days. During battle it was common to present your right hand to show that you did not bear arms when approaching another. It has also been used as a kind gesture to tip your cap with your right hand to say hello. The meaning of the salute has changed over the years; today it is a sign of respect for the individual or item that you are facing.

When a salute is presented, the wrist should be straight and in-line with your forearm, not bent. The fingers should be together with your thumb tight to your hand and slightly turned into the palm. Your index and middle finger should be lightly resting in the bill of your cap (if wearing one) or at the corner of your right eyebrow as if shading your eyes. Your hand is slightly rotated downward so as not to expose the palm of your hand.

Order Arms – When "Order Arms" is called your right hand should naturally fall to its side and you will go back to the position of attention. As described above there are also two methods for ordering arms. In all cases the ordering of arms will be done with the same cadence that the present arms order was issued.

Parade Rest- From the position of attention, "Parade Rest" may be called to allow you to move into an informal position that looks uniform. The military uses the position indicated in the picture to the left with your arms behind your back with your hands in the small lumbar area of your back. Your feet will spread shoulder width apart. This is a formal position and no talking is allowed. You cannot salute or move from this position unless you are first brought to the position of attention or allowed to be dismissed.

This position can be very uncomfortable for members who do not routinely use it. Therefore, the recommendation is that when ordered, members would assume the same stance and hand position but place their interlocked hands over their belt buckle.

At Ease – The "at ease" position is relaxed. In this position, you are typically standing in a formation but allowed to talk freely.

Honor Guards

Dismissed – An order to dismiss is intended to release the detail from formation and allows members to move about freely. All units should be dismissed from a position of "attention." Upon the order to dismiss, all members will take one step backwards, beginning with their left foot, then execute an "about face" and immediately disperse.

Facing Movements – Facing movements include the order to turn left, right or to execute an about face.

All facing movements require practice in order to execute them with military precision. Left and right face commands will be executed with a "pivot" movement as outlined below.

- Left Face: From a position of attention, while maintaining posture, pivot on the left heel and right toe, 90 degrees to your left. Then bring the right foot up to meet the left foot.
- Right face: From a position of attention, while maintaining posture, pivot on the right heel and left toe, 90 degrees to your left. Then bring the left foot up to meet the right foot.

An "about face" is always executed in a clockwise motion. It is accomplished by taking the right foot and planting the right toe behind and a little to the left of the left heal, and then pivoting on the right toe and left heel. Several attempts should be made to establish the correct placement of the right toe so that upon rotation the member comes to a position of attention with their heels together and their toes at 45 degree angles.

Marching – as surprising as it may seem, marching, in and of itself, is fairly complex and includes the ability to march;

- In a single column
- Two to seven abreast (shoulder to shoulder) when presenting colors
- Two to twenty in "dress-right-dress" or "dress-left-dress" formation
- On the half-step
- Side stepping (for casket movement and flag folding ceremony)
- Making corners and
- While carrying a casket

For most of our ceremonies the local jurisdiction need not invest an inordinate amount of time in each of these, as most are used very rarely and when needed, it is likely that an Honor Guard Team, who has practiced together, would be utilized.

It is important to remember that all marching will begin with the left foot. When two or more members are marching in a single column they should be positioned one arms-length apart and all should simultaneously begin to march upon command.

EDITORS NOTE:
Detailed videos of each of the commands and movements can be viewed from the MN Pride & Honor website.

Some of the more common fire service honor guard duties include:

- Casket Detail
- Vigil Standers
- Presenting Colors
- Posting Colors
- Flag Presentation
- Bell Ceremony

Below is a detailed description of each and is provided in order for the local jurisdiction to understand the requirements or complexity. It is recommended that before attempting any of these details, the local jurisdiction should identify a qualified instructor to lead the department through the detailed explanation and coordination of the commands and movements. The Minnesota Fire Service Foundation has a number of instructors around the state that can assist with this training.

Casket Detail – Often referred to as pallbearers, this team of firefighters would be responsible for all aspects of moving the casket. This includes into and out of the funeral home and church as well as transporting the casket to the grave site. This is usually a six or eight person team and is practiced in marching on the half-step and making turns. Many times the casket will be supported by a "casket truck" which allows the casket to be rolled. It is not usually used outdoors, except on paved surfaces. Regardless of the level of training, a local jurisdiction who desires to take responsibility for the casket movement should be mindful that all movements of the casket should be "feet first."

Vigil Standers – We refer to this as the posting of the guard at the head of the casket or at both the head and feet of the casket. A single or double guard can also be posted at an urn containing the remains of a fallen firefighter. We post a guard at visitation and funeral events. The common practice is to post the initial guard 15 minutes prior to the doors being opened to the public and to replace/maintain a guard until after the public event has ended.

One exception is that if a visitation or viewing takes place prior to the funeral service, the guard is relieved during the time actual funeral service. Immediately following the "church" service the honor guard should assume their position to move the casket or repost the guard if the casket/urn is not being moved.

Honor Guards

As part of relieving the final guards at the end of the visitation or just prior to the funeral ceremony, a "final salute" should be rendered. This can be accomplished in a similar exchange as that which took place to replace the guards. During the final "exchange" the same two or three person team approached the caskets, but instead of exchanging the guard, the guards being relieved get oriented so that all three or five members are facing the casket. Once this is accomplished the commander gives the command for the final salute and then all five retreat.

If the casket is to be loaded into the hearse and there is going to be a delay before proceeding to the cemetery, an honor guard detail should be posted alongside or around the hearse.

Chapter 12 of this guidebook includes floor movements for the Vigil Standers team.

Presenting Colors – We distinguish "Presenting Colors" from "Posting Colors." Presenting Colors is the act of bringing the United States flag, and others as desired and appropriate into a room or event for the purpose of reciting the Pledge of Allegiance and with the intent of departing with the flags immediately thereafter. This is often seen during the opening moments of sporting events.

An Honor Guard detail of three to ten can be arranged for the purpose of presenting colors. Because of strict protocols regarding the positioning of the United States flag moving in and out of a room or arena, the honor guard may need to have sufficient practice in a variety of marching disciplines including "left and right wheel" marching.

Typical honor guard commands used during the presentation of colors include:

- Various marching, halting and turning commands.
- Present…..Colors – this orders honor guard members to "dip" or lower all flags besides the US flag to 45 degrees during the National Anthem or Pledge of Allegiance.
- Order…..Colors – returns all "dipped" flags to their upright position for movement.
- Reduce…..Colors – used to lower all flags together in order to pass through and under a door threshold.
- Raise…..Colors – used to return all flags to their upright position.

Posting Colors – We distinguish posting of colors as the act of bringing in the United States flag, and others as desired or appropriate, and posting them in bases to be left in a room or on an event site for the duration of the event. An impressive posting of colors includes outstanding military precision, excellent marching capabilities and a superb grasp on proper flag protocols.

Typical honor guard commands for posting colors include:

- Various marching, halting and turning commands.
- Reducing and raising colors.
- Prepare to Post the Colors – orders all members in the detail to move their left foot forward to rest on the flag base and to position the bottom of the flag staff in the top edge of the base cup with the flag staff at approximately 60 degrees.
- Post the Colors – orders all members in the detail to raise the flag staff upright and to settle the staff into the base.
- Re…..cover – orders all members to a position of attention, following the posting and proper draping of the colors.

Flag Folding & Presentation Ceremony – For the purposes of this guidebook, a flag folding and presentation ceremony is defined as the ceremonial act of properly folding the United States flag that has been draped over a casket and presenting it to the Fire Chief or his/her designee for presentation to the next of kin. This is an impressive addition to any firefighter funeral but like the other honor guard details requires a high level of competence and military precision in order for it to create the desired impression.

Typical honor guard commands for flag folding and presentation include:

- Various marching, halting and turning commands.
- Prepare to raise the Colors – orders all members to take hold of the hem of the flag along both sides of the casket.
- Raise the Colors – orders flag to be raised flat over casket.
- Ready…..Fold – orders the flag to be folded length-wise.
- Ad…..just – orders honor guard members opposite the field of blue to move hands down to the center fold and take hold of the flag.
- Re…..cover – returns vertical folded flag to flat orientation.

Additional details regarding the proper way to fold a flag see Chapter 1, page 6; the presentation script is presented in Chapter 12, page 59.

Bell Ceremony – The Bell Ceremony is discussed in more detail later in this guidebook. The role of the honor guard is usually one or two members who will perform or assist with the ceremony. It makes a very impressive service to have a dedicated honor guard member stand by the bell during the reciting of the history and acknowledgment of the fallen firefighter and then methodically toll the appropriate number of rings.

Additional information regarding the Bell Ceremony can be found in Chapter 3 and scripts for the Bell Ceremony can be found in Chapter 12.

The development and use of an honor guard at your events can be an impressive display for family members and the public. Any fire service organization who desires to establish one is encouraged to commit themselves to the utmost in professionalism and military precision and to seek the best training available. Many departments have turned to their local military reserve post for assistance.

Sunglasses – the wearing of sunglasses, by an Honor Guard, should be done rarely and with extreme caution. A poorly executed sunglasses policy could be a significant distraction and dilute the effectiveness of a well-dressed and well-prepared team.

The Guard at the Tomb of the Unknown Soldier wears sunglasses at all times when on duty, although they exclusively perform outdoors. Following their lead, we offer these recommendations:

- Sunglasses should only be considered for outdoor activities and events
- Sunglasses should only be worn for ceremonies where the anonymity of the guards adds to the ceremonial reverence. (i.e., casket detail or flag folding)
- The entire detail should wear them or no one should wear them
- The sunglasses should all match identically (brand, style, color), and they should be very simple and conservative in their appearance.

Notes:

Chapter 5 Line of Duty Injuries.pdf

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Line of Duty Injuries

DEFINITION

For the purpose of this guide, a line of duty injury is an injury that occurs while on duty and requires transport to a medical facility. It may or may not result in being admitted or held for an extended period of time.

Public Safety entities have long accepted and stepped up to their duty regarding line-of-duty death, however it has not been as strong in recognizing the need to consider various support services in connection to a line-of-duty injury.

FAMILY SUPPORT

It is important for public safety entities to recognize the need to provide support during the time of injury. This may be for a relatively brief period of time or for extended time periods. In this day of social media, the likelihood of family and friends hearing about or otherwise being informed of a fireground injury is significantly greater than anytime ever before. Word of an injury, without specific, factual details can be very unsettling for family members.

Chief officers are encouraged to establish policies that would formally provide notification to next of kin for all injuries requiring medical attention. Unlike line-of-duty death notifications that should be done in person, line-of-duty injury notifications should be made by phone.

Additionally, for injuries where the firefighter, is expected to be confined or physically incapacitated for an extended period of time, consideration should be given to other family support services such as, but not necessarily limited to;

- Assistance with younger children
- Assistance with home and yard chores
- Temporary meals assistance
- Transportation needs

TRANSPORTING THE LODI FIREFIGHTER

Any firefighting personnel that are transported to a medical facility should have an escort. If the injury appears to be relatively minor the escort should be sent in a separate vehicle in order to be available to provide return transportation of the injured firefighter back to the station.

All injuries that are more serious in nature should have an escort accompany the injured in the ambulance and should be prepared to remain with the injured until their condition has been upgraded to stable or they have been released to go home.

The escort serves not only the injured but receives the family upon their arrival and provides an update along with any needed family support.

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FAMILY SUPPORT

If a firefighter is to remain hospitalized for an extended period of time consideration should be given to an around-the-clock detail. This type of support is more appropriate when the injured;

- remains unconscious
- is in a medically induced coma
- considered in serious condition
- condition has deteriorated since the injury

This detail can be less formal than a traditional honor guard detail and often times the assignment of a single firefighter to stand vigil provides the support and respect desired. Usually, a single firefighter standing at the hospital can demonstrate our commitment and serve the family. It can provide critical support to the family who is likely to stay with their injured loved one, can provide timely updates to the Fire Chief, including requests for assistance and shows a tremendous amount of concern and respect as we care for our own.

Extended details should be divided into shifts of three to four hours and should continue until such time as the injured has;

- regained consciousness and/or
- their condition has stabilized or has been upgraded to “serious but stable” or better

Notes:

Chapter 6 Line of Duty Deaths.pdf

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FUNERALS OVERVIEW

> ***"In order to know a community, one must observe the style of its funerals and know what manner of men they bury with most ceremony."***
> ***(Mark Twain)***

Over the next several chapters, we will present a number of funeral related topics and references to assist you with a variety of types of funerals and to help you understand the various elements contained within each of those funeral services. The primary areas covered include;

- Line of Duty Deaths (Chapter 6)
    i. This guidebook does not attempt to replicate all of the great work done by various state and national organizations whose mission it is to support departments and families that experience a line of duty death. This guidebook will attempt to present some dilemmas and recommendations around some line of duty death topics you may not otherwise contemplate.
- Types of Funerals (Chapter 7)
    i. In this chapter we identify and categorize funerals into several groupings for the purpose of standardizing our approach and for improving communication when making regional or statewide funeral announcements. This is presented in a series of matrixes that identifies which funeral elements might be appropriate with which funeral type. It is within these matrixes that we also propose a method for standardizing the types of funerals and circumstances where we would wear a mourning band.
- Funeral Elements (Chapter 8)
    i. In this chapter we present each funeral element and describe it and depict it in one or more pictures. Where needed we identify resources for obtaining the element and where appropriate we identify the manner in which the element is most often used.
- Funeral Planning (Chapter 9)
    i. The funeral planning section is designed to give our departments a template to begin the process of planning a funeral. Sample outlines are presented that give you a starting point for pulling together an organizational structure, order of service or processional line up. The documents presented are just one of many ways to accomplish the task of funeral planing.

In addition, there are various other sample documents contained in the resource section as well as on the website. Finally, the Minnesota State Chief's Association and the Minnesota Fire Service Foundation is prepared to assist you with your funeral planning needs.

As previously indicated there has been a tremendous body of work completed by several outstanding organizations regarding Line of Duty Deaths (LODD) and ceremonial protocols for funeral services. This section is intended to augment the work previously done and to give the AHJ some additional insights with regard to handling a line of duty death.

LINE OF DUTY DEATH BENEFITS VS LINE OF DUTY DEATH FUNERAL

One distinction that a chief needs to understand is that the concept of line-of-duty death benefits and line-of-duty death funerals are related but not interdependent. In other words, regardless of the circumstances the AHJ can choose to host a complete LODD funeral for any cause of death, although we hope this section gives you pause before doing so in every case. Additionally, the type of funeral and the methods and means by which the death was announced or communicated has nothing to do with the family's eligibility for benefits. These are two separate, but related, items.

Line of Duty Deaths

Let's first take a moment to comment on LODD benefits. This manual is not intended to replace the resources available to assist with the eligibility and claims processing requirements of either the state or federal public safety officer benefit program. The last section of this manual has a variety of resources that are positioned to assist the local jurisdiction and family of the fallen in the application for benefits.

Having said that, there are three "official" definitions or criteria for a LODD death; authored by the NFPA, IAFF and the Department of Justice-PSOB Office.

NFPA's Criteria

Each year, the NFPA collects data on all firefighter fatalities in the United States that resulted from injuries or illness that occurred while the firefighters were on duty. The purpose of the study is to analyze trends in the types of illnesses and injuries resulting in deaths that occur while on duty or the job. The annual report details the inclusion criteria.

- The term on-duty refers to being at the scene of an alarm, whether a fire or non-fire incident; while responding to or returning from an alarm; while participating in other fire department duties such as training, maintenance, public education, inspections, investigation, court testimony or fund raising; and being on call or stand-by for assignment at a location other than at the firefighter's place of business. Fatalities that occur at a firefighter's home may be counted if the actions of the firefighter at the time of injury involved firefighting or rescue.

- On-duty fatalities include any injury sustained in the line of duty that proves fatal, and any illness that was incurred as a result of actions while on duty that proves fatal or fatal mishaps involving non-emergency occupational hazards that occur while on duty. The types of injuries included in the first category are mainly those that occur at a fire or other emergency incident scenes, in training or in crashes while responding to or returning from alarms. Illnesses(including heart attacks) are included when the exposure or onset symptoms occurred and were in evidence during a specific incident or on-duty activity.
- The victims include uniformed members of local career, volunteer, combination, contract and private fire departments; seasonal, full time and contract employees of state and federal agencies who have fire suppression responsibilities as part of their job description; prison inmates serving on firefighting crews; military personnel performing assigned fire suppression activities; civilian firefighters working at military installation and members of industrial fire brigades.

- Fatal injuries and illnesses are included even in cases where death is considerably delayed. When the onset of the condition and the death occur in different years the incident is counted in the year of the condition's onset. Medical documentation specifically tying the death to the specific injury is required for inclusion of these cases in the LODD criteria.

IAFF Criteria:

- Any death of an IAFF member where the deceased member's family would be eligible for a line-of-duty death benefit under the regulation of the U.S. Public Safety Officer's benefit program.
- Any death of an IAFF member that has been determined to be line-of-duty death by his or her local fire department or employer.
- Any death of an IAFF member where the member died of an injury or illness incurred while engaged in emergency or non-emergency duties on the job or as result of the job.
- Other cases where a local president makes a formal request to the General President, who will evaluate the circumstances surrounding the death of the IAFF member and make a determination based on the facts. Such cases could include the death of an IAFF member resulting from an injury or illness incurred while performing fire fighting or emergency medical duties as a "Good Samaritan" while off duty, or other similar circumstances.

PSOB Criteria:

- Federal, State and local firefighters all deemed Public Safety Officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty.
- Federal, State and local public rescue squads and ambulance crews.
- Deaths of firefighters from injuries, heart attacks or illnesses documented to show direct links to a specific emergency incident or department mandated training activity.
- Deaths of fire fighters meeting the Department of Justice's PSOB program guidelines, and those cases that appear to meet the guidelines whether or not PSOB staff has adjudicated a specific case.
- Employees of the Federal Emergency Management Agency and state, local and tribal emergency management and civil defense agency employees working in cooperation with FEMA are considered to be public safety officers under the PSOB program, provided they were performing official, hazardous duties related to a declared major disaster or emergency.
- Chaplains serving as an officially recognized or designated member of a legally organized volunteer fire department or legally organized police department, or an officially recognized or designated public employee of a legally organized fire or police department who was responding to a fire, rescue or emergency.
- The Hometown Heroes Survivors Benefit Act of 2003 expanded the Federal benefit to include heart attacks or strokes while engaged in non routine stressful or strenuous emergency response or strenuous physical activity. This included deaths while still on duty or with in 24 hours.

Note: Some death cases will be excluded from LODD consideration, such as deaths attributed to suicide, alcohol or substance abuse, and other gross abuses.

SHADES OF GREY

Notwithstanding slight differences in the definitions outlined above, consideration should be given to the idea that not all line-of-duty deaths should be treated the same. Although the types of deaths that might be eligible for benefits includes a wide variety of circumstances, the local jurisdiction is encouraged to consider their options carefully during the funeral planning phase.

Consider two fictitious fire related line of duty deaths, both the result of a heart attack.

Firefighter John enters a burning structure fire on the report of children trapped inside. Shortly after entering the building a partial roof collapse falls in on John and he receives second degree burns on his arms and shoulders. He makes his way to a bedroom where he finds two scared, but alive children, hidden in the closet. He retrieves them, covers them and exits through the burning home, out the front door and hands them to a waiting medic. He collapses in the front yard and despite best efforts he succumbs.

Firefighter Joe, on station an hour following an EMS run where a large patient with non life-threatening injuries is carried down stairs. Joe loses consciousness while watching TV. Despite best efforts he too succumbs.

In both of the previous scenarios, the firefighters would have met the definition of a line-of-duty death and rightfully so would likely receive state and federal benefits. However, as the AHJ you may want to consider the implications of offering the exact same funeral to both firefighters. If firefighter Joe has passed first and his funeral included all of the elements of a LODD funeral, how would you distinguish firefighter John's funeral given the additional element of his heroic act despite having been personally injured.

As you consider how to implement this guide within your local jurisdiction, it may be appropriate to consider two or more classifications of a LODD funeral. You may wish to consider;

- LODD occurring during an act of saving a life
- LODD occurring after a traumatic injury incurred during an emergency response
- All other LODD

Using the various matrixes that we have provided you may wish to designate certain elements only for traumatic injury or death resulting from the saving of a life.

Even without a department-wide awards program you can honor a traumatic, or life-saving LODD with the awarding of a Medal of Honor posthumously. Generic fire service medals are available from various online stores.

DECLARING A LINE-OF-DUTY DEATH

If a firefighter dies in the line of duty, the local jurisdiction and the fire service in general should feel a deep sense of responsibility to handle the planning and execution of the funeral. In addition, and even more importantly, should be our role to support the family and department. If there is any possibility that an active firefighter's death may be declared a LODD, the planning for such a declaration should begin immediately.

This type of funeral, if done well, requires a significant amount of resources; resources that most communities do have not. In many cases, the line of duty funeral may be the first funeral that a local jurisdiction has been required to plan. It is also critical to understand that a well done LODD funeral will take several days to plan and will require a very tight coordination between the local jurisdiction, the family, the funeral home,

church, cemetery and fire service. The Minnesota State Chief's Association and Minnesota Fire Service Foundation have expertise that can be deployed with just a few hours' notice.

The actual "declaration" may come in a few stages. First, given the circumstances of death and how well those circumstances align with the various definitions of a line-of-duty death, the local jurisdiction, with or without the help of the State Fire Marshal and State Chief's may declare the death a line of duty death. The local jurisdiction could also "declare" the type of funeral it intends to host for the firefighter.

These local "declarations" would be separate and apart from any "declaration" by the State of Minnesota, the National Fallen Firefighters or The Department of Justice for the purpose of having the firefighter honored at Emmitsburg or for having benefits paid. Finally, there will be an independent "declaration" that will lead to the firefighter being honored at the state's Fallen Firefighter Memorial weekend, the last Sunday in September.

Each of the organizations listed here desire to see to it that every legitimate line of duty death is properly recognized and that no illegitimate request is accepted. This is paramount to preserving the honor and dignity of a firefighter who pays the supreme sacrifice.

NOTIFICATIONS FOLLOWING A LINE-OF-DUTY DEATH

The most difficult task that any fire chief will face in his/her career is notifying the next of kin of a line-of-duty death. The difficulty is exacerbated by the fact that notification should be done in person and as soon as possible, oftentimes leaving the chief little, if any, time to prepare.

Earlier in this guidebook we suggested that line-of-duty injuries should be communicated by phone and we make that recommendation for a very specific reason. A fire department vehicle pulling up to a private residence while that firefighter is on duty is going to signal a tragedy. This method of notification should be reserved for a line-of-duty death in order to avoid undue stress on the family following an injury and to enable the fire department leadership to render immediate support following a death.

We also highly recommend that the chief officer be accompanied by the family's pastor or a member of the local clergy who can provide spiritual support.

A Line of duty death will bring a myriad of agencies into your jurisdiction. Assigning a liaison that can assist you will be key in terms of keeping up with a variety of requests for information. OSHA, NIOSH and others will likely schedule visits within days, if not hours, of the LODD.

Beyond local notifications including but not limited to family of the fallen, city leadership and department members not present, you should immediately notify both the State Fire Marshal's office as well as the State Fire Chief's Association. These two calls will start a process that will result in as much or as little help as you desire. Among the resources that every jurisdiction is encouraged to use are the state's LAST and FAST teams. Contact information for each of these organizations can be found in Chapter 11.

Everything that happens immediately after a line-of-duty death affects the way the family, the department, and the community recover from the loss. Lack of resources and planning often adds to the confusion and pain that occurs. Through a collaborative effort with the Department of Justice, the National Fallen Firefighter

Foundation has developed resources and training to help establish state and regional Local Assistance State Teams (LAST) to assist in the event of a line-of-duty death.

The primary objective of the LAST team is to provide assistance and comfort to the family and department after a line-of-duty death and to help with filing for Federal, state and local benefits. Since October 2006, more than 250 fire service personnel and survivors across the country - in 48 states and the District of Columbia - have been trained to serve on the LAST teams in their state in the event of a line-of-duty death. For more than a decade the State Fire Chief's Association has made available a Fire Chief's Assistance and Support Team (FAST). MSFCA's FAST Teams were developed as a result of the 1997 Red River flooding that occurred in Northwestern Minnesota. The devastation seen during that natural disaster, resulted in the need to provide support to the communities that were directly affected. In many of the requests, we found a need to reestablish, or sustain essential services like fire response.

The MSFCA saw this as an opportunity to assist its members and the Minnesota fire service. We have established a team of fire service professionals that can respond anywhere in the state when requested and help fire chiefs in Minnesota. The team can provide an "unaffected" assessment of the department's needs, help the local fire chief staff a 24-hour a day operation for an extended period of time, and find resources needed to help get the department, and the community, up and running again.

All of the services provided by LAST and FAST are done so without incurring fees to the local jurisdiction. It is expected that the local jurisdiction would do its best to provide housing and meals for deployed team members.

TRANSPORTING A FALLEN FIREFIGHTER

The loss of a public servant in the line of duty will have a tremendous toll on your organization. Regardless, there remains a responsibility to "take care of our own." In the heat of the moment, one item often overlooked is the task of moving the fallen servant.

At all times the process of moving the fallen should be done with the highest regard for honor and dignity. A public servant killed in the line of duty may have to be moved several times before being moved to his/her final resting place.

- From injury site to hospital or morgue
- From hospital or morgue to funeral home
- From funeral home to church or visitation location
- From church or visitation location to cemetery
- Others

In some cases, due to personal wishes of the fallen or their family, the body of your fallen may need to be transported across state lines and or by air cargo.

Each of these movements should be choreographed to the extent possible. In most cases, and for most transfers, consideration should be given to providing an agency escort (fire truck, command vehicles, etc.) and when possible coordinating with other public safety agencies to assist along the route of travel as needed. This is critical particularly during a transfer where the family plans to be present. In some cases the posting of an Honor Guard should be considered. The airlines will often make accommodations for a single Honor Guard member to accompany a fallen public servant to their home.

Contact the State Chief's Fire Chief Assistance Team (FAST) for additional information and assistance in coordinating the movement of a fallen firefighter.

DUAL AND TRIPLE ROLE DEATHS

Oftentimes our public servants serve in more than one public safety agency. The combination of firefighting, law enforcement, emergency medicine and active military can result in funeral that may have a combination of elements appropriate for each type of agency the individual served.

In some circumstances, the nature of the death will dictate which agency will have a leading role in the planning and execution, along with key funeral elements, of the ceremony. For example a part-time firefighter, active military reservist who dies in the line-of-duty while serving as a full time police officer would be afforded a full honor law enforcement funeral. In this case, members of the fire department may pay honor with a Bell Ceremony graveside and/or the military unit that the deceased belonged to may provide a three volley salute or present colors. If the member dies in the line-of-duty with one of the other agencies, then that agency would likely take the lead role in planning the funeral.

When a n active member of two or more agency types dies in a non-line-of-duty death, then the agencies will need to work closely with the family to determine which funeral elements are desired and from that point work together to determine the Order of Service and funeral element placement.

TAKING CARE OF OUR OWN

Taking care of our own is a phrase that is nearly synonymous with the fire service. In the context of this chapter it takes on a very important concept. Any organization that experiences a line-of-duty death, or even a debilitating injury, of one of its firefighters is going to find itself in the midst of turmoil, high emotions and a variety of psychological needs. This is not the time to roll down the overhead doors and weather this storm alone! Following a traumatic injury or line-of-duty death the department leadership should immediately consider:

- The general psychological health of the organization and its ability, short term, to respond to calls and protect the community.
- Scheduling a debriefing and utilizing a professional critical incident stress management intervention to assist the organization in processing the event.
- Activating your department Chaplain or developing a relationship with local clergy to assist members who need additional help processing the event.
- The need to be attentive to post-traumatic-stress-disorder oftentimes manifested as abnormal behavior and/or an unusually quiet, reserved or withdrawn demeanor.
- The impact the event might be having on family members of the surviving firefighters. Remember that they too are ours to take care of.

This guidebook was designed to help you respond to one of these events but it is not much different than any other tool on your apparatus. If you don't train with it you may not use it effectively if the time comes. Among our recommendations:

- Review this guidebook with your staff and decide now how you will implement the recommendations.
- Review this guidebook and all of your local policies annually to make certain that they have kept up with the organization.
- Finally, consider training for a funeral. Really! We train for all kinds of events that we pray never

happen. Many of the things we train for won't happen in our lifetime, yet we know the importance of being ready. Are you ready for a traumatic injury or line-of-duty death?

A DISCUSSION REGARDING ACTIVE FIREFIGHTER DEATHS WITH "ETHICAL DILEMMAS"

As an industry we are certainly not immune from deaths where the circumstances have been complicated by;

- A firefighter dying during the commission of a crime
- A damaged relationship that results in a murder of the firefighter or a murder/suicide where the firefighter has killed and then ends his/her own life
- Alcohol or drug overdoses, accidental or intentional
- Suicide as a result of depression, financial problems and the general lack of hope
- An act of terrorism

It goes without saying that these types of circumstances create significant challenges for the organization in terms of coming to grip with the circumstances and all of the emotional questions and reactions that we would all have following one of these events.

From a funeral planning and execution perspective, these can quickly become "lightning rods" for your organization as the department and community become divided over the circumstances and that spills into the thought processes for planning the funeral.

Many departments have reported that their ranks are spread out from "do nothing" to "host an LODD-type funeral" and everything in between. Trying to make rational decisions, after the event has occurred, is almost impossible. Andover, MN Fire Chief Jerry Streich shares a personal testimony regarding a similar situation from a former fire department.

A Discussion Regarding Active Firefighter Deaths involved in "Misconduct."
Jerry L. Streich, Fire Chief - Andover Fire Department

When an active firefighter dies either on duty or off, the Fire Chiefs role can become very stressful. The circumstances of the firefighter's death play a role in the decisions that need to be made. One of the most challenging decisions throughout this process will come if the firefighter died as a result of misconduct which could have resulted in criminal penalties and/or unethical engagement.

In 2009, after an extensive attempt to change the threatening behavior of a veteran "on-call" firefighter, I moved to terminate the employee. This enraged him and he began to direct threats towards me and my family. I remained vigilant about the need for this firefighter to "go;" knowing it was the right thing to do for the organization. As the process unfolded, the firefighter would get others involved telling them I was treating him unfairly. Several of them, took sides and turned on me as well. They felt they could do, say and act as they wanted because they had "seniority" and accused me of "picking on the veterans." What I knew about this veteran was that he had a violent past and was capable of harming others. And he did. In October of 2009, he came to the station to harm me. Fortunately, I was in the office with another employee which deterred his decision and he left without engaging me. Two hours

later, our department was dispatched to a double shooting at his home. He had killed his wife and then killed himself. Instantly and immediately, our world had changed and as the Chief, I felt unprepared. In the forty-eight hours that followed, I spent a tremendous amount of time wondering how to deal with the situation at hand. I did not recall any material in my studies of becoming a leader on dealing with murder-suicides and the decisions that needed to be made because of it. In the days that followed the incident, those who had taken sides came to know that they did not really know the person they thought they did for the past 20 years.

They did however; know that he was a veteran of the fire service and based on service, brotherhood and tradition felt compelled to hold a traditional firefighter funeral service for him. They asked if they could wear their class "A" uniforms and use apparatus in the service. And for the second time in just a few days, I felt unprepared.

My immediate reaction of the request was, "absolutely not!" But was that the right decision? My feeling at the time was based on emotion, not a procedure or policy. Who has a policy on how to handle a veteran firefighter who murders someone? I looked on websites, including the National Fallen Firefighters and called many other Chiefs in the area for advice. They too felt a traditional firefighter memorial was out of line but there was no standard. "It is up to the Chief."

After careful consideration and at the risk of further dividing the department, I said, "No" to hosting a firefighter funeral for him but felt drawn toward a different approach with his wife. She had been very active in law enforcement and was, after all, the victim in this circumstance. I allowed my staff to wear their uniform to her funeral. After all, she too had been part of our team for 20 years.

The lessons I learned through this experience have literally changed my life and the way I lead. In these types of cases, there are no rules and it would be impossible to develop rules that account for every situation. You have to do what feels right in your mind and spirit. In this case, the firefighter lost all his rights for any type of firefighter honor by killing another. This type of misconduct is unacceptable!

As I look back at the incident, I have several recommendations in handling firefighter deaths as it relates to misconduct. They include:

- Setting an expectation, before one of these events occurs, that these types of behaviors and misconduct are unacceptable.
- Setting an expectation that we honor firefighters who serve honorably and die tragically and accidentally.
- Be aware that there will be morale, ethical, and religious beliefs put into play. Your view may not be the view of others. Keep an open mind to assure your decision is based on sound judgment and not all emotion.
- Bring in a few people from the outside that can help you through the decisions. If they are not vested in the situation, they are likely to give you good information.
- Take care of yourself. Some of the situations that come to leaders are very complex: and can chew you up and spit you out. Never be afraid to ask for help!

Line of Duty Deaths

Being a firefighter is a daily commitment. It requires each of us to consistently consider how our decisions will impact others and in the context of this discussion how our decisions impact our own loved ones. When one does that with proficiency, they represent the honor, courage, and commitment that have always been the cornerstones of the fire service and they earn the right to be honored when they die.

EDITORS NOTES: This section was not written to take anything away from funeral for the line-of-duty deaths. Rather it is intended to give local jurisdiction context through which to consider various options dependent upon the circumstances.

Notes:

Chapter 7 Types of Funerals.pdf

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Much of the work completed by the committee focused on defining various funerals that a firefighter, police officer or EMS professional would either attend, host or would be asked to provide some type of service. In addition, due to the unique structure of public safety in Minnesota we have included recommendations that consider personnel, whether sworn or not, working for Minnesota Pipeline Safety and Minnesota Homeland Security and Emergency Management (HSEM).

The recommendations outlined in the various matrixes are offered so that the AHJ may consider the inclusion of various elements before the need arises and outside the context of the victim's service to the department and without the passion or emotion.

Due to a variety of differences, including but not limited to culture and tradition, we have defined types of funerals based upon the branch of service. With each branch and for each classification you will find a matrix (located later in this section) with the recommended funeral elements deemed to be appropriate, notwithstanding the discussion regarding LODD funerals in Chapter 6.

FIRE SERVICE:

We identified five classifications of funerals for the fire service.

- Active, LODD[1]
  - i. Active duty firefighter who dies in the line of duty.
- Active, Non-LODD
  - i. Active member of the fire department who dies off duty or in a non-LODD event.
  - ii. The chart does not, in all cases, consider the appropriateness of each element as it relates to firefighters of vastly different lengths of service. Consideration should be given to developing local policy that defines elements for "newer" members vs "veteran" members.
- Retired[2]
  - i. A retired member of your department.
- Retired Chief of Department
  - i. A retired member of your department who at one time served as the Chief of Department.
- Active Non-Sworn
  - i. An active member of your department serving as an inspector, investigator or reserve serving in a non-sworn capacity.

The second matrix presents seven (7) other funerals that a firefighter might attend. This matrix identifies the recommended services that your fire agency could provide for a funeral involving another public safety agency. This matrix is NOT intended to identify which of the elements that we believe are appropriate for these other public safety agencies. Rather, this matrix only identifies the services that a fire agency should provide.

There is a subtle distinction in the paragraph above. To state it another way, be believe that most of the elements may be appropriate for various public safety personnel funerals, however we believe it may be more appropriate for those individual disciplines to provide the elements and to "take care of their own." However, they may not be in a position to do so and as always we should do whatever we can to support each other.

Finally, the matrix includes two categories to provide guidance for providing fire department services to City or State elected or appointed Leadership (Mayor, Statutory Officers) as well as State or National fire service leadership (State Fire Marshal, US Fire Administrator).

Types of Funerals

Law Enforcement/Emergency Medical Services:

We identified three classifications of funerals for peace officers.

- Active, LODD
    i. Active duty peace officer who dies in the line of duty.
- Active, Non-LODD
    i. Active member of the police, sheriff or state patrol who dies off duty or in a non-LODD event.
- All Others

Minnesota HSEM and Office of Pipeline Safety:

We identified two classification of funeral for HSEM and Pipeline Safety personnel.

- Active, LODD
    i. Active duty personnel, whether or not sworn, acting in official capacity at an emergency scene or when deployed through the state EOC and who dies in the performance of their duty.
- Active, Non-LODD
    i. Active duty personnel who dies off duty or in a non-LODD event.

[1] Assume LODD did not include "ethical dilemmas" as discussed

[2] As each organization defines "retired"

Notes:

Types of Funerals

KEY
Reserved for LODD Funerals
Minimum for LODD Funerals

	FIRE DEPARTMENT PERSONNEL				
	LODD	Active Non-LODD (1)	Retired (2)	Retired Chief of Department	Active Non-Sworn
TYPE ----->	I	II	III	IV	V
AirCare Flyby	Yes	No	No	No	No
Bagpipes/Drums	Yes	Yes (3)	No	Yes	No
Bell Service	Yes	Yes	Yes	Yes	No
Bugler (TAPS)	Yes	Yes	Yes	Yes	No
Casket Detail	Yes	Yes	Yes	Yes	Yes
Crossed Ladders	Yes	Yes	No	Yes	No
Display of Colors	Yes	Yes	Yes	Yes	Yes
Display of Gear	Yes	Yes (3)	No	No	No
Display of Helmet	Yes	Yes	Yes (5)	Yes (5)	No
Engine Caisson	Yes	No (3/4)	Yes	Yes	No
Engine Siren @ Graveside	Yes	No	No	No	No
F.D. Eulogies	Yes	Yes	Yes	Yes	Yes
FF Prayer(s)	Yes	Yes	Yes	Yes	Yes
Flag Draped Casket	Yes	Yes	Yes	Yes	Yes
Flag Presentation	Yes	Yes	Yes	Yes	Yes
Last Page	Yes	Yes (3)	No	No	No
Present Gear, Helmet or Badge	Yes	No (3)	No	No	No
Presenting Colors	Yes	Yes	Yes	Yes	No
Processional	Yes	Yes	No	No	No
Releasing of Dove(s)	Yes	Yes (6)	No	No	No
Roof Siren	Yes	Yes	No	No	No
Sea of Blue/Uniforms	Yes	Yes	Yes	Yes	Yes
Station Bunting	Yes	No	No	No	No
Vehicle Bunting (10)	Yes	Yes (3)	No	No	No
Vigil Standers	Yes	Yes	Yes	Yes	No

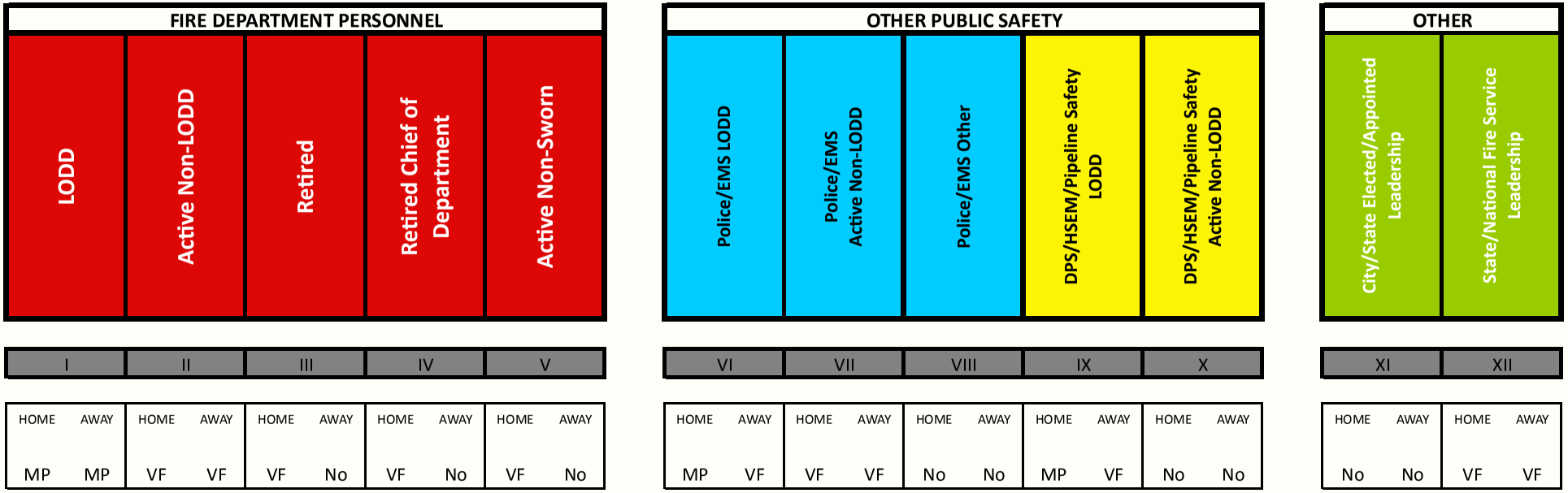
(Footnotes) on page 58

Non-Fire Funerals You are Asked to Provide Services For

Your Jurisdiction							Other Jurisdiction						
OTHER PUBLIC SAFETY					OTHER		OTHER PUBLIC SAFETY					OTHER	
Police/EMS LODD	Police/EMS Active Non-LODD	Police/EMS Other	DPS/HSEM/Pipeline Safety LODD	DPS/HSEM/Pipeline Safety Active Non-LODD	City/State Elected/Appointed Leadership	State/National Fire Service Leadership	Police/EMS LODD	Police/EMS Non-LODD	Police/EMS Other	DPS/HSEM/Pipeline Safety LODD	DPS/HSEM/Pipeline Safety Active Non-LODD	City/State Elected/Appointed Leadership	State/National Fire Service Leadership
VI	VII	VIII	IX	X	XI	XII	VI	VII	VIII	IX	X	XI	XII
Yes (9)	Yes	Yes	Yes	No	No (7)	Yes	Bugler	Yes (9)	Yes	No	Yes	No	No (7)	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes	Casket Detail	Yes (9)	Yes	No	Yes	Yes	Yes	Yes
Yes (9)	No	No	Yes	No	No	Yes	Crossed Ladders	Yes (9)	No	No	Yes	No	No	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes	Display of Colors	Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes	Flag Presentation	Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes	Presenting Colors	Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes	Sea of Blue	Yes (9)	Yes	Yes	Yes	Yes	Yes	Yes
Yes (9)	Yes	Yes	Yes	No	Yes (8)	Yes	Vigil Standers	Yes (9)	No	No	Yes	No	Yes (8)	Yes

(*Footnotes*) *on page 58*

Public Safety and Other Funerals You Attend



KEY TERMS	
Home - Deceased was a member of your jurisdiction	**MP** - Mourning Period; date of death through internment
Away - Funerals you attend in other jurisdictions	**VF** - Visitation & Day of Funeral

Types of Funerals

(1) See discussion on Ethical Dilemmas
(2) As defined by the local fire department
(3) Should be reserved for "tenured" or more senior firefighters
(4) May be considered for department Medal of Honor/Valor recipients
(5) If family has the member's original helmet
(6) Suggest 3-5 doves for line-of-duty, 1-2 for non-LODD
(7) Unless deceased was also active military or veteran
(8) Could consider a single guard to distinguish from firefighter funeral
(9) Will likely be provided by state law enforcement or EMS Honor Guard
(10) Consider only caisson engine for non-LODD; all local agency apparatus for LODD

Notes:

Chapter 8 Funeral Elements.pdf

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Funeral Elements

As outlined in the funeral matrix, each funeral will include a number of funeral elements. Some of the elements are reserved for line-of-duty-death funerals only while others are recommended based upon best practices or with the expressed purpose of designing a funeral that is most appropriate for the type of funeral.

This section offers a detailed explanation, along with pictures, of each funeral element. When possible, a little history or culture has been included and in other cases the correct placement of the element in the funeral or the acquisition of the element has been provided to assist with funeral planning.

FLAG PRESENTATION

The presentation of the United States flag to the next of kin can be a very memorable token of appreciation. This is usually done once the casket has arrived at its final resting place or near the close of the service if there is no grave-side ceremony. Although usually reserved for public safety and military personnel, the US Code includes no prohibition that would prevent any US citizens from having a flag draped casket.

We refer to a "flag presentation" as the act of presenting a properly folded flag to the next of kin. The flag is usually presented to the next of kin, in the following order;

- Spouse
- Oldest Son
- Oldest Daughter
- Father
- Mother

The presentation should be made by the ranking fire department officer in attendance and is accompanied by words of appreciation for the deceased's service. If draped over the coffin the flag is presented immediately following a flag folding ceremony. Otherwise the flag may be pre-folded and presented during the service.

When presenting the flag to the next of kin, the Fire Chief or designee should recite the following (modified for local conditions);

"Sir/Ma'am, this flag is presented on behalf of a grateful nation/community as an expression of our appreciation for the honorable and faithful service rendered by your loved one/Title and Name."

CAISSON

The custom of using a caisson to carry a casket had its origins in the 1800s when horse-drawn caissons that pulled artillery pieces and ammunition to the front also doubled as a conveyance to clear fallen soldiers from the battlefield.

Funeral Elements

The use of a fire engine, or horse-drawn carriage, in place of a hearse, to transport the casket between the funeral home, church and cemetery. The engine hose bed is stripped of hose in order to make room and a method for securing the casket in place is derived. The engine is usually draped with bunting (see definition) and will take up a position near the lead of the processional.

Although depicted here, NFPA 1500 includes no exception for riding on the exterior of an apparatus for parades or funerals.

VIGIL STANDERS

Honor Guard or fire department members who are assigned the task of standing "watch" at the head and foot of the casket or urn during the visitation and/or funeral ceremony. They may also be posted at each side of a table displaying an urn containing the remains of the deceased. Vigil Standers assume a military position of "attention" and may hold a ceremonial fire department axe. Vigil Standers are relieved of their duties and replaced with other members every 15-20 minutes. Vigil Standers should be posted beginning 15 minutes before the visitation or funeral and should remain until 15 minutes after the ceremony or until the casket/remains are moved.

BADGE SHROUDS

Badge Shrouds are thin black bands of material that wrap around the center portion of the badge. Often made from strips of elastic the shroud should be worn horizontally across the badge. Most badge shrouds are 1/2 inch to3/4 of an inch wide. Shrouds are available with and without a thin red line through their center.

BELL CEREMONY

A traditional Bell Ceremony is a ceremony that pays honor and respect to the deceased through the symbolic use of a bell to ring the deceased's last alarm. It is usually performed near the end of the ceremonial proceedings and may be done in the funeral home or church or during the graveside portion at the cemetery. Over the years a number of bell ceremonies, which differ only slightly, have been developed and used. This guide includes versions of the Bell Ceremony in chapter 12.

Notes:

PROCESSIONALS

As used in the manual a processional is the alignment of vehicles and the ceremony of moving from the funeral home or church to the cemetery that includes the vehicles containing funeral officials, the deceased's family members, fire department apparatus and personnel and guests.

In the past, walking processionals were the standard protocol for moving the remains of our brother or sister to the cemetery. Many East Coast departments still utilize this tradition and variations, as done in the photo to the left, are often very fitting and appreciated by the family, friends and department.

ENGINE BUNTING

Black material loosely gathered and draped to form a "flag-type" banner. Bunting is been used by wrapping around the front and along sides of fire engines. Tradition would indicate that during a processional, apparatus emergency warning light bars are to be covered with bunting material. Only the "host" fire department would bunt an engine used in a processional.

Bunting can be made from bolts of black opaque material available at local fabric stores. The draping is intended to replicate the draping on 1800's style horse drawn hearses.

Bunting can be attached to apparatus with zip ties or removable clips.

STATION BUNTING

Black material loosely gathered and draped to form a "flag-type" banner. Bunting has been used above station doors and on station signage Only the "host" fire department would bunt their station. In jurisdictions with more than one station, the firefighters assigned station would be "bunted."

Bunting could be placed above the front door to the station, a single bay of the station or over all station bay doors. Stations with monument style yard signs could consider bunting the sign.

Notes:

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Funeral Elements

AIR AMBULANCE FLY-OVER OR FLY-BY

The use of medical evacuation helicopters to perform a military-style fly over. Most often done during the graveside service. It is coordinated in order to align the fly-over with the predetermined order of service. It is usually done following the playing of taps. (See Taps below)

The funeral coordinator would be in contact with the air ambulance(s) via radio and signal their approach and fly-by. In some jurisdictions, the air ambulance pauses over the cemetery and in a show of respect the pilot bows the nose of the aircraft before lifting back up and departing.

A fly-over or fly-by has strong military roots and is often used in ceremonies to display respect. The largest fly over in history occurred over Toyko Bay on September 2, 1945 signaling the end of World War II.

Military tradition includes the use of aircraft to perform a "missing man" fly over in honor of the fallen. When done with aircraft a single plane abruptly exits the flight formation to signify the fallen. Similar honors are presented using a "riderless" horse in horse drawn caissons and a "missing man" formation in motorcycle escorts in ground units.

PRESENTATION OF COLORS

Formally posting the American flag, along with other appropriate flags, at the funeral home, church or other facility where the service is to be held. See separate guidebook section regarding the displaying of the American flag. The posting of colors is done by Honor Guard personnel with military bearing and precision and is done in such a manner to preserve the honor and dignity of our nation's colors.

When multiple flag units participate in the presentation of flags, only one United States flag is marched in and it should always be marched in to the viewing audiences left and from the marchers perspective always to the far right or in front of all other flags.

DISPLAY OF GEAR

The placement of the fallen firefighter's turnouts, boots and helmet on stage or near the casket during a memorial service.

The gear may also be displayed upon and driven on the engine being used as a caisson as shown in the picture above. In processionals where fire department personnel, family and guests walk in the processional, the gear is often times given to "gear bearers" who walk behind the casket with the gear of the fallen firefighter.

DISPLAY OF HELMET

Similar to the display of gear, but limited to the helmet. More appropriate when the fallen firefighters gear is damaged to the point of being uncomfortable for the family, fire department personnel or guests. May also be used to display the helmet at a non-LODD funeral including a retiree if the family still has the member's helmet.

PRESENTATION OF GEAR, HELMET and/or BADGE

This refers to the presentation of the firefighters helmet and/or badge as a part of the funeral ceremonies to the next of kin. The recommendation is that in all LODD funerals, the helmet and badge are presented as gifts to the family. For non-LODD funerals, helmets or badges that through vesting or retirement, would be eligible for presentation should still be presented to the next of kin posthumously.

Presenting the next of kin with the helmet or gear of a fallen firefighter can be a very fitting and significant ceremonial event. An alternative for LODD funerals, would be to consider keeping the gear and giving it a position of honor within the fire station. A replica helmet could be devoted to the station display if the original has been given to the family.

Usually command staff, other than the Chief, presents these elements when the Chief has or will present the casket draped flag. Wording used in the presentation may be scripted locally and oftentimes modified for the age of the recipient.

These are personal presentations made to extended members of our fire service family. They should be done with honor and respect but should also be very personal. This is particularly true for children as given the various rituals often used in funerals and use of scripture throughout the funeral and graveside ceremony, this presentation may be one of the few opportunities for a child to understand what is being said.

Sample Script:

"{Childs name}, we would be honored if you would

accept this gift in recognition of how special your Mom/Dad was to us. I am very sorry for your loss. He/she will be greatly missed."

Notes:

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Funeral Elements

BAGPIPES

Due in large part to the Celtic roots of the early firefighters, bagpipes have had a position of honor and respect within the fire service for more than 150 years.

Bagpipes are one of many traditions that our firefighting forefathers brought to this country and few, if any, ceremonial elements have the impact of the playing of bagpipes. They can be played alone for a solemn sound or as part of a Pipe and Drum unit.

Adding bagpipes to a memorial or funeral service adds a piece of our history, a tradition worth preserving.

There are a variety of resources around the state to arrange for bagpipes for funerals and memorials.

TAPS (ECHO TAPS)

The original 24-note military ballad, played on a bugle, written during the Civil War and originally used to signal the end of the day.

Later in the war it was used before retrieving the dead from the battle field in place of the traditional three-gun volley, which was feared to produce an enemy response. By the late 1800's "taps" was officially adopted as a part of a military funeral protocol.

The playing of taps is a very fitting memorial to a fallen firefighter whether or not killed in the line-of-duty. "Echo" taps is the playing of the same 24 note military ballad utilizing two buglers with one bugler approximately three notes behind the other, creating what sounds like an echo. Although not a military standard, the use of echo taps is a very moving ceremonial element for graveside services.

An ideal place to insert the playing of taps (and traditional military honors, including a three volley salute) is during the flag folding and presentation ceremony, graveside. More specifically, as the Honor Guard raises the flag off the casket, they would hold the flag horizontally over the casket as the military honors and taps are completed. Then, they would step to one end or the other of the casket and perform the ceremonial fold and presentation.

Bugles Across America (www.buglesacrossamerica.org) is a non-profit organization that offers buglers for military funerals at no cost. The Minnesota Fire Service has found them very willing to offer buglers for firefighters as well. A small donation from the department may be appropriate.

Notes:

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SEA OF BLUE OR SEA OF UNIFORMS

Organizing all uniformed personnel into rows and columns, of military precision, at the church, cemetery or any other place where a funeral service is being held.

Used to welcome, greet or honor arriving or departing family members and serves as a means to bring all uniformed personnel to attention during the movement of the casket before or after the memorial service.

A sea of uniforms, regardless of type, makes for a very fitting presentation and show of unity and support. Personnel should be under the direction of a designated "Commander" who will organize, instruct and then bring the unit to attention when appropriate.

The "host" fire department should be provided positions of honor within the ranks of the sea of uniforms, including but not limited to creating a column through which the casket and family members will pass each time the casket is moved.

CROSSED LADDERS

Positioning of two ladder trucks in such a manner as to be able to suspend an American flag between their raised and extended ladders. May be done with any style aerial device.

Oftentimes done at the entrance to the cemetery, but may be done at the church or at the members assigned fire station or any point along the processional route. See separate guidebook section regarding flag protocols for a detailed discussion regarding the orientation of the field of blue when suspending a flag over the roadway.

RELEASING OF DOVES

Since the beginning of time, the releasing of doves has had symbolic meaning and importance in funeral services. Single dove and multiple dove releases are appropriate.
More information about releasing doves may be found in the ceremonies section of this guidebook.

Funeral Elements

FLAG DRAPED CASKET

The US Code does not have any prohibition that would prevent any American from having a flag draped casket. This honor, along with the presentation of the flag to the next of kin is often reserved for members of the military, veterans and public servants.

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground. The correct sized flag is 5 feet by nine-and-a-half feet and should be all cotton. There are a number of online vendors who sell a casket sized flag.

Departments are urged to order and stock at least one flag and are cautioned against washing or drying a cotton, casket sized flag, as it may shrink and present challenges in the folding and presentation. Flags can be removed from their original packaging and hung dry to remove wrinkles.

THREE VOLLEY SALUTE

Today's customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the "burial."

It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced the word "vale" (farewell) three times as they departed from the tomb.

In more recent history, three musket volleys were fired to announce that the burying of the dead was completed and the burial party was ready for battle again.

The addition of a three volley salute is particularly appropriate in "dual" or "triple" role funerals; that is a firefighter who also served in law enforcement and/or the military. For clarity, regardless of the number of rifles used, this is not a 21-gun salute, which is reserved only for the President of the United Sates.

Notes:

HANDLING OF CREMATED REMAINS

For all phases of the funeral, where the cremated remains are carried by hand, one pallbearer is detailed to carry the receptacle (urn) containing the ashes and another is detailed to carry the flag, folded into the shape of a cocked hat.

The pallbearer carrying the flag is always positioned to the right of the remains. When the receptacle is carried from the hearse into the chapel and from the chapel to the hearse, these two pallbearers should be the only participants in the ceremony.

During the procession to the gravesite, the receptacle and flag are carried by the two pallbearers followed by four additional pallbearers. When the receptacle has been placed on the gravesite, all six pallbearers unfold the flag and hold it over the grave. (Honors are the same as a flag- draped casket.)

The flag can then be refolded and presented to the next of kin.

Notes:

Funeral Elements

Chapter 9 Funeral Planning.pdf

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Funerals can create significant planning challenges. This is due to the fact that oftentimes they are complex, in terms of the elements and locations used, and usually present with a relatively short amount of time to plan and execute.

This section includes a variety of tools intended to help you with the planning of a funeral. In all cases, the local jurisdiction will need to coordinate its desires and capabilities with the family, funeral director and church leadership.

It is important to note that this section does not offer all of the ways in which a funeral can be planned. There are numerous resources available on the internet if a different approach is desired. As is the case with incidents, the structure of the incident command team for a funeral can be expanded or contracted as needed. Factors to consider when establishing the command structure is size, complexity, logistics support needed and funeral elements.

FUNERAL ORGANIZATIONAL STRUCTURE AND CHART

The organizational structure utilized for the management of the funeral details is a NIMS compliant structure that utilizes the following Command positions and reporting units.

- Ceremonial Coordinator (IC)
- Operations Chief (Officer of the Guard)
    i. Color Guard Unit
    ii. Casket Team Unit
    iii. Casket Detail Unit
- Planning Chief
    i. Documentation Unit
    ii. Resource Unit
- Logistics Chief
    i. Supply Unit
    ii. Ground Support Unit
- Liaison Chief
    i. Family Liaison Officer
        a. Family Escort/Support Unit
    ii. Funeral Home Liaison Officer
    iii. Church Liaison Officer
    iv. Cemetery Liaison Officer

Based upon the complexity of the funeral, multiple positions listed above may be assigned to a single resource. The various Chief Officer positions may be responsible for coordinating all of the activities within their sector. An organizational chart follows.

Notes:

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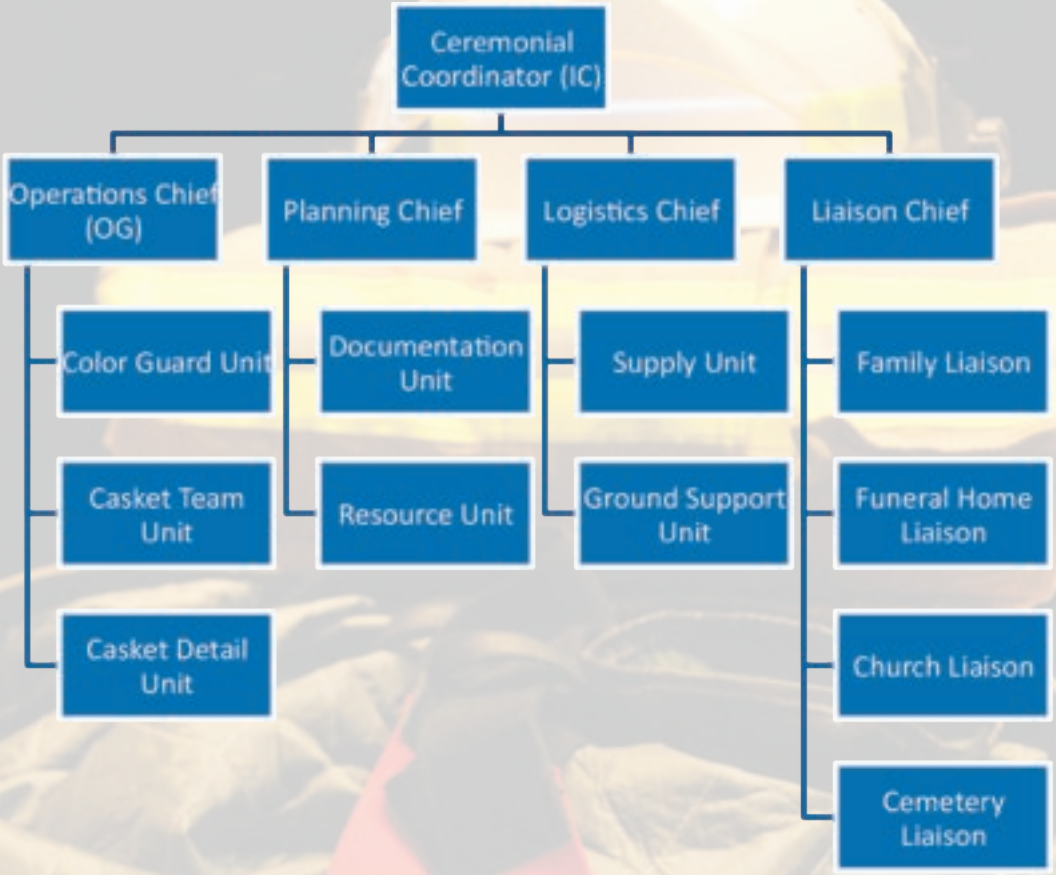
Funeral Planning



CEREMONIAL COORDINATOR (IC)

The Ceremonial Coordinator shall serve as the Incident Commander for the event. The Ceremonial Coordinator shall be in complete charge of all ceremonial arrangements where official departmental participation has been requested and authorized by the Fire Chief. This role involves delegating responsibilities to several members and then coordinating and organizing all efforts to successfully provide needed services for the surviving family.

In the discharge of his/her duties the Ceremonial Coordinator shall:

- Select and staff the organizational chart
- Provide oversight and direction over the event
- Assign responsibility for funeral details to organizational command and unit staff
- Keep the Chief of Agency advised and updated on all arrangements

OPERATIONS CHIEF – OFFICER OF THE GUARD

The Officer of the Guard shall be the Honor Guard Team Leader. He/she is responsible for the proper functional execution of commands to the various elements of the Honor Guard as well as the Fire Department Formation. He shall have general responsibility for the following:

- Shall issue all commands for the Honor Guard.
- Shall coordinate with the Ceremonial Coordinator regarding the time of arrival and other pertinent information regarding assigned details.

- Visit the various sites involved and make careful arrangements for the positioning of the various elements of the funeral detail.
- Designate an assembly point near the site of the detail.
- Inspect the uniform of members and brief them on proper procedures.

PLANNING CHIEF

The Planning Chief shall be responsible for directing the planning functions associated with the funeral. As such the Documentation Unit and Resource Unit shall report to the Planning Chief. Overall responsibilities of the Planning Chief include:

- Developing an overall schedule of events
- Documenting routes of travel between funeral home, church and cemetery
- Maintaining the master planning checklist
- Establishing apparatus, command vehicle and family placement in funeral procession
- Maintains a list of resource needs
- Documents visiting agencies

LOGISTICS CHIEF

The Logistics Chief shall be responsible for directing the logistics functions associated with the funeral. As such the Supply Unit and Ground Support Unit shall report to the Logistics Chief. Overall responsibilities of the Logistics Chief include

- Acquiring and supplying bunting and mourning bands
- Coordination of station and lead engine draping
- Preparation and delivery of caisson engine
- Line up and coordination of funeral processional
- Coordination of apparatus staging and general parking at funeral home, church and cemetery
- Food and beverage needs of assigned funeral detail personnel

LIAISON OFFICER

The Liaison Officer shall be responsible for directing the liaison functions associated with the funeral. As such the Liaison Chief shall

- Appoint a Family Liaison officer who will serve as the primary contact point and interface to the family.

  Among the primary responsibilities are
  - Assist the family in selecting the type of service and funeral components
  - Determine need and desire to have a Family Escort Support Unit (FE/SU) assigned
  - Assign and supervise the FE/SU

- Appoint a Funeral Home Liaison officer who will serve as the primary contact point with the funeral home.

  Among the primary responsibilities are
  - Coordinating facility and room set up and usage
  - Gather parking and routes of travel information for the planning and logistics branches.

- Appoint a Church Liaison officer who will serve as the primary contact point with the church.

  Among the primary responsibilities are
  - Coordinating facility and room set up and usage
  - Gather parking and routes of travel information for the planning and logistics branches.

- Appoint a Cemetery Liaison officer who will serve as the primary contact point with the cemetery.

  Among the primary responsibilities are
  - Gather parking and routes of travel information for the planning and logistics branches.
  - Coordinate covering and seating for family members
  - Assists with the set up and design of graveside services

In many cases, after the appointment of the Family Liaison (discussed below), the Liaison Chief performs the balance of the liaison function.

PROFILE OF A FAMILY LIAISON

The role of Family Liaison may be the most important role assignment. The individual appointed will be the primary interface with the family beginning very early in the planning process, perhaps the day of death.

An effective Family Liaison is one who ideally has a close personal relationship with the family or someone who can establish trust and rapport very quickly. The Family Liaison needs to be able to assume a role of family advocate with all other coordinating entities and personnel. The Family Liaison needs to be able to create a working relationship and environment where the family feels safe being vulnerable and where the family will share their desires, frustrations and needs.

The Family Liaison should be authorized to make commitments on behalf of the fire department or should have direct access to the Chief of Department in order to provide a high level of responsiveness to the family.

FAMILY ESCORT/SUPPORT UNIT

One very unique way to support a family of a lost firefighter is through a Family Escort/Support Unit. The purpose of the unit is to provide the family a level of support during the days leading up to the funeral. Among the duties of the Family Escort/Support Unit are;

- Provide a resource, at the family home, to assist when needed, often provided in three to six hour shifts
- Assist with local errands
  - i. Dry cleaners, bank, insurance agent
  - ii. Other last minute funeral needs
- Assist with transportation on the day of visitation and funeral
- Coordinate coverage to "stand-by" homes of immediate relatives to deter break-ins during the visitation and funeral
- Meals for the family
- Other support as needed

As part of the planning process, resources should be assigned to work out the details of any "formation" or Sea of Uniforms, as well as the processional, if one is to be included. The information below is intended as a guide to help organize visiting resources in the correct order.

FORMATION/SEA OF UNIFORMS

The Sea of Uniforms is generally organized and oriented from the hearse or caisson back to the funeral home or church doors and front to back as needed for spacing.

- The Department's Official Family
    i. Department Chief Officers (Active and Retired)
    ii. Department Officers (Active and Retired)
    iii. Department Personnel (Active and Retired)
- Deceased Members Governmental Representatives
- Deceased Members Law Enforcement Personnel
    i. Sheriff/Police Chief
    ii. Officers
    iii. Departmental Civilian Personnel
- Visiting Honor Guard Teams
- Visiting Fire and Law Enforcement Agencies

After the funeral service all members of the deceased department and visiting agencies both Fire and Law Enforcement will exit the church prior to the transfer of the body and establish the various formations as determined by the Officer of the Guard.

As the Casket Team, followed by the immediate family, approaches the church door, the entire formation will be brought to "Attention" and when the Casket Team breaks the plane of the door the order for "Present Arms" will be given. Upon this order, all uniformed members of the formation will render a hand salute. Members not in uniform will NOT render a hand salute but instead shall place their right hand over their heart. "Present Arms" will be maintained until the casket is placed atop the apparatus or in the hearse.

At this time, the order for "Order Arms" will be given and the hand salute will be dropped. After the Sea of Uniforms has been dismissed and have left the immediate area. The entire formation will be dismissed and should proceed to their vehicles and wait for instructions from the Officer of the Guard.

PROCESSIONAL LINE UP

If there is to be a processional of vehicles, the following outlines the order that vehicles should be placed. Based upon route of travel and distance too cemetery, a walking processional escort is very fitting, particularly with line-of-duty deaths. A full or partial gear processional could lead the processional, with honor guard escorts alongside the caisson.

- Motorcycle outriders. To be utilized if full intersection control is not possible.
- Remaining motorcycles formed in a column of twos

- Casket Team
- Fire Chief and Member's Commanding Officer
- Engine or Medic being Utilized as a Hearse
- Family Car(s)
- Members Department Staff Vehicles
- Members Department Fire Apparatus
- Members Jurisdiction Law Enforcement Vehicles
- Visiting Fire Department Staff Vehicles
- Visiting Fire Department Apparatus
- Visiting Law Enforcement Vehicles
- All Civilian Vehicles

Editor's Note: As you begin your processional planning activities, consider the number of "outside" public safety attendees and the impact this will have on your processional. The outline here presumes that the casket and family lead the processional. The impact, with a large number of outside public safety agencies is that the family will need to wait on us to get parked and situated before being able to start the graveside service. We should try and reduce or eliminate this whenever possible.

Consideration should be given to allowing outside public safety agencies to proceed to the cemetery prior to the family's departure. In addition to eliminating the wait time at the cemetery, this also allows the family to "decompress" following the church service before transitioning to the cemetery for the final internment.

GENERAL ORDER OF SERVICE

The order of events will vary based upon the ultimate combination of services selected by the family and the timing and location of events including the use of the funeral home, church and graveside for the performance of services. The outline below assumes the transfer of the casket from the Funeral Home to the Church and the inclusion of a graveside ceremony.

It is critically important to remain flexible and adaptable as various cultural and faith-based beliefs, along with the family's personal wishes could significantly modify this outline in both content and order. One of the primary roles of the family liaison is to coordinate this schedule.

- Hearse picks up casket at funeral home
- Casket Team awaits for casket arrival at church
- General public is seated in church
- Fire Department personnel are placed into formation for arrival of casket
- Hearse arrives
- Casket Team removes casket from hearse
- Color Guard leads casket procession into church
- Casket Team moves casket to desired location in church
- Fire Department personnel file into church and are seated
- Casket Detail is posted
- Invocation
- Prayer

- Opening remarks/greetings
- Special music
- Scripture reading/clergy remarks
- Speakers (this list is paired down significantly in non-LODD funerals)
    i. Mayor
    ii. Local elected official from district
    iii. State or Federal officials
    iv. Family representative(s)
    v. Department representative's friends
- Eulogy – Chief
- Special music
- Presentations
- Closing remarks/prayer
- Last Alarm Ceremony (May be performed at graveside)
- Bagpipes (May be performed at graveside)
- Casket Team pays last respect and folds presentation flag (May be done at graveside)
- Presentation of flag and helmet (May be done at graveside)
- Retire colors
- Dismissal instructions
- Fire Department personnel pays last respect and assumes formation
- General public released to automobiles
- Casket Team moves casket through formation to caisson
- Processional to cemetery

LOGISTICS

Although we touched on the role of the Logistics Chief earlier, below is a list intended to assist the logistics unit in the planning of the funeral. There will be a lot of details that need to be finalized and communicated to those attending. This role becomes significantly more complicated in line-of-duty death funerals.

Among the items that need to be planned;

- All supplies needed for the Honor Guard based upon the services to be provided
- Detailed Maps with routes of travel and parking
- Apparatus Parking
- Funeral Home
- Church
- Cemetery
    i. Processional Route
    ii. Road Closures in coordination with local law enforcement
- Placement of assigned aerials, if included
- Communications
    i. IC and Ceremonial Units
    ii. Apparatus Staging and movement
- Family Support Needs

FUNERAL PLANNING CHECKLIST

A complete funeral planning checklist is included in Chapter 12 of this guidebook as well as on the website.

DISPLAY OF URN, FLAG AND GEAR

Oftentimes the combination of funeral elements, the order of service and space limitations requires a level of creativity to meet the needs and desires of the family. If the flag in going to be draped, it should be draped, with the canton or field of blue, in the same orientation as if draped over the casket.

CULTURAL ISSUES

Most of the funeral ceremonies and protocols outlined within this guidebook presume a Christian, Protestant or non-denominational affiliation. Many non-Caucasian cultures and various non-Christian religions have specific guidelines and customs when it comes to funerals. As we continue to diversify the fire service, it is important that we are prepared to respond to the needs of all of our members, regardless of background, culture or religious preference.

Although not intended to be the definitive authority on these issues, this section is intended to help guide the fire chief through some of the more common cultural issues that may impact the planning or execution of a firefighter funeral with some of the more common non-Christian funerals. As is the case in all funerals, the wishes of the family should take precedent and we should always coordinate our customs and traditions with the family and their faith leaders. This role generally falls to the Family Liaison who will inquire about specific cultural or religious desires.

For the purpose of this guide we present related information in a combination of country and/or predominant religion.

Native American:

- There are 562 federally recognized Indian tribes, bands, nations, pueblos, Rancherias, communities and Native villages in the United States.
    i. There are a total of 11 in Minnesota, seven Anishinaabe (Chippewa, Ojibwe) reservations and four Dakota (Sioux) communities.
- A traditional Native American funeral unfolds over a four-day process
- It is common to include traditional ethnic dress referred to as "regalia."
- East is considered a special direction to the native American and can impact planning
- The term "Chief" still refers to the tribal leader and is not used casually or to identify the head of the local public safety organization(s).
- The culture is very respectful of their elders and in all cases the tribal elders should be consulted before any actions or plans is made.

India/Hindu or Sikh:

- The tradition amongst Hindu and Sikh religions is the use of a funeral pyre to cremate the deceased.
    i. In traditional services, the next of kin would shave their head.
    ii. This is not common in the western world and a funeral pyre is likely illegal in most US states and cities.
- There is no specific custom or ritual that would impact the removing or transport of a firefighter lost in the line-of-duty. The cultural expectation of respect would be satisfied in the fire service normal handling of such an event.
- Most, if not all Indians and Hindu/Sikh religion, will be cremated.
    i. There will be a sense of urgency to complete the cremation before sunset on the day following the death
    ii. This may be delayed by a few days to accommodate family members traveling long distance to attend the funeral
- There is a traditional 13 day mourning period.
    i. During this time, and usually within 1-3 days following the funeral, there will be a "memorial service" referred to as a "Besna." During this memorial flowers are placed on a picture of the deceased and silent respect and prayer is offered to the deceased.
    ii. Before the 13 day mourning period ends, the ashes of the deceased are to be immersed, or scattered, in water.
- No food is cooked in the family's home until after the funeral.
- In this culture the belief is that the soul will not achieve peace unless this is done correctly.

Jewish:

- According to tradition, immediately upon death, the deceased should not be left unattended. A "Shomer" or watchman stays with the deceased from the time of death until the funeral. This may need to be a fire department detail until the family can make arrangements.
- "Mourners" are traditionally defined as Kaddish related, or specifically spouse, parent, sibling or child.
- Burial is to take place as soon as possible although a reasonable time may be held to accommodate family traveling from out of the area.
- A time is not set for the funeral until a Rabbi is contacted.
- The service may be held in a temple or synagogue or may be exclusively at the cemetery.
- Most Jewish funerals have few if any flowers and they are subject to the approval of the Rabbi
- After the burial, upon leaving the grave, non-mourners (see definition above) form two lines facing each other, called a Shura, creating a pathway for the family to pass through and receive words of comfort.
- There are generally two set mourning periods, one that begins on the day of the funeral and continues for seven days, referred to as Shiva, and the other which begins on the day of the funeral and extends for thirty days, referred to as Shloshim.
- During Shiva, the mourners remain at home.

Funeral Planning

Muslim:

- There are two primary sects within Islam; Shi'a and Sunni.
- Each holds different views on religious issues.
- At the time of death, the deceased should have their eyes closed, jaw closed and should be covered with a clean sheet.
- A religious leader, an "Imam" should be notified as soon as possible in order to offer "dual" which is a supplication to Allah to forgive the sins of the deceased.
- The body should be buried as soon as possible.
- Embalming and cosmetology is not allowed unless required by law.
- Cremation is forbidden.
- As a result of the points above, there is generally no viewing before the burial.
- Funeral prayers, "Salat al-Janazah" should be performed outside of the mosque and then the body should be transported to the cemetery.
- Traditionally, only men are allowed to be present at the burial. Check with the Rabbi if women fire fighters are planning to attend the funeral.
- It is customary for the family to receive visitors for the first few days of the mourning period which generally lasts forty days.

Latin American:

- A wake is generally held for a minimum of two days and extends for the entire 24-hour period each day.
- The wake includes an open casket.
- The service is usually a full Catholic mass.
- Burial is usually in a Catholic cemetery.
- Special attention is needed with various funeral elements in the sanctuary.
    i. Check with the local priest for clarification.
    ii. References to the "narthex" is referring to the foyer or entry.

There are a total of nineteen (19) major world religions that a subdivided into 270 large religious groups. This alone makes our case for putting families first and respecting their wishes over ours. As much as we want to honor our fallen brothers and sisters in a way that is fitting with our customs we must remain committed to the premise that the best way to honor our fallen is to honor the wishes of their family and their culture.

SCBA Checklist.pdf

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MSA G1 - SCBA Checklist

Incident/Training Location: Date: Time:

SCBA Use: Incident / Training

Pack	Tank	Battery Status	Truck #	Checked By: (employee ID)	Notes:
		Replaced 1/2 Full			
		Replaced 1/2 Full			
		Replaced 1/2 Full			
		Replaced 1/2 Full			
		Replaced 1/2 Full			
		Replaced 1/2 Full			
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		Replaced 1/2 Full			
		Replaced 1/2 Full			

SCBA Checklist

- ✓ SCBA is clean
- ✓ All straps are fully extended
- ✓ Bottle secured to Pack
- ✓ Buddy Breathing Hose properly stored
- ✓ Bottle is at 4500 P.S.I.
- ✓ SCBA has been fully tested
  - Bottle turned on and checked for leaks
  - PASS Device Powers on and still alarm activates
  - Less than 200 PSI variance in PASS vs. Bottle gages.
  - Battery is at least ½ full or has been replaced
  - Check operation of lights on back of frame
  - Low air alarm sounds at 1575 Psi.
  - PASS Device powered off
- ✓ Any issues have been documented using the proper form, reported (R. Mackie and your captain) and the SCBA has been pulled out of service.

Your signature indicates that the full SCBA checklist (above) has been completed for each of the SCBA Packs listed by your employee ID.

Employee ID	Signature

Please attach this form to the Run Report (if applicable) or place in Run Report Mailbox.

Chapter 10 History of the Fire Service.pdf

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HISTORIC ROOTS

The fire service of today has ties back to the Roman Empire when the first documented firefighters are identified in history. Originally the slaves of the Roman Empire, Familia Publica, were charged with protecting the cities under Roman control but as you might imagine, they lacked motivation to protect the assets of their captors. Around 60AD, a group of 7,000 free men were organized into the Corps of Vigiles, and charged with the responsibility for fire suppression and building inspection. They adopted a rank structure similar to the Roman guards, that has continued in the fire service to this day.

During the Crusades, amid a battle with the Saracens, a new weapon of war was introduced; bottles of Naphtha, a highly flammable liquid. These were hurled at the Crusaders and after dousing them with the flammable liquid, flaming arrows were fired into their midst to set them ablaze. At the time there was a medical order called the Order of St John in Jerusalem. The order was created as a Knights Hospitaler; a hospital to provide aid to sojourners traveling through the holy land.

The Knights of St John, took it upon themselves to rescue the Crusader's from the Saracen; pulling them to safety, extinguishing the flames and treating their injuries. After the loss of the Holy land, the Knights of St John established a base on the island of Malta, where in the sixteenth century their symbol was redesigned as indicated here. Hence the origins of the Maltese Cross that is such an important symbol of the fire service today.

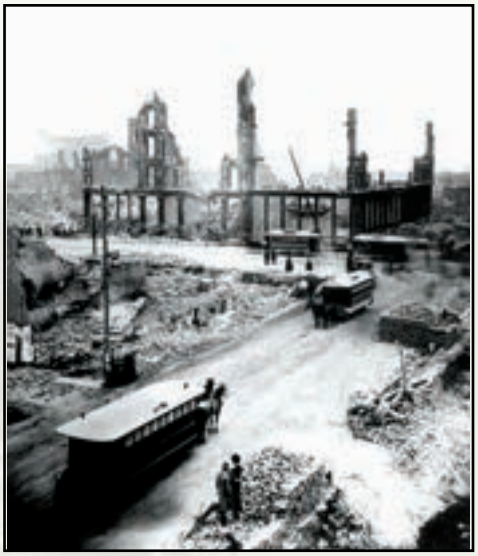
FIRES THAT SHAPED THE FIRE SERVICE

Much of what has become common today is the result of tragedies and catastrophic fires from throughout history. What might surprise some is the fact that many of the improvements that help protect lives and property didn't get incorporated into building and product design until the late 1800's. This was despite the fact that the world had seen many "great" fires in the previous 1800 years.

Perhaps one of the oldest recorded fires, and to many the oldest unsolved or at least controversial, arson case, occurred in 64AD when it was reported that Nero burned Rome. As legend has it, "Nero fiddled while Rome burned." Many believe that Nero intentionally set Rome on fire in order to make room for his "Domus Aurea" (latin for Golden House) in the heart of ancient Rome.

In the centuries that would follow, fires that included the word "Great" in their title would come to be fires that completed destroyed the city. This would include the following partial list of "Great" fires;

- 1135, 1212 and 1666 Great London Fires
- 1675 Great Northampton Fire, England
- 1776, 1835 and 1845 Great Fires of New York
- 1788 Great New Orleans Fire
- 1805 Great Detroit Fire
- 1918 Great Cloquet Fire
- 1820 Great Savannah Fire
- 1845 Great Fire of Pittsburgh
- 1871 Great Chicago Fire
- 1894 Great Fire of Hinkley



These fires caused millions of dollars of damage, destroyed thousands of homes and commercial properties and cost thousands of lives. The Great Chicago Fire, which occurred on October 8, 1871, and whose anniversary is used today to mark National Fire Prevention Week, burned for three days and consumed 2,000 acres and 17,000 homes. The total loss was $200 million with 300 dead and 90,000 left homeless. What history overlooks is that on the very same day, just 260 miles north of Chicago in Peshtigo, Wisconsin a wildland fire erupts into a "tornado of fire" with flames more than 1,000 feet high and five miles wide. The death toll exceeded 2,200!

Two of the most devastating fires on our list occurred here in Minnesota. On September 1, 1894 several small brush fires quickly turned into a raging wild fire burning through the timber in and around Hinckley, Minnesota. By the time it had ended 200-250,000 acres were destroyed with at least 418 dead. Some scholars believe the death toll could be as high as 800 due to a transient work force associated with the timber industry.

On October 10, 1918 two workers in a rail yard witnessed a passenger train pass by and within minutes the grass along the spur was on fire. The fire could not be contained and by October 12 it had spread throughout northern Minnesota. By it's end, 250,000 acres burned, thirty-eight communities had been destroyed, over 52,000 people were injured or displaced and the death toll stood at 453.

EARLY AMERICAN FIREFIGHTERS

The first organized fire company in the United States was organized by Benjamin Franklin in 1736 as The Union Fire Company, in Philadelphia. There would be many volunteer fire departments that would follow suit and before long would be competing with each other. They would compete over who had the most, or brightest brass and who had the shiniest piece of apparatus. There was intense competition to get "first water" on a fire, as insurance companies would only pay for the services of the first arriving fire company. Most of today's firefighters would agree that these behaviors are still woven in the fabric of who we are and how we operate today.

Another by-product of this competition was the invention of the fire pole. Although often attributed to the Boston Fire Department, it was actually Captain David Kenyon of Chicago Engine Company 21 (an all-black engine company) who invented the pole out of a Georgia pine beam and convinced the Chief of Department to let him install it. After being the target of many jokes, people began to realize that Engine Company 21 was usually the first company to arrive when called, the Chief ordered poles installed in all Chicago fire stations.

The mid 1800's brought a significant immigrant population to the United States, many from Ireland who were fleeing the Great Potato Famine. In an early episode of American racism, these Irish immigrants were not well regarded. Many businesses displayed window signs that read "NINA;" No Irish Need Apply. The only jobs available were those that were dirty or dangerous which has always

described what we do and these new Irish immigrants quickly became rooted in the fire service and helped shape most of the east coast and large metropolitan fire departments of the day. This accounts for the strong Irish ties that still exist today, and the incorporation of shamrocks, bagpipes and in many ways our funeral protocols that are in use today throughout the country.

The Great St Louis Fire in 1849 is the first recorded line-of-duty death and the World Exposition Fire in Chicago in 1893 lost the lives of fourteen firefighters when a fire in the Cold Storage building caused a collapse.

CHANGE IN THE FIRE SERVICE

The late 1800's saw the beginnings of tremendous change in the fire service. In preparation for the World's Fair in 1893 (Chicago) much concern was made of this "new" phenomenon called electricity. A young electrician named William Merrill (Boston) envisioned a testing laboratory where electronics could be tested. Supported by the insurance industry, he began his operation over a fire station at 22nd & Wentworth. The Underwriters Electrical Bureau would operate for 7 years before changing its name to Underwriters Laboratory.

The New York Board of Fire Underwriters (NYBFU) had also been a collaboration of stock and mutual insurance companies. They had been establishing standards, intended to reduce the risk of fire and the loss from fire for many years. They created an electric standard in 1881 and the proliferation of the sprinkler, (originally introduced in 1872) would require many more standards as dozens of organizations sprang up to install or modify sprinkler systems.

On November 6, 1896 eighteen men of the NYBFU met to create a new association. Among the twelve articles of incorporation, Article 1 reads, "This association shall be known as the National Fire Protection Association."

The early 1900's would prove to be rough years for the fire service with many devastating fires. However, through the efforts of the NFPA each fire was a lesson learned and with each came a series of changes that help protect us and our buildings to this day. Some of the more critical fires and their impact on the fire service include

- 1903 Iroquois Theater Fire, Chicago: 602 souls lost. Led to theater standards and outward swinging egress doors
- 1904 Baltimore Fire: Became pivotal in standardizing hydrant threads as apparatus from other jurisdiction proved worthless
- 1906 San Francisco Earthquake and Fire: 3-6,000 souls lost. Led to many improvements in the building codes
- 1908 Collinwood School Fire, Cleveland, Ohio: 172 students, two teachers and an assistant perished. Fire marked the beginning of a long list of improvements to educational institutions.
- 1911 Triangle Shirtwaist Factory Fire, New York: 146 died as a result of a dropped match. Due to concerns about material and thread being stolen by the workers, management had locked all but one exit. Led to improvements in fire exits, fire extinguishers, sprinklers and fireproofing in high rise structures. This still stands as one of the worst workplace disasters in history.

History of the Fire Service

The 1930's and 1940's brought us some horrific fires, including;

- 1930 Ohio Penitentiary: Killed 322 and injured 150. Deadliest prison fire in US history
- 1940 Rhythm Supper Club (Natchez, Mississippi): 209 people died
- 1942 Cocoanut Grove (Boston): Killed 492 at Boston's premier night club in the post-prohibition era. Second most deadly building fire in America, second only to Iroquois Theater. Estimate that over 1,000 people were in the club that was rated for a maximum occupancy of 460! Front door was single revolving door and side entrances had been bolted shut to prevent people from entering without paying.
- 1944 Hartford Circus: An afternoon performance of the Ringling Brothers & Barnum and Bailey Circus was interrupted by a fire that killed 168 and injured 700 souls. A mixture of paraffin wax and gasoline (or kerosene) was a common waterproofing method on the tents during this era.

And the 1977 Beverly Hills Supper Club Fire in Southgate, Kentucky, killed 165 but by all accounts SHOULD have killed many more! Almost 3,200 were in the building at the time of the fire. By Kentucky law the facility should have had 27 exits; it had only 16.

As devastating and tragic as each of these fires were, they have all played a role in the codes, equipment and policies that serve as the foundation for what we know today. We owe it to every soul whose life was lost to honor them by maintaining our buildings, holding fast to safety systems and never forgetting the lessons these fires have taught us. It is our responsibility to pass these lessons on to those who will follow us and to remind them that the reason we enjoy safer schools, churches, theaters and places of employment is because of the lessons learned, and the lives lost in these, and other, tragic events.

Chapter 11 Resources.pdf

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Resources

State:

- Hennepin County Medical Examiner (Autopsy and toxicology report)
  (612) 215-6300

- Minnesota Dept. of Labor and Industry (OSHA)
  (651) 284-5005
  www.doli.state.mn.us

- Minnesota Professional Fire Fighters Association
  (763) 545-8100
  www.mpff.org

- Minnesota State Benefits
  Minnesota Dept. of Public Safety, office of the Commissioner
  445 Minnesota Street, Suite 1000, St. Paul, MN 55101
  (651) 297-4013
  www.dps.state.mn.us

- Minnesota State Death/Education Benefits for survivors and children
  (651) 297-4013
  www.dps.state.mn.us

- Minnesota State Fire Marshal
  (651) 201-7200
  www.fire.state.mn.us

- PERA
  (651) 296-7460
  www.mnpera.org

- Veteran's/Military Benefits - Minnesota Department of Veteran Affairs
  (612) 970-5662
  www.mdva.state.mn.us • www.va.gov

- Minnesota Fire Service Foundation
  www.mnfireservicefoundation.org

- Minnesota Fallen Firefighters Memorial Association
  www.mffma.org

Resources

National:

- Bureau of Alcohol, Tobacco, and Firearms (ATF)
  Field Division Office - St. Paul
  30 E. Seventy St. Suite 1900
  St. Paul, MN 55101 651-726-0200

- National Fallen Firefighters Foundation
  (301) 447-1365
  www.firehero.org

- National Institute for Occupational Safety and Health (NIOSH)
  1-800-356-4674
  www.cdc.gov/niosh

- Public Safety Officers Benefit Program (Federal Benefits)
  Bureau of Justice Assistance
  Washington, DC 20531
  (202) 307-0635 or Toll Free (888) 744-6513
  www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html

- Social Security
  1-800-772-1213
  www.ssa.gov

- U.S. Fire Administration/National Fire Academy
  (301) 447-1000
  www.usfa.dhs.gov

- Veterans Administration

Resources

www.va.gov
(651) 726-0200
www.atf.treas.gov

National Resources Continued

- National Fire Protection Association (NFPA)
  (617) 770-3000
  www.nfpa.org

- International Association of Fire Fighters (IAFF)
  (202) 737-8484
  www.iaff.org

- International Association of Fire Chiefs

Addtional Resources:

Resources

Online Resources

- United States Flag – Regulation Casket Size
  Resource Provider – United States Flag
  www.united-states-flag.com
  Item # USA595C

- Vehicle and Station Bunting
  Resource Provider – Independence Bunting
  www.independence-bunting.com

- Doves for Rent in MN
  Resource Provider – Wings of Love
  www.wingsoflovemn.com

- Buglers
  Resource Provider – Bugles Across America
  www.buglesacrossamerica.org

- Award Ribbons and Racks
  Resource Provider – Vanguard Military
  www.vanguardmil.com

- Lighthouse Bereavement Uniform Program
  Resource Provider – Lighthouse Uniforms
  www.lighthouseuniforms.com

- United State Honor Flag
  Resource Provider – The Honor Network
  www.ushonorflag.org

- Honor Guard Supplies
  Resource Provider – Glendale Parade Store
  www.paradestore.com

- Ceremonial Axes & Flag Poles
  Resource Provider – Plano America
  www.planoamerica.com

Chapter 12 Sample Documents.pdf

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Sample Documents

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Brooklyn Park Fire Department

Oath of Office

I promise that I will humbly serve all customers with an urgent response to their crisis, with compassion, sincerity and concern, patience, kindness and respect.

I promise that I will, at all times, conduct myself in a manner that reflects positively on the fire department and City of Brooklyn Park.

Finally, I promise to follow the policies of the fire department, uphold the laws of our state and nation and the ordinances of the City of Brooklyn Park and that I will faithfully discharge my duties to the best of my abilities, so help me GOD.

Sworn before me this 3rd day of March, 2014

Kenneth T. Prillaman
Fire Chief & Emergency Management Director

Brooklyn Park Fire Department

Oath of Office

I, John Smith, do solemnly swear;

- that I will serve the citizens of Brooklyn Park and the firefighters of the Brooklyn Park Fire Department with honor and integrity;
- that I will, in all respects, observe the provisions of the city charter and ordinances of the City of Brooklyn Park;
- that I will faithfully discharge the duties of the office of Battalion Chief to the best of my judgment and abilities
- so help me God.

Sworn before me this 4th day of March, 2013

Kenneth T. Prillaman
Fire Chief & Emergency Management Director

Bell Ceremony
Signal 5-5-5-5

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our mission.

Although our methods may change, our goals remain the same as they have been forever, to save lives and to protect property, sometimes at a terrible cost. This is what we do, this is our calling, this is the tradition of the fire fighter.

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sound of a bell.

In the past, as fire fighters began their tour of duty, it was the bell that signaled the beginning of that day's shift. Throughout the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in jeopardy for the good of their fellow citizen. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all that all units had returned safely to quarters. When a fire fighter had died in the line of duty, paying the supreme sacrifice, it was the mournful toll of the bell that solemnly announced a comrade's passing.

We utilize these traditions as symbols, which reflect honor and respect to those who have given so much and who have served so well. To symbolize the devotion that our brother/sister had for their duty, a special signal of five rings, repeated four times, or signal 5-5-5-5 as we know it, represents the end of our comrades' duties and that they will be returning to quarters.

As our Lord commanded us to love one another, he said "Greater love hath no man than this, that a man shall lay down his life for others."

In the truest interpretation of this verse, the men and women who serve and protect our communities lay down their lives every time they respond to the needs of others.

And so, to {INSERT NAME} who selflessly lived his/her life for the good of their fellow man, his/her tasks completed, his/her duties well done, to our comrade, his/her last alarm, for he/she at last is going home.

Bell Ceremony
Signal 3-3-3

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our mission.

Although our methods may change, our goals remain the same as they have been forever, to save lives and to protect property, sometimes at a terrible cost. This is what we do, this is our calling, this is the tradition of the fire fighter.

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We utilize these traditions as symbols, which reflect honor and respect to those who have given so much and who have served so well. To symbolize the devotion that our brother/sister had for their duty, a special signal of three rings, repeated three times, signal 3-3-3 as we know it, represents the end of our comrades' duties and that they will be returning to quarters.

As our Lord commanded us to love one another, he said "Greater love hath no man than this, that a man shall lay down his life for others."

In the truest interpretation of this verse, the men and women who serve and protect our communities lay down their lives every time they respond to the needs of others.

And so, to {INSERT NAME} who selflessly lived his/her life for the good of their fellow man, his/her tasks completed, his/her duties well done, to our comrade, his/her last alarm, for he/she at last is going home.

Releasing of Doves

Introduction

Although not unique to the fire service, the releasing of a single dove, or multiple doves can be a fitting tribute to a firefighter funeral. The releasing if oftentimes done graveside, it can also be done outside of the church following the faith service, before the casket or urn is loaded into the hearse.

The following script is read annually at the Minnesota Fallen Firefighter Memorial just prior to the releasing of the doves in order to share the symbolism of the event. This script may be modified for local use.

Script

"From the past to the present, white doves have been and forever shall be a beautiful symbol of hope, love, peace and our inner soul.

At this gathering, as we cherish the precious memories of our fallen firefighters shared here with our loved ones, we release the snow white doves in a symbolic tribute to their cherished memories, for we know that they will forever live on within our hearts.

Legend holds that if you whisper to a dove, she will carry your message upon white wings up to the heavens to share your thoughts, memories and thankfulness that our fallen have graced the earth and our lives with their unique and special presence.

Whenever you see a white dove, may it remind you of this moment, and the very special people we remember with great honor and affection on this day; our Minnesota Fallen Firefighters."

The Symbolism of the Gear Processional

Introduction

As indicated in the Ceremonies Section, a gear processional may be a fitting and respectful way to honor a fallen firefighter. Gear processionals are most often associated with line-of-duty deaths and caution should be exercised in using this funeral element in other types of funerals. If the gear processional is to be used AND the ceremony calls for a reader to present the significance, the following script has been passed down.

Script

"The firefighter's boots symbolize that we stand for all that is right in the world and our profession. We use this footwear to move toward the tragedy and walk where others fear to tread, determined to affect a positive outcome.

The turnout coat serves to protect the firefighter from the hostile environments he or she enters. This piece of gear represents the shielding from misfortunes that the firefighter endures for the betterment of all mankind.

The helmet protects our head so that we may see and make proper decisions in accomplishing our emergency ground tasks. It is symbolic of the firefighter's intelligence required to make complex decisions for the reversal of the desolating event unfolding before our eyes.

The firefighter's ax is a forcible entry tool that we use to gain entry for the rescue of entrapped people or to aid in the suppression of fire. It is our regalia of strength and fortitude rendered by the good works of the firefighter.

The pump can represents that our profession is still allied to much physical exertion. It also show that one of earth's most natural and life supporting resource, which is water, contributes to the extinguishment of fire, but needs the precise application solely provided by the well-trained and dedicated firefighter.

This small collection of firefighting implements serves to remind us that we must always be alert to protect our fellowman and our environment from the ravages of fire and other misfortunes of ruination. The symbolism, so displayed here, gives credence that our profession is unique, demanding in both courage and intelligence, and is one of a constant and continuous challenge to everything that is good in the world today. "

Outline for Badge Pinning Ceremony

1. Welcome

- a. Families
- b. City Leadership
- c. Recruits

2. Today is a Celebration

- a. Graduation
  - i. ___ long weeks of class___ new recruits; ___ combined years of service in the fire service OR All new members of the fire service.
- b. Adding members to the fire service family

3. Fire Service is a very unique opportunity

- a. Bond that transcends race, gender and geographic boundaries
- b. For every one who serves there are thousands who long to serve
- c. Centuries of dedicated, honorable and brave service to our communities
- d. Stewards of the public trust and the responsibility that comes with it
  - i. A firefighter is a firefighter 24 hours a day. We cannot ignore our moral and ethical responsibilities while "off duty."

4. Family Members

- a. Welcome and Thank You
- b. You are part of the {INSERT CITY} fire service family
  - i. Take advantage of the things we have to offer
    1. Support network
    2. Picnics, holiday parties
- c. You are part of the fire service, and membership has its privileges!
  - i. It is one of one a few organizations where you can stop into a firehouse anywhere in the world and
    1. If you are hungry, they will feed you
    2. If you are cold, they will warm you
    3. If you are thirsty, they will give you something to drink

4. If you are scared, they will protect you

a. All by virtue of being related to a firefighter

5. Oath of Office

a. Tonight we will administer an oath of office

i. The oath is more than just a commitment to do your job

ii. You are a role model in the community and you have a responsibility to live up to it

iii. Your oath is an obligation to be responsible for your safety and the safety of the men and women around you so that everyone goes home at the end of their shift

iv. It is a commitment to serve with excellence and to strive to be a great firefighter

6. A Great Firefighter, is one who;

a. Strives for excellence and flawless execution of their duties

b. Commits to a life of learning

c. Is an outstanding steward of the public trust

d. Is proud of the role they play in the community, and plays that role with a great deal of humility

e. Does their job at all times in a manner that insures that you and the firefighters around you are safe and that everyone goes home at the end of the shift or call

7. Look around this room, at the men and women who proudly call themselves {INSERT CITY} firefighters;

a. Someday you may need one of them to save your life

b. Someday they may need you to save theirs!

i. Trust each other unconditionally on and off the fire ground

ii. Support each other

iii. Never demean, exclude or forsake them

iv. Do unto them as you would have them do unto you

8. As we prepare to pin on your badge

a. The badge is one of many symbols that are used in the fire service

b. Like the many traditions that are 200 years old

c. The badge may be the oldest or certainly has some of the oldest roots

i. Read story of the badge

9. Thankfully, we no longer fight hurling glass bombs of naphta but our fight is just as tough

a. Household plastics, lightweight construction and the "all-hazards" nature of our business keeps us in harms way

b. This is what we do, this is our calling, this is the job of a firefighter

10. Badge Pinning and Oath

a. At this time introduce graduating class, including brief biographies, and have them assemble in the front of the room

b. Oath can be administered to the entire group at once or individually.

i. Usually administer the oath to the entire group except for ceremonies involving one or two firefighters or promotions

c. Following oath of office, invite one firefighter at a time to be pinned

i. Invite family member(s) who will assist with the badge pinning

d. Reception line of Training Officers and Chief Officers

e. Provide hard copy of oath, signed and dated.

The Badge of a Fire Fighter

The Badge of a Fire Fighter is the Maltese Cross. The Maltese Cross is a symbol of protection and a badge of honor. Its story is hundreds of years old.

When a courageous band of crusaders known as The Knights of St. John fought the Saracens for possession of the holy land, they encountered a new weapon unknown to European warriors. It was a simple, but horrible device of war. It brought excruciating pain and agonizing death upon the brave fighters for the cross.

As the crusaders advanced on the walls of the city, they were struck by glass bombs containing naphtha. When they became saturated with the highly flammable liquid, the Saracens would hurl a flaming torch into their midst. Hundreds of the knights were burned alive; others risked their lives to save their brothers-in-arms from dying painful, fiery deaths.

Thus, these men became our first Fire Fighters and the first of a long list of courageous men. Their heroic efforts were recognized by fellow crusaders who awarded each hero a badge of honor - a cross similar to the one fire fighters wear today. Since the Knights of St. John lived for close to four centuries on a little island in the Mediterranean Sea named Malta, the cross came to be known as the Maltese Cross.

The Maltese Cross is our symbol of protection. It means that the Fire Fighter who wears this cross is willing to lay down his life for you just as the crusaders sacrificed their lives for their fellow man so many years ago. The Maltese Cross is a Fire Fighter's badge of honor, signifying that he works in courage - a ladder's rung away from death.

The Role of the Station Captain

The role of the Station Captain is a critical role in any firehouse. As a member of the leadership team, the Station Captain is charged with the responsibility to implement policy and procedures intended to help the organization achieve its mission.

Just as important, the Station Captain is the advocate for the men and women in their charge. As such, their role is to stand in the gap to make certain that the firefighters assigned to them are updated on a regular basis, and to make certain that their concerns and questions are given appropriate attention.

Today, we recognize an individual who has already displayed his ability to do both. And it is my honor to promote {INSERT NAME} to the position of Captain; {INSERT ASSIGNMENT}.

Fire Department

Standard Operating Guideline

Title:	**Award and Commendations**		
Section:	Administrative – Rules & Regulations		
SOG #:		**Page:**	1 of 10
Effective Date:		**Revision Date:**	

Purpose

The awarding of decorations is a powerful stimulus to pride of service and to the encouragement of heroism and/or achievement. To obtain the greatest benefit, the process of making awards must be carefully administered. Awards must be made only to those who have truly earned them. The making of unmerited awards is cheapening and destructive to the purpose of which the award was authorized. Conversely, failure to recognize true merit promptly defeats the purpose.

Guideline

1) Scope

a. Decorations are awarded in recognition of extraordinary, unusual, or outstanding acts of service, along with recognition for advanced certifications and unit participation. They are the visible evidence of such acts of service. Commendations and decorations express acknowledgement and appreciation of the City Council, Fire Chief, and the citizens of our community for heroic, merito rious or exemplary conduct in the face of danger or for distinguished and outstanding performance of duty by a unit. Awards to department members will include medals and/or commendation bar and/or certificate of commendation, as outlined in the award descriptions below. Medals and Certificates of Commendation awarded to non-members will be presented mounted or framed suitable for display.

2) Awards Committee

a. The awards committee is made up of seven (7) members having one vote each. The Chief appoints all committee members. The breakdown of members is:

- Four (4) Firefighters (at least 2 former award winners)
- One (1) Captain
- One (1) chief officer (Committee Chairman)
- Fire Chief

b) The chief may not serve as a voting member of this committee unless a vote is needed to break a tie situation. All members are appointed with the intention of serving for a minimum of 12 months.

c) In the case where a regular committee member is nominated for an award, they must surrender their position to an alternate member while their nomination is being considered. The awards committee will evaluate all recommendations submitted and will make a recommendation to the Fire Chief.

d) The Fire Chief shall have the right to refer recommendations back to the committee for addi tional consideration and may veto recommendations in extenuating circumstances where other factors are unknown to the committee (i.e. personnel matters) or where the award would have an adverse effect on the department or city.

e) With the exception of the Chief's Commendation and Certificates of Commendation, the Fire Chief does not have the authority to approve awards without the committee's endorsement.

3) Initiating an Award Request

a) When an incident occurs that is deemed worthy of recognition, and witnessed by an officer in charge, crew leader or an observer the observing party will forward a memo containing the following information to the Committee Chairman:

- All pertinent facts concerning the incident.
- Detailed account of what each member actually did.
- The degree of personal involvement of the member(s) during performance of the task.
- When rescues are a?ected at fires or other emergencies, the amount of personal risk.

4) Investigating an Award Request

a) The Committee Chairman will Investigate and ascertain that the facts are as stated. Then he/she shall

- Forward to the awards committee for final action if the submission is complete; or
- Disapprove the request if the circumstances do not meet the criteria for an award (and send written explanation of action to nominee with a copy to the Fire Chief); or
- Refer the nomination back to its source for additional information.

5) Reviewing the Award Request

a) A minimum of five (5) members shall be present before any action may be taken by the Commit tee. The Awards Committee will review and evaluate the initiator's report and the investigator's comments.

b) If approved as written, the report will be forwarded to the Fire Chief. If disapproved, a reason will be written and forwarded to the originator. The Awards Committee will evaluate all facts and de cide what, if any, departmental commendation should be awarded.

c) Information from citizens or news media reporting a commendable act will be referred to the Awards committee for evaluation and recommendation as previously discussed. The officer who recommends the commendation award may present the facts of the case to the committee but may not attend the deliberation.

6) Additional Duties of the Awards Committee

a) It shall be the responsibility of the awards committee to refine and clarify the definitions and process contained in this document with the purpose of achieving clarity of purpose, fairness in evaluating requests and complete disclosure regarding the process for consideration. Changes to this document require a majority of the committee members that must be ratified by a majority of the Board of Officers.

7) Meetings

a) Meetings may be called as necessary by the committee Chairman but shall be held at least annually. Ofiuicial action by the committee will require votes by all members of the committee who are pres ent and shall be by a majority vote.

8) Awards

a) Awards are issued to recognize three primary categories of service:

- Performance of duty,
- Advanced certifications, and
- Participation in units and/or functions that advance the organization.

b) ***Performance of Duty***

• Medal of Honor

To be awarded to a member who, at great risk to their own life, performs some outstanding act of heroism under extremely adverse conditions, to be considered an act performed clearly above and beyond the call of duty. Members must have acted in the face of extreme personal danger, without hesitation or regard for their own personal safety and substantially contributed to the saving or attempted saving of another human life. Should a member of the Department be killed or succumb to the performance of some outstanding act of heroism above and beyond the call of duty, this award shall be presented posthumously.

i. Recipient shall receive medal, commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Medal of Valor

To be awarded to member or members who at personal risk perform(s) an act of heroism under adverse conditions that reflects positively on the Fire Department. Member must have acted in the face of personal danger, without hesitation or regard for their own personal safety.

i. Recipient shall receive medal, commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Maltese Cross Medal

To be awarded to a member of the Fire Department who suffered death or serious physical injuries which resulted in a permanent disability requiring resignation/retirement from the department. Any member killed in the line of duty shall have his number and badge retired and presented to the next of kin. A record of the badge and number shall be maintained in the personnel file and a replica shall be mounted in a place of honor at all fire stations.

i. Recipient, or next of kin, shall receive medal and certificate.

• Purple Heart Award

To be awarded to a member of the Fire Department who, during the performance of their department duties, su?ers a serious injury that does not meet the criteria for the Maltese Cross Medal. The decision as to extent of the injury shall lie with the Awards Committee.

i. Recipient shall receive commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Distinguished Service Award

To be awarded to any member who displays outstanding proficiency in performance of duty that will reflect

publicly and positively on the Fire Department. Member's actions may be of a lesser magnitude than the preceding awards but must be a superior performance of duty. Member's actions must have provided a substantial contribution to the fire department generally, EMS service (including administration), fire service training, fire department operations, fire protection, prevention or fire safety education. These actions must have occurred while in the performance of regular or specially assigned non-emergency duties.

i. Recipient shall receive commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Meritorious Service Award

To be awarded to a member of the Fire Department who has displayed outstanding performance of exceptionally di?cult tasks as to set them apart and above others with similar duties.

i Recipient shall receive commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Lifesaving Award

To be awarded to a member (or crew) in recognition of extraordinary or outstanding acts in sustaining a patient's life until advanced medical care can be given. This award shall be given in concert with North Memorial's Life Saving Award but can be awarded independently. The award shall be given to crew members who provided direct pre-hospital patient care. Supporting duties, including those performed by a shift commander on the scene may qualify for inclusion in the award. The Awards Committee shall make a final determination regarding acts that qualify for recognition.

i. Recipient shall receive commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Outstanding Achievement Award

Awarded to a Brooklyn Park firefighter who is formally recognized by an outside agency for an act of bravery, contribution to humanity, the community or fire service that does not meet the requirements of any other award. Examples include, but are not limited to, North Memorial Award of Merit, various fire service and community service organizations, Firefighter, Investigator and Fire Chief of the Year awards.

i. Recipient to receive an award ribbon and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Chief's Commendation Award

To be awarded to a member of the Fire Department for recognition of superior performance of duty, which would not fully meet the criteria of any other established awards category. Also may be awarded to firefighters recognized by outside agencies for their assistance with emergency events or other acts worthy of recognition.

i. Recipient shall receive commendation bar and certificate.
ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Stork Award

To be awarded for the pre-hospital delivery and of a newborn child. This award is issued in concert with North Memorial's Stork Award.

i. Recipient shall receive commendation bar and certificate.

ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• EOC Emergency Deployment

To be awarded to a member of the Fire Department for recognition of having served in a declared emergency as part of a regional, state or national EOC deployment. Does not include local EOC activation or mutual aid assistance.

i. Recipient shall receive commendation bar.

ii. Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

• Distinguished Citizen Medal

To be awarded to a citizen who, at personal risk in the face of extreme danger without hesitation or regard for their personal safety, substantially contributed to the saving of the life of another human being. A?ects a rescue from a burning building or performs some outstanding act of heroism that the Chief of the Fire Department deems worthy of recognition and acknowledgment in the community.

i. Recipient shall receive medal and certificate.

• Certificate of Commendation

To be awarded to any firefighter, police o?cer, or civilian who demonstrates an act worthy of recognition by the Fire Department. This act could be an act of prevention or assistance that reflects in a positive way on the Fire Department.

i. Recipient shall receive certificate.

c) ***Advanced Certifications***

• Award ribbons shall be issued upon the successful completion of the following advanced certifications:

• **Bachelor's Degree -Fire Science**

(a) The successful completion of a Bachelor's degree in Fire Science. Candidate must submit an official transcript.

• **Associate's Degree -Fire Science**

(a) The successful completion of an Associate's degree in Fire Science. Candidate must submit an official transcript.

• Minnesota Certified Emergency Manager Director

(a) The successful completion of the MN HSEM Emergency Management program. Candidate must submit certificate of completion

• EMT-P
(a) Certified Emergency medical Technician – Paramedic

• EMT-B
(a) Certified Emergency Medical Technician – Basic

- National Certifications
  - Awarded to a candidate who successfully completes a national, standardized certification program. May be in the areas of fire investigations, inspections, National Safety Officers, FO and CFO programs and the like.

  - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Fire Officer 1 – 4
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire Investigator 1 – 2
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire instructor 1 – 4
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire Inspector 1 – 3
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Rescue Technician
  - Awarded for successfully completing certification in any of the various rescue disciplines, with the MN Certification Board per their prescribed requirements.
  - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Fire Public Educator 1 – 2
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Fire Apparatus Operator 1 – 3
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.
- Firefighter III

- Awarded for successfully meeting the criteria outlined the training SOG/SOP document for attaining Firefighter III.

- Firefighter I – II
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

d) ***Unit Participation***
- Award ribbons shall be issued for participation in the following four unit descriptions:
  - Previous service on the Board of Officers, so long as the candidate's service ended in good standing.
  - Serving as an Executive Officer (President, Vice President, Secretary, and Treasurer) of a fire service board, organization or recognized association.
  - Serving as a member of the Fire Explorer Post Advisory group.
  - Serving as a member of the Honor Guard.
  - Each of the above categories shall be represented by a separate award ribbon. Each full year of service shall be recognized with a knot adornment.

e) ***Explorer Award Ribbons***
Just as the awarding of ribbons is intended to acknowledge and motivate firefighters, members of the Fire Explorer Post may earn award ribbons for various accomplishments as outlined below.

- Fire Explorer 1 – 3
o Awarded to the Explorer who satisfies the requirements as outlined in the Explorer SOP.

- Honor Roll – Full Year
  - Awarded for making and remaining on the Honor Roll at school for the entire school year.
    - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Perfect Attendance
  - Awarded for perfect attendance at explorer Post meetings and trainings.
    - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- First Responder
  - Awarded for certification as a First responded from an accredited organization

- EMT-B
  - Awarded for certification as an Emergency Medical Technician – Basic

- Firefighter I – II
  - Awarded for successfully completing certification with the MN Certification Board per their prescribed requirements.

- Service Project Award
  - Held for future use

- Participation Award
  - Held for future use

- Individual and Team Competition
  - Awarded for placing 1st, 2nd or 3rd at approved Explorer competitions.
    - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- 40%+ Responder
  - Awarded for achieving a 40% response rate on eligible fire calls
    - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

- Top Responder
  - Awarded annually to the top Fire Explorer Responder on eligible fire calls
    - Additional awards will be adorned with silver stars for award 2 through 5, gold stars for award 6 through 9 and a gold Maltese cross for 10 or more.

f) ***Other Awards***
- Length of Service Awards
  - Awarded for every five years of service to the Fire Department. Service awards shall consider all time served with the Fire Department. In the event that a member severs their relationship with the department and later returns to service, their service shall be calculated taking into account all periods of service.
    (a) Recipient shall receive commendation bar with a gold star representing each 5 year service. In addition, the recipient shall receive two (2) patches with gold stars for use on Class A uniforms or exterior jackets.

- Honor Guard Badge
  - In addition to the award ribbon, Honor Guard members may earn an Honor Guard badge for their uniforms by completing the requirements as outlined in the Honor Guard SOP, including but not limited to meeting the service requirements and agreeing to abide by the National Firefighter Code of Ethics and the Honor Guard addendum.

9) Wearing of Awards
  a) Award Ribbon Rack
    - Commendation bars will be worn on Class A and B uniforms over the right breast pocket (approxi mately 1/4 inch above the name pin). The bars will be rack mounted in department supplied mounts with the highest achievement mounted at the top and/or left side of the mount, as viewed. Commendation bars will be centered above the name pin.

b) Service Award Bars

- Service Award Bars shall be worn centered on the flap of the left pocket of a Class A or B Uniform shirt as well as a Class A jacket. The service bar shall be spaced evenly between the top seem of the pocket and the button, centered below the badge.

Notes:

Award Ribbon Order of Importance

AWARD TITLE	VANGUARD	IMAGE
Medal of Honor	3302	
Medal of Valor	7119	
Purple Heart	3007	
Distinguished Service	3713	
Meritorious Service	3671	
Life Saver	3009	
Outstanding Achievement	3502	
Chief's Commendation	4027	
Stork	3507	
EOC Deployment	4214	
Bachelor's Degree	3628	
Associates Degree	3300	
MN Emergency Management Director	8016	
Former Board of Officers	3609	
EMT-P	3709	
EMT-B	3006	
NATIONAL CERTIFICATIONS	3708	
Fire Officer 4	3684	
Fire Officer 3	3683	

Fire Officer 2	3682
Fire Officer 1	3681
Fire Investigator 2	3661
Fire Investigator 1	3660
Fire Instructor 4	3632
Fire Instructor 3	3229
Fire Instructor 2	5310
Fire Instructor 1	5311
Fire Inspector 3	4020
Fire Inspector 2	3667
Fire Inspector 1	5154
Rescue Technician	7122
Fire Public Educator II	3623
Fire Public Educator I	3624
Fire Apparatus Operator	3509
Firefighter 3	3641
Firefighter 2	3640
Firefighter 1	3639
Fire Service Executive Board	3600
Explorer Advisor	3668
Honor Guard Commander	3618
Honor Guard	4040

Explorer I	3274
Explorer II	3274
Explorer III	3274
Honor Roll	3103
Attendance	3216
First Responder	3214
EMT-B	3006
FF I	3639
FF II	3640
Service Project	3207
Participation	3101
Ind Comp 1st Place	3278
Ind Comp 2nd Place	3111
Ind Comp 3rd Place	3241
Team Comp 1st Place	3210
Team Comp 2nd Place	3108
Team Comp 3rd Place	3243
40%+ Responder	3211
Top Responder	3204
Jr. Member of Honor Guard	3271

The information on this form will only be used in the event of an extreme line of duty emergency such as your serious injury or death. Your name is classified as "Public" pursuant to the Minnesota Government Data Practices Act (MGDPA). All remaining information is classified as "Private" pursuant to the MGDPA and will only be released to those in the City who have a duty related need to access it and those to whom you give your informed written consent. It is not mandatory that you provide the information being requested. However, by not providing the information, it may impair the Departments ability to notify your family and/or significant others if you are involved in a serious emergency.

Maple Grove Fire Department
Emergency Notification Information

(for) Employee: _____

Person(s) to notify first: *In the event of an extreme emergency or death, is there someone you would like to accompany the Fire Department Representative when giving any notification? (i.e. Clergy, best friend, family member, co-worker, etc.)*

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

If unable to contact, call:

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

Person(s) to inform: *Prioritize your preferred notification.*

1st Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

2nd Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

3rd Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

4th Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

5th Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

Person(s) you want contacted? *To assist your family, help with funeral arrangements, knowledgeable with insurance, medical, legal affairs and other related matters?*

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Other: _____

Yes No Would you like to have a Fire Department Honor Guard at your funeral?

Yes No Are you a veteran of the U.S. Armed services?

Yes No If the Dept. of Veterans Affairs entitles you to a military funeral, do you want one conducted?

Yes No Do you have a legal Will, Living Will or other Advanced Directives?

If YES to any, where are they located? _____

Yes No Other than the Maple Grove Fire Relief Association, are you a member of any other club, organization or association which may provide assistance to your family?

If YES, list: _____ Phone#: _____

_____ Phone#: _____

Physician/Clinic: _____ Phone#: _____

Dentist: _____ Phone#: _____

Church/Synagogue: _____ Phone#: _____

Funeral Home: _____ Phone#: _____

Please list any special needs, requests, or instructions in the event of your serious disability or death:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ Date: _____

Additional Clarification Regarding the Playing of Taps at Firefighter Funerals

Title 10 of the US Code requires the Department of Defense to provide at least a two person funeral detail to any US veteran for the purpose of conducting a flag folding and presentation and to play taps, which the code authorizes to be done electronically and does not require a live bugler. The US Code does NOT specifically say that taps may be played ONLY at military funerals.

Further, a little bit of history, Taps was originally used to signal the end of the day and/or lights out. It had been used for that purpose, beginning in 1862, for 12 years before being adopted by the US Army for funeral service. Many organizations, including the Boy Scouts, Girl Scouts have long used the song to signal the end of their day. I found many colleges and universities that use taps as part of a local ceremony honoring their comrades.

The US Army field manual does NOT recognize "echo" or "silver" taps, the playing of taps with two buglers, one playing three notes behind the other, and in fact specifically calls this unauthorized in military funerals.

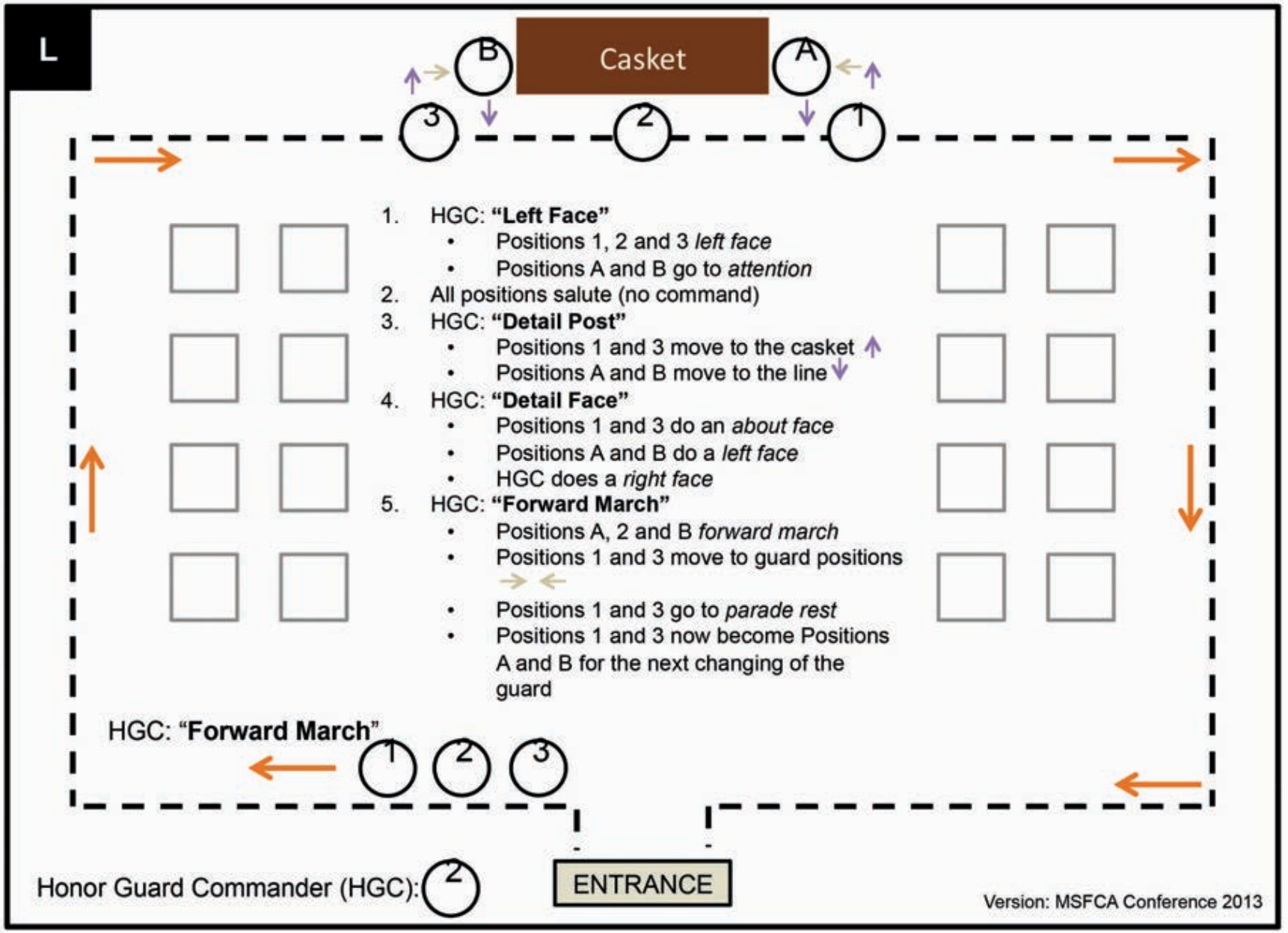
As paramilitary organizations, police and fire agencies have long incorporated taps into funeral services for those who have "served." Similar to adopting the ceremony of folding and presenting a US flag to the next of kin, taps is a routine component of funerals and memorials for law enforcement and firefighters nationwide.

The Minnesota Public Safety Ceremonies & Protocols Guidebook recognizes several authorities in its quest to provide the fire service some leadership in these areas;

- US Army Ceremonies Manual
- US Code
- MN Fire Service Foundation
- MN Law Enforcement Memorial Association
- MN Fallen Firefighters Memorial Association
- National Fallen Firefighters Association
- IAFF Fallen Firefighter Memorial Association
- Federation of Fire Chaplains

Not one of these organizations defines taps as a military ONLY ceremony. All six of the fallen organizations listed above incorporate taps into their memorial service.

Bottom line, in the absence of a federal regulation that prohibits the playing of taps, the fact that we are a paramilitary organization and the custom of six "fallen" organizations setting the precedent, the use of taps is both appropriate and warranted.


L
Casket
B
A
3
2
1
1. HGC: "Left Face"
• Positions 1, 2 and 3 left face
• Positions A and B go to attention
2. All positions salute (no command)
3. HGC: "Detail Post"
• Positions 1 and 3 move to the casket
• Positions A and B move to the line
4. HGC: "Detail Face"
• Positions 1 and 3 do an about face
• Positions A and B do a left face
• HGC does a right face
5. HGC: "Forward March"
• Positions A, 2 and B forward march
• Positions 1 and 3 move to guard positions
• Positions 1 and 3 go to parade rest
• Positions 1 and 3 now become Positions A and B for the next changing of the guard
HGC: "Forward March"
1
2
3
Honor Guard Commander (HGC):
2
ENTRANCE
Version: MSFCA Conference 2013

R
Casket
A
B
1
2
3
1. HGC: "Right Face"
• Positions 1, 2 and 3 right face
• Positions A and B go to attention
2. All positions salute (no command)
3. HGC: "Detail Post"
• Positions 1 and 3 move to the casket
• Positions A and B move to the line
4. HGC: "Detail Face"
• Positions 1 and 3 do an about face
• Positions A and B do a right face
• HGC does a left face
5. HGC: "Forward March"
• Positions A, 2 and B forward march
• Positions 1 and 3 move to guard positions
• Positions 1 and 3 go to parade rest
• Positions 1 and 3 now become Positions A and B for the next changing of the guard
HGC: "Forward March"
Honor Guard Commander (HGC):
ENTRANCE
Version: MSFCA Conference 2013

Minnesota Fire Service Funeral Planning Checklist

KEY:		
	1	*Within two (2) hours of death*
	2	*Day of Death*
	3	*At least three (3) days prior to funeral*
	4	*At least two (2) days prior to funeral*
	5	*Day before Funeral*
	6	*Day of Funeral*
	7	*Following all Services*

	Due	Task	Assigned To	Completed
	1	Secure scene (LODD)	IC	
	1	Secure all turnouts and SCBA of deceased (LODD)	Fire Chief	
	2	Notify MN State LAST	Fire Chief	
NOTIFICATIONS	1	Family/Next of Kin Notification	Fire Chief	
	2	Notify State Fire Marshal	Fire Chief	
	1	Notify Entire Department	Fire Chief	
	1	Notify City Leadership	Fire Chief	
	2	Notify Local CISM Organization (LODD)	Fire Chief	
	2	Notify MN Dept of Labor/OSHA	City HR	
	2	Notify State Chief's Association	Fire Chief	
	3	Regional and Statewide Funeral notice		
HUMAN RESOURCES	2	Notify Human Resources	Fire Chief	
	ASAP	Insurance Coverages	HR	
	ASAP	Worker's Compensation	HR	
	ASAP	Social Security Filings	HR	
	ASAP	Vacation, sick time settlement	HR	
	ASAP	Final Paycheck	HR	
	ASAP	Survivor Benefits: State and Federal	HR	
PRESS	2	Notify Public (social media, website)		
	2	Press Briefings Location and Set Up		
	2	Interviews Schedule and PIO		
	2	Establish Mourning Period (LODD)	Fire Chief	
	2	Appoint Family Liaisson	Fire Chief	
	2	Set initial meeting with Family		
	2	Request FAST Deployment (Footnote 2)	Fire Chief	
	2	Determine Attendance List for funeral services		
	2	Establish Family Escort/Support Unit		
	2	Develop and Implement FE/SU Staffing Schedule		
	2	Develop and Implement Station Standby/City Coverage Plan		

	3	Request State Honor Guard assistance	Fire Chief	
	3	Convene Funeral Planning Team	Fire Chief	
	3	Fill Organizational Structure Roles	Fire Chief	
	3	Drape Station Bunting (LODD)		
	3	Lower Flag(s) to half staff (Footnote 1)		
	3	Activate Department Honor Guard		
	3	Develop Planning Schedule		
	3	Inventory/Order mourning bands and bunting		
	3	Begin Order of Service Planning with Family		
	3	Schedule Funeral Home, Church and Cemetery Recon visits		
	3	Arrange for Crossed Ladders and Flag		
	3	Order Pipe/Drums and Bugler		
	3	Arrange Air Care Fly-By (LODD)		
	3	Meet with Law Enforcement to develop parking and traffic plan		
	3	Acquire Presentation Flag		
	3	Arrange for Bell Ceremony		
	3	Finalize Honor Guard Assignments		
	3	Secure lodging for out of town guests		
	3	Plan after-service meal/reception		
	3	Develop Supply List for Planned Activites		
	3	Determine/order food/beverage for assigned funeral personnel		
	3	Begin Vehicle Processional Planning		
	4	Finalize routes of travel		
	4	Finalize Vehcile Processional and Walking Escort		
	5	Convene Command Staff Meeting	Fire Chief	
	5	Convene Department Briefing	Fire Chief	
	5	Schedule walk-through of all activites		
	5	Wash/Prep all Apparatus to be used in Funeral		
	5	Assemble Honor Guard for Practice		
	6	Identify and Prep Caisson Engnine		
	6	Drape Engine with Bunting		
	6	Impose Traffic/Road Closures		
	6	Establish Staging Officer for Apparatus		
	7	Determine Final Disposition of Locker and Personal Items	Fire Chief	
	7	Assist Family with Benefit Applications		

OTHER DUTIES AND TASKS				

1. Incident Name	2. Prepared by: (name) Date: Time:	INCIDENT BRIEFING ICS 201x – MSFCA Ceremonies & Protocols

3. Map/Sketch (Print and attached maps as outlined below)

Overhead maps showing details of:

1. City or regional orientation showing funeral home, church, cemetery and fire station
   a. Processional routes of travel
   b. Road closures
2. Close up view of funeral home and church parking including apparatus placement
3. Additional maps as needed for clarification

4. Current Situation: (Weather conditions, road closures, security threats, safety message)

5. Initial/Current Planned Activities: (Include key events. Not intended to be an order of service)

DATE/TIME	ACTIVITY or EVENT

1. Incident Name	2. Prepared by: (name) Date: Time:	INCIDENT BRIEFING ICS 201x – MSFCA Ceremonies & Protocols

6. Current Organization (fill in names as assigned)

Ceremonial Coordinator (IC)	
Public Information Officer	
Operations Chief (OG)	
Color Guard Unit	
Casket Team Unit	
Casket Detail Unit	
Liaison Chief	
Family Liaison	
Funeral Home Liaison	
Church Liaison	
Cemetery Liaison	
Planning Chief (OG)	
Documentation Unit	
Resource Unit	
Casket Detail Unit	
Logistics Chief	
Supply Unit	
Ground Support Unit	

1. Incident Name	2. Prepared by: (name) Date: Time:	INCIDENT BRIEFING ICS 201x – MSFCA Ceremonies & Protocols

7. Resources Summary

Resource Type	Resource Identifier	Date Time Ordered	ETA	On-Scene (X)	NOTES: (Location/Assignment/Status)

8. Incident Communications; Contacts Log				
Assigned Position/Agency Liaison	Name (Last, First)	Primary Number	Alt. Contact Method	Notes
IC				
Ops Chief				
Logs Chief				
Plans Chief				
Liaison Chief				
Safety				
Funeral Home				
Church				
Cemetery				

9. Radio Channel Utilization				
Radio Type/Cache (UHF/VHF/800mhz)	Channel	Function	Frequency	Assignment
		Command		
		Apparatus Staging		
		Law Enforcement		Traffic Control

Minnesota Fire Service Funeral Notification

ANYTOWN FIRE DEPARTMENT

It is with great sadness that we announce the untimely and sudden passing of Anytown Firefighter Jeffrey Jones. Jeffrey worked for Business Name as a Manager of their Jackson site. He was not married at the time of his death and leaves behind both parents, a brother and two sisters, along with a step-father, step-brother and a step-sister, all with whom he enjoyed spending time. He joined the fire service in 2000. He was also a member of the Anytown Rural Ambulance Service.

Funeral and Visitation Information

MN TYPE II: Active Non-LODD

VISITATION:

Date	Sunday, March 24, 2013
Time	4:00 pm – 8:00 pm
Location	Smith Funeral Home, 906 10th Av N, Anytown, MN 56081
Uniform	Class A or B Requested
Mourning Bands	Anytown Fire Department Personnel Only

FUNERAL:

Date	Monday, March 25, 2013
Time	10:30 am, with Graveside Service immediately following
Location	St. James Catholic Church, 707 4th Street, Anytown, MN 56081
Uniform	Class A or B Requested
Mourning Bands	Anytown Fire Department Personnel Only

GRAVESIDE:

Date	Monday, March 25, 2013
Time	Immediately following faith service
Location	Lord Our Savior Cemetery, CR 27, Anytown, MN
Uniform	Class A or B Requested
Mourning Bands	Anytown Fire Department Personnel Only

All Minnesota Firefighters are invited to support Firefighter Jones' family and celebrate his life. There will be seating available for visiting firefighters at the church. There will be a Sea of Uniforms at the church followed by a processional to the cemetery where a flag presentation will take place. Arriving apparatus should meet at Anytown Fire Station, 315 1st Street S, Anytown, MN by 0900 Monday morning and will depart for the church together at 0930.

Minnesota Fire Service Foundation
Line of Duty Death Application
Due by June 1 to be eligible for inclusion in annual ceremony
held the last Sunday in September

General Information:
The Minnesota Fire Service Foundation is a non-profit 501c (3) organization comprised of constituent board members from the Minnesota Professional Firefighters Association, Minnesota State Fire Department Association, and the Minnesota State Fire Chiefs Association. The Foundation oversees the Fallen Firefighter Memorial located on the Capitol Grounds in Saint Paul, Minnesota; awards annual scholarships the children of current and deceased firefighters, and provides honor guard service to Line of Duty Death events as well as non-fire related active firefighter deaths.

Process:
By June 1st of the calendar year submit completed application along with all requested documents and any additional documents establishing eligibility as prescribe in the LODD Determination Policy available on our web page at www.mnfireservicefoundation.org

Applications can be submitted by the Chief of the Department, Mayor or Township Supervisor, or at least three members of the organization.

Name of fallen firefighter _____

Date of Birth _____ Date of Death _____

Fire Department or Organization _____

Rank _____ Occupation _____

Date of Injury _____ Cause of Death _____

Primary Relative Name and Contact Information

_____

_____

Secondary Relative Name and Contact Information

_____

Required Documents to be submitted:

____ National LODD determination letter

OR ALL OF THE FOLLOWING

____ Certified Copy of Death Certificate
____ Department or Organization Employment Record/Document
____ Incident Report
____ Chief of Department Attestation that death was related to acts as detailed in policy
(NOTE: Not required if application submitted by three members)

Optional Documents to submit
__ News articles
__ Accident investigation reports
__ Supplemental Fire Department Reports
__ High Resolution/Quality photograph

Name of Applicant _____

Relationship to fallen _____

Phone _____ Email _____

Address _____

AUTHENTICATED
U.S. GOVERNMENT
INFORMATION
GPO

S. 459

One Hundred Eighth Congress of the United States of America

AT THE FIRST SESSION

Begun and held at the City of Washington on Tuesday, the seventh day of January, two thousand and three

An Act

To ensure that a public safety officer who suffers a fatal heart attack or stroke while on duty shall be presumed to have died in the line of duty for purposes of public safety officer survivor benefits.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the "Hometown Heroes Survivors Benefits Act of 2003".

SEC. 2. FATAL HEART ATTACK OR STROKE ON DUTY PRESUMED TO BE DEATH IN LINE OF DUTY FOR PURPOSES OF PUBLIC SAFETY OFFICER SURVIVOR BENEFITS.

Section 1201 of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796) is amended by adding at the end the following:

"(k) For purposes of this section, if a public safety officer dies as the direct and proximate result of a heart attack or stroke, that officer shall be presumed to have died as the direct and proximate result of a personal injury sustained in the line of duty, if—

"(1) that officer, while on duty—

"(A) engaged in a situation, and such engagement involved nonroutine stressful or strenuous physical law enforcement, fire suppression, rescue, hazardous material response, emergency medical services, prison security, disaster relief, or other emergency response activity; or

"(B) participated in a training exercise, and such participation involved nonroutine stressful or strenuous physical activity;

"(2) that officer died as a result of a heart attack or stroke suffered—

"(A) while engaging or participating as described under paragraph (1);

"(B) while still on that duty after so engaging or participating; or

"(C) not later than 24 hours after so engaging or participating; and

"(3) such presumption is not overcome by competent medical evidence to the contrary.

"(1) For purposes of subsection (k), 'nonroutine stressful or strenuous physical' excludes actions of a clerical, administrative, or nonmananual nature.".

Speaker of the House of Representatives

Vice President of the United States and
President of the Senate.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Public Safety Officer's Death Benefit Application Packet

Minnesota Department of Public Safety
Commissioner's Office
445 Minnesota Street
Suite 1000, Bremer Tower
St. Paul, MN 55101-5000
651-201-7160

2006

Public Safety Officer's Benefit Fund Responsibilities Death Claim

State Statutes:

299A.41 Public Safety Officer's Survivors Benefits Definitions
299A.42 Public Safety Officer's Benefit Account
299A.43 Eligibility Determination: Contested Case
299A.44 Death Benefit
299A.45 Education Benefit
299A.46 Rules
299A.47 Claims Limitation

Responsibility:

Minnesota Department of Public Safety
Commissioner's Office
445 Minnesota Street
Suite 1000, NCL Tower
St. Paul, MN 55101-5000

Phone: 651-201-7160

FAX: 651-297-5728

State Statutes:

299A.45 Educational Benefit

Responsibility:

Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Phone: 651-642-0567 Ext. 3417

Contested Cases:

Minnesota Attorney General's Office
Public Safety and Gambling Enforcement Division
445 Minnesota Street, Suite 1800
St. Paul, MN 55101

Phone: 651 296-6196

Public Safety Officer's Death Benefits

299A.41 Definitions.

Subdivision 1. **Scope.** The definitions used in this section apply to sections 299A.41 to 299A.46.

Subd. 2. **Dependent child.** A "dependent child" means a person who is unmarried and who was either living with or was receiving support contributions from the public safety officer at the time of death, including a child by birth, a stepchild, an adopted child, or a posthumous child, and who is:

(1) under 18 years of age;

(2) over 18 years of age and incapable of self-support because of physical or mental disability; or

(3) over 18 years of age and a student as defined by United States Code, title 5, section 8101.

Subd. 3. **Killed in the line of duty.** "Killed in the line of duty" does not include deaths from natural causes. In the case of a peace officer, "killed in the line of duty" includes the death of an officer caused by accidental means while the peace officer is acting in the course and scope of duties as a peace officer.

Subd. 4. **Public safety officer.** "Public safety officer" includes:

(1) a peace officer defined in section 626.84, subdivision 1, paragraph (c) or (f);

(2) a correction officer employed at a correctional facility and charged with maintaining the safety, security, discipline, and custody of inmates at the facility;

(3) an individual employed on a full-time basis by the state or by a fire department of a governmental subdivision of the state, who is engaged in any of the following duties:

(i) firefighting;

(ii) emergency motor vehicle operation;

(iii) investigation into the cause and origin of fires;

(iv) the provision of emergency medical services; or

(v) hazardous material responder;

(4) a legally enrolled member of a volunteer fire department or member of an independent nonprofit firefighting corporation who is engaged in the hazards of firefighting;

(5) a good samaritan while complying with the request or direction of a public safety officer to assist the officer;

(6) a reserve police officer or a reserve deputy sheriff while acting under the supervision and authority of a political subdivision;

(7) a driver or attendant with a licensed basic or advanced life support transportation service who is engaged in providing emergency care;

(8) a first responder who is certified by the emergency medical services regulatory board to perform basic emergency skills before the arrival of a licensed ambulance service and who is a member of an organized service recognized by a local political subdivision to respond to medical emergencies to provide initial medical care before the arrival of an ambulance; and

(9) a person, other than a state trooper, employed by the commissioner of public safety and assigned to the state patrol, whose primary employment is the enforcement of commercial motor vehicle laws and regulations.

Subd. 5. **Spouse.** "Spouse" means a person legally married to the decedent at the time of the decedent's death.

299A.42 Public safety officer's benefit account.

The public safety officer's benefit account is created in the state treasury. Money in the account consists of money transferred and appropriated to that account.

299A.43 Eligibility determination; contested case.

A challenge to a determination of eligibility by the commissioner of public safety must be heard as a contested case, except that the decision of the administrative law judge is binding on the parties to the proceeding. The order of the administrative law judge is the final decision of the commissioner. The hearing must be conducted according to sections 14.56 to 14.62 and is subject to appeal according to sections 14.63 to 14.68.

299A.44 Death benefit.

Subdivision 1. **Payment required.** (a) On certification to the governor by the commissioner of public safety that a public safety officer employed within this state has been killed in the line of duty, leaving a spouse or one or more eligible dependents, the commissioner of finance shall pay $100,000 from the public safety officer's benefit account, as follows:

(1) if there is no dependent child, to the spouse;

(2) if there is no spouse, to the dependent child or children in equal shares;

(3) if there are both a spouse and one or more dependent children, one-half to the spouse and one-half to the child or children, in equal shares;

(4) if there is no surviving spouse or dependent child or children, to the parent or parents dependent for support on the decedent, in equal shares; or

(5) if there is no surviving spouse, dependent child, or dependent parent, then to the estate of the decedent.

(b) If there are both a spouse and one or more dependent children under age 18, the spouse, at the spouse's discretion, may spend a maximum of one-third of a child's share on medical or dental treatment for the child or the child's education. Expenditures under this paragraph on behalf of a child do not diminish the shares of any other children. In addition, a spouse, at the

spouse's discretion, may expend money from a child's share to pay state and federal taxes on any interest accrued on the share.

Subd. 2. **Adjustment of benefit.** On October 1 of each year beginning after July 1, 1995, the commissioner of public safety shall adjust the level of the benefit payable immediately before October 1 under subdivision 1, to reflect the annual percentage change in the Consumer Price Index for all urban consumers, published by the federal Bureau of Labor Statistics, occurring in the one-year period ending on June 1 immediately preceding such October 1.

299A.45 Education benefit.

Subdivision 1. **Eligibility.** Following certification under section 299A.44 and compliance with this section and rules of the commissioner of public safety and the higher education services office, dependent children less than 23 years of age and the surviving spouse of a public safety officer killed in the line of duty on or after January 1, 1973, are eligible to receive educational benefits under this section. To qualify for an award, they must be enrolled in undergraduate degree or certificate programs after June 30, 1990, at an eligible Minnesota institution as provided in section 136A.101, subdivision 4. Persons who have received a baccalaureate degree or have been enrolled full time or the equivalent of ten semesters or the equivalent, whichever occurs first, are no longer eligible.

Subd. 2. **Award amount.** (a) The amount of the award is:

(1) for public institutions, the actual tuition and fees charged by the institution; or

(2) for private institutions the lesser of (i) the actual tuition and fees charged by the institution or (ii) the highest tuition and fees charged by a public institution in Minnesota.

(b) An award under this subdivision must not affect a recipient's eligibility for a state grant under section 136A.121.

Subd. 3. **Payment.** On proof of eligibility for this program, an eligible institution, on behalf of the student, shall request payment of the award from the higher education services office. An institution must not request payment unless the student is enrolled in or has completed the term for which the payment is intended.

Subd. 4. **Renewal.** Each award must be given for one academic year and is renewable for a maximum of eight semesters or the equivalent. An award must not be given to a dependent child who is 23 years of age or older on the first day of the academic year.

299A.46 Rules.

The commissioner of public safety may adopt rules under chapter 14 to implement, coordinate, and administer sections 299A.41 to 299A.44. The higher education services office may adopt rules to implement, coordinate, and administer section 299A.45.

299A.47 Claims limitation.

Claims for benefits from the public safety officer's death benefit account made by or on behalf of a survivor of a public safety officer must be filed within two years after the date of death of the officer.

General Instructions

If you complete a claim form, be sure to have the form notarized, and please send Medical Records, certified copies of reports, certificates and affidavits along with the form. Please note that the following required documents are applicable for both Officer's and Firefighter's Killed in the Line of Duty and/or Disabled in the Line of Duty.

1. Medical reports/medical autopsy reports
2. Death Certificate
3. Birth and marriage certificates
4. Adoption decrees
5. A statement/certificate from the employer which verifies the decedent's/disabled's employment
6. An affidavit that provides proof that the dependent spouse and decedent were legally married at the time of the officer's or firefighter's death.
7. An affidavit that shows proof that the decedent had custody or guardianship of all listed dependent children
8. An affidavit showing proof of dependency of claimed dependent children over 18 years of age
9. Workers Compensation First Report of Injury
10. PERA Letter confirming disability or death
11. Fire or Police Department Incident Report

If you have questions or problems relative to criteria, completion of the forms, etc., telephone 651-201-7160. Please return all the required information and forms to the following address:

Minnesota Department of Public Safety
Commissioner's Office
445 Minnesota Street
Suite 1000, Bremer Tower
St. Paul, MN 55101-5000

ELIGIBILITY CHECKLIST

PUBLIC SAFETY OFFICER'S BENEFIT FUND

In order to be eligible for death benefit funds:

A. A claim for the benefit must be made within two (2) years of the date of death of the public safety officer.

Date of Death _____

Date of Application _____

B. The decedent must be a public safety officer as described in one of the following eight categories (please check the appropriate category):

1. A peace officer defined in Section 626.84, subd. 1, paragraph (c) or (f) [an employee or elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Peace Officer Standards and Training Board, charged with the prevention or detection of crime and the enforcement of the general criminal laws of the state and who has the full power of arrest, and shall also include the Minnesota State Patrol and state conservation officers as defined in Section 84.028, Subdivision 3.] _____

2. A correction officer employed at a correctional facility and charged with maintaining the safety, security, discipline, and custody of inmates at the facility. _____

3. An individual employed on a full-time basis by the state or by a fire department of a governmental subdivision of the state, who is engaged in any of the following duties:

   a. Firefighting _____
   b. Emergency Motor Vehicle Operation _____
   c. Investigation into the Cause and Origin of Fires _____
   d. The Provision of Emergency Medical Services _____
   e. Hazardous Material Responder _____

4. A legally enrolled member of a volunteer fire department or member of an independent nonprofit firefighting corporation who is engaged in the hazards of firefighting. _____

5. A good samaritan while complying with the request of direction of a public safety officer to assist the officer. _____

6. A reserve police officer or a reserve deputy sheriff while acting under the supervision and authority of a political subdivision. _____

7. A driver or attendant with a licensed basic or advanced life support transportation service who is engaged in providing emergency care. _____

8. A first responder who is certified by the Commissioner of Health to perform basic emergency skills before the arrival of a licensed ambulance service and who is a member of an organized service recognized by a local political subdivision to respond to medical emergencies to provide initial medical care before the arrival of an ambulance. _____

9. A person; other than a State Trooper, employed by the Commissioner of Public Safety and assigned to the State Patrol, whose primary employment is the enforcement of Commercial Motor Vehicle Laws and Regulations. _____

C. The claim must be submitted on behalf of one or more persons included in one or more of the following categories (Please check all appropriate categories):

1. Dependent Child(ren)

A dependent child means an unmarried person either living with or receiving support contributions from the public safety officer at the time of death, including a child by birth, a stepchild, an adopted child, or a posthumous child, and who is:

a. under 18 years of age; _____

b. over 18 years of age and incapable of self support because of physical or mental disability; _____

c. over 18 years of age and a student defined by United States Code, Title 5, Section 810: _____

An individual under 23 years of age who has not completed 4 years of education beyond the high school level and who is regularly pursuing a full-time course of study or training at an approved institution: _____

2. Spouse _____

A spouse means a person legally married to the decedent at the time of the decedent's death.

3. Dependent Parent(s) _____

Dependent parent means a parent of the decedent who was at the time of the death dependent on the decedent for support.

4. Estate of the Public Safety Officer _____

EMPLOYMENT VERIFICATION

A representative of the below listed individual has made application for benefits under the Public Safety Officer's Benefit Program. As part of our review of the claim, we must have information about and verification of the decedent's employment or membership under your supervision. Please provide all the information requested; sign and notarize the form; and return it as soon as possible to:

Department of Public Safety
Public Safety Officer's Death Benefit Program
445 Minnesota Street
Suite 1000, Bremer Tower
St. Paul, MN 55101-5000

Name of Decedent _____

Address _____

_____

Social Security Number _____

Name of Employer _____

Address _____

_____

Phone _____

Supervisor's Name _____

Title _____

Address _____

_____

Phone _____

Description of Job Duties _____

_____

_____ _____

Employer/Supervisor Signature Date

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

CLAIM FORM

Public Safety Officer's Benefit Fund

DECEASED OFFICER (DECEDENT) INFORMATION

Name of Officer

Social Security Number

Address

Job Title

City State Zip Code

Date and Time of Death

DESCRIPTION OF CAUSE OF DEATH AND HOW IT OCCURRED

DECEDENT'S EMPLOYMENT INFORMATION

Name of Employer

Decedent's Title

Supervisor's Name

Supervisor's Title

Supervisor's Address

Supervisor's Phone Number

Labor Organization (Name, Contact Person, Address, Phone)

LIST ALL DEPENDENTS OF THE DECEDENT

Name

Relationship to Decedent & Date of Birth

Address Phone Number

Social Security Number

Name

Relationship to Decedent & Date of Birth

Address Phone Number

Social Security Number

Name

Relationship to Decedent & Date of Birth

Address Phone Number

Social Security Number

Name

Relationship to Decedent & Date of Birth

Address Phone Number

Social Security Number

_____ _____

Name (printed) and Signature of Individual Requesting Benefits Date

This box will apply if your claim for benefits is denied. If you consent, the commissioner of public safety will give notice of a denial to the deceased officer's employer and Labor organization. If you do not consent or if you leave this box blank, the commissioner will not give notice of denial to the deceased officer's employer and Labor organization.

I consent/do not consent (circle one) to giving of notice of denial to the deceased officer's employer and Labor organization.

_____

Signature of Claimant

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____ Commission Expires _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I give permission to any hospital, doctor, law enforcement agency, employer, welfare or social agency, or any federal, state or local government agency to release all records and information that will help the Minnesota Department of Public Safety to process my claim for benefits under the Public Safety Officer's Benefit Fund and to allow copies of such records to be made and to answer any questions made by or on behalf of the Department of Public Safety. I also agree to execute any additional authorizations requested by the Department of Public Safety should the need arise.

I understand that after receiving this form the Department of Public Safety will perform whatever investigation that is necessary to process my application for benefits, and I consent to such investigation. This authorization is valid for one year from the date given below.

I agree to notify the Department if I retain an attorney to represent me with regard to this claim for benefits.

I certify that I have read and understand the statements above and that the information I give will be true and correct to the best of my knowledge and belief.

Signature of Applicant _____

Date _____

11/06

PUBLIC SAFETY OFFICERS' BENEFITS
DEATH BENEFITS PROGRAM

Checklist

FILING A PSOB DEATH CLAIM

U.S. Department of Justice

The Public Safety Officers' Benefits (PSOB) Office extends its condolences to you on the loss of your colleague. This checklist is designed to streamline the PSOB filing and review process for the fallen officer's survivors and you. Do not hesitate to contact the PSOB Office toll free at 1–888–744–6513 for assistance with any part of the PSOB claim.

— STEP 1 —

Collect the following information regarding the officer's line-of-duty death from your agency records.

- ☐ *PSOB Report of Public Safety Officer's Death* form, completed and signed by the head of the public safety agency. The form is available at www.ojp.usdoj.gov/BJA/grant/psob/death_claim.pdf.
- ☐ Detailed Statement of Circumstances from the initiation of the incident to the officer's death, on agency letterhead and signed by department head or designee.
- ☐ Investigation, Incident, and/or Accident Reports.
- ☐ Death Certificate.
- ☐ Autopsy Report, or a statement signed by the head of the public safety agency or the medical examiner noting that no autopsy was performed.
- ☐ Toxicology Report, or a statement signed by the head of the public safety agency or the medical examiner noting that no analysis was performed.
- ☐ When the cause of death is a heart attack or stroke: Refer to the Hometown Heroes Checklist available at www.psob.gov.
  - ☐ A statement, on agency letterhead and signed by the agency head or designee, accounting for the 24-hour period prior to the onset of the officer's heart attack or stroke, noting the hours within this period that the officer was on duty, and all on-duty actions during that time.
  - ☐ All investigation, incident, and/or accident reports for the officer's on-duty activities in the 24 hours prior to his or her heart attack or stroke.
  - ☐ Medical documents about any response to the heart attack or stroke (like an ambulance run sheet) and any treatment of the officer prior to his or her death.
- ☐ **VOLUNTEER FIREFIGHTERS (VFD) ONLY:** Supporting documentation of department's volunteer status, *if applicable.*
  - ☐ If VFD is a nonprofit/chartered corporation:
    1. A statement on letterhead, signed by an elected official such as a mayor, county commissioner, etc., . . . and notarized, which states:

       "The [insert name of VFD] is legally organized and is authorized by the [insert name of government agency] to act on its behalf by providing fire services, as its primary function, to the community of [insert name of jurisdiction]."

    2. A certified copy of the charter or minutes of the government agency's meeting establishing the VFD as that government agency's VFD.
  - ☐ If VFD is a unit of government that utilizes volunteers:
    1. A statement on letterhead, signed by an elected official and notarized, which states:

       "The [insert name of VFD] is a unit of [insert level of government] government using volunteer firefighters."

— STEP 2 —

Collect the following information regarding the officer's surviving family and potential beneficiaries.

For officers with surviving children, use the "Children At-A-Glance" chart on the back of this checklist for the documents to include with the claim packet.

- ☐ *PSOB Claim for Death Benefits* form, completed and signed by the survivor or claimant.
- ☐ Officer's current marriage certificate, *if applicable.*
- ☐ Divorce decrees for all the officer's and current spouse's previous marriages, including references to physical custody of any children, *if applicable.*
- ☐ Death certificates for all the officer's and current spouse's previous marriages, if any of the marriages ended in death, *if applicable.*

— STEP 3 —

Submit the above information to the PSOB Office, keeping a complete copy for your records.

- ☐ **Mailing Address:**
  Public Safety Officers' Benefits Office
  Bureau of Justice Assistance
  Office of Justice Programs
  810 Seventh Street NW.
  Fourth Floor
  Washington, DC 20531
- ☐ **E-mail:** AskPSOB@usdoj.gov
- ☐ **Fax:** 202–616–0314

SHOULD TRAGEDY STRIKE

- ☐ Contact the PSOB Office at 1–888–744–6513. The PSOB Call Center is open Monday through Friday from 7:00 a.m. to 7:00 p.m.
- ☐ Download death claim forms at www.psob.gov.
- ☐ When in doubt regarding the eligibility of a claim, always contact the PSOB Office to discuss.

Because every PSOB case is unique, additional information may be requested by the PSOB Office to help clarify or establish the eligibility of claims and beneficiaries according to the PSOB Act and its regulations.

APPROVED: OMB NO. 1121-0025
EXPIRES: 04/30/2007

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE
PUBLIC SAFETY OFFICERS BENEFITS PROGRAM
WASHINGTON, D.C. 20531

REPORT OF PUBLIC SAFETY OFFICER'S DEATH

FOR DOJ USE ONLY

CASE NUMBER _____

DATE RECEIVED _____

This information is being requested pursuant to the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3796), and the disclosure is voluntary. This form will be used by the Department of Justice to determine eligibility of a claimant for the payment of benefit and the information may be disclosed to Federal, State and local agencies to verify eligibility for benefits. Disclosure of an individual's Social Security number is mandatory. Failure to supply requested information may result in a delay in processing this form and receipt of benefits. **PLEASE PRINT CLEARLY OR TYPE.**

1. NAME OF OFFICER (Last, First, Middle)	2. OFFICER'S TITLE	
3. SOCIAL SECURITY NUMBER	4. DATE OF INJURY	5. DATE OF DEATH

6. NAME AND PHYSICAL ADDRESS OF EMPLOYING AGENCY, ORGANIZATION OR UNIT IN WHOSE SERVICE DEATH OCCURRED (Include zip code)

PART I: NOTICE OF LINE OF DUTY DEATH OF PUBLIC SAFETY OFFICER

7. AT THE TIME OF INJURY THAT RESULTED IN DEATH WAS THE OFFICER WORKING A REGULAR SHIFT OR AN ASSIGNED OVERTIME SHIFT? YES ☐ NO ☐

IF NO, ATTACH AN AFFIDAVIT EXPLAINING THE OFFICER'S DUTY STATUS.

AS A

- LAW ENFORCEMENT ☐
- CORRECTIONS OFFICER ☐
- PROBATION OFFICER ☐
- PAROLE OFFICER ☐
- FIRE FIGHTER ☐
- JUDICIAL OFFICER ☐
- AMBULANCE AND RESCUE SQUAD MEMBER ☐
- OTHER (Specify) ☐

IN THE SERVICE OF

- STATE GOVERNMENT ☐
- LOCAL UNIT OF GOVERNMENT ☐
- FEDERAL GOVERNMENT ☐
- LEGALLY ORGANIZED VOLUNTEER FIRE, AMBULANCE OR RESCUE SQUAD, DEPARTMENT ORGANIZED, CHARTED OR FORMED BY A PUBLIC AGENCY TO ACT ON ITS BEHALF IN PROVIDING FIRE OR RESCUE SERVICES TO THE PUBLIC ☐
- OTHER (Specify) ☐

8. OFFICER'S EMPLOYMENT STATUS WHEN INJURY OCCURRED.

- FULL-TIME ☐
- PART-TIME ☐
- VOLUNTEER ☐
- OTHER ☐

9. WAS INJURY CONTRIBUTED BY:

	YES	NO	UNKNOWN
OFFICER'S GROSS NEGLIGENCE?	☐	☐	☐
OFFICER'S INTENTIONAL MISCONDUCT?	☐	☐	☐
OFFICER'S INTENT TO BRING ABOUT HIS OWN DEATH?	☐	☐	☐
OFFICER'S VOLUNTARY INTOXICATION?	☐	☐	☐
ANY PERSON WHO MAY BE ENTITLED TO BENEFIT?	☐	☐	☐

(Attach explanations for any "yes" answer.)

PART II: INFORMATION CONCERNING POSSIBLE CLAIMANTS: Provision of this information does not constitute a finding for or against an interim Payment of Benefits or Final Award of Benefits. If the officer was not married at the time of his death, but was cohabiting with another person in what could be construed as a common-law marriage, please indicate that relationship below.

10. NAMES, RELATIONSHIP, AND ADDRESS OF PERSONS IN PRECEDENCE ORDER AND APPLICABILITY CATEGORY AS FOLLOWS:

SURVIVING SPOUSE OR COHABITANT	
NAME (Last, First, Middle)	SOCIAL SECURITY NO.
MAILING ADDRESS (Include zip code)	

PART II CONTINUED

CHILDREN NATURAL, ADOPTED, STEPCHILDREN, POSTHUMOUS, OUT OF WEDLOCK, REGARDLESS OF AGE OR DEPENDENCY STATUS			
10a. NAME (Last, First, Middle)	DATE OF BIRTH	SOCIAL SECURITY NO.	Marital status regardless of age
			Married ☐ Single ☐
Address (if different from item 11, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER	
10a. NAME (Last, First, Middle)	DATE OF BIRTH	SOCIAL SECURITY NO.	Marital status regardless of age
			Married ☐ Single ☐
Address (if different from item 11, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER	

Please attach a separate sheet of paper if there are additional children.

10.b IF THE DECEDENT IS SURVIVED BY NEITHER SPOUSE NOR ELIGIBLE CHILDREN, PROVIDE A COPY OF THE OFFICER'S MOST RECENT DEPARTMENTAL LIFE INSURANCE POLICIES, INCLUDING BENEFICIARY DESIGNATION PAGE.
PLEASE NOTE: The decedent's family will be asked to provide the most recent private insurance policies.

BENEFICIARIES:	
NAME (Last, First, Middle)	SOCIAL SECURITY NO.
MAILING ADDRESS (Include zip code)	
NAME (Last, First, Middle)	SOCIAL SECURITY NO.
MAILING ADDRESS (Include zip code)	

PART III: INFORMATION CONCERNING OTHER CLAIMS

11. TO YOUR KNOWLEDGE HAS OR WILL A CLAIM BE FILED FOR BENEFITS UNDER:
A) Federal Employees Compensation Act, Section 8191 title 5, U.S. Code? YES ☐ NO ☐
B) D.C. Retirement and Disability Act of September 1, 1916, Section 4-622? YES ☐ NO ☐

PART IV: CERTIFICATION A false answer to any question in this Statement may be grounds for non-payment of benefits and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All the information you give will be considered in reviewing the claim and is subject to investigation.

12. EMPLOYING ORGANIZATION - To the best of my knowledge and belief, the above stated information is true and complete.

ORGANIZATION	TYPED NAME & TITLE OF EMPLOYING AGENCY HEAD	SIGNATURE OF EMPLOYING AGENCY HEAD	
ADDRESS (Include zip code)	PHONE NO.	E-MAIL ADDRESS	DATE

13. IS THERE A RETIREMENT/DISABILITY BOARD, WORKERS COMPENSATION BOARD, COURT, OR OTHER ENTITY THAT WILL CONSIDER OR HAS BEEN CONSIDERED THE FACTS OF THIS CASE IN ORDER TO DETERMINE ELIGIBILITY FOR OTHER BENEFITS? YES ☐ NO ☐

14. WAS A FAVORABLE DECISION RENDERED? YES ☐ NO ☐

If "yes," on a separate sheet of paper please give address and telephone number for each entity.

Public Reporting Burden

Paper Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and that impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is 2½ hours per application. If you have comments regarding the accuracy of this claim, or suggestions for making this claim form simpler, you can write to the Public Safety Officers' Benefits Program, Bureau of Justice Assistance, 810 7th Street, NW, Washington, D.C. 20531 and to the Office of Information and Regulatory Affairs, Office or Management and Budget, Washington, D.C. 20530.

Approved OMB No. 1121-0024 (Expires: 04/30/2007)

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
BUREAU OF JUSTICE ASSISTANCE
PUBLIC SAFETY OFFICERS BENEFITS PROGRAM
WASHINGTON, D.C. 20531

CLAIM FOR DEATH BENEFITS

FOR DOJ USE ONLY

CASE NUMBER _____

DATE RECEIVED _____

This form should be filed by a surviving spouse, child/children, insurance beneficiary and/or parent(s) of the deceased public safety officer. This claim may be prepared by someone on behalf of these individuals. If you are filing on behalf of others, you must attach evidence of your authority to do so. **PLEASE PRINT PLAINLY OR TYPE**

1. NAME OF OFFICER (Last, First, Middle)		2. OFFICER'S TITLE
3. SOCIAL SECURITY NUMBER	4. DATE OF INJURY	5. DATE OF DEATH

6. NAME AND PHYSICAL ADDRESS OF EMPLOYING AGENCY, ORGANIZATION OR UNIT IN WHOSE SERVICE DEATH OCCURRED (Include *zip code*)

INSTRUCTIONS: To ensure payment to all eligible individuals, attach valid documentation (such as notarized, certified, or attested to documentation) regarding marriage, divorce, separation decrees, death certificates, birth certificates, adoption papers, custody agreements, or other evidence of parent-child relationship, as appropriate for any claimant in Parts I and II

PART I INFORMATION ON SURVIVING BENEFICIARY

If at the time of an officer's death the officer was survived by a husband, wife, or parent(s), Part I should be completed. If there are children of the officer, regardless of age or dependency, Part II must be completed. (Attach certified copies of marriage license, all divorce decrees (including custody agreements), or separation agreements as applicable to martial relationship with the officer and certified copies of children's birth certificates.) If the decedent is survived by neither spouse nor eligible child, provide a copy of the officer's most recent life insurance policies. **PLEASE NOTE:** The decedent's employing agency will be asked to provide departmental insurance policies.

7. ELIGIBLE BENEFICIARY Spouse ☐ Mother ☐ Father ☐ Other beneficiary ☐

NAME (Last, First, Middle)	SOCIAL SECURITY NO.
MAILING ADDRESS (Include *zip code*)	
NAME (Last, First, Middle)	SOCIAL SECURITY NO.
MAILING ADDRESS (Include *zip code*)	

8. MARITAL STATUS OF OFFICER AT TIME OF DEATH.

MARRIED ☐ SINGLE ☐
SEPARATED ☐ OTHER ☐
DIVORCED ☐ (Please identify)

Attach necessary documentation such as marriage certificates, all divorce decrees and custody agreements, or separation agreements.

9. DO YOU HAVE REASON TO BELIEVE THAT THE OFFICER WAS MARRIED AT ANY TIME TO ANYONE ELSE?

YES ☐ NO ☐ UNKNOWN ☐

If yes, please list number of marriages and submit documents to show dissolution of prior marriages, such as death certificates or divorce decrees. _____

9a. List number of times surviving spouse was previously married. _____

10. DO YOU HAVE REASON TO BELIEVE THAT THE OFFICER HAD A CHILD(REN) FROM A PREVIOUS MARRIAGE OR RELATIONSHIP?

YES ☐ NO ☐

If yes, include in Part II or explain on a separate sheet of paper and attach to this form.

PART II SURVIVING CHILDREN INFORMATION

If the officer was survived by a natural, out-of-wedlock, adopted or posthumous child, or stepchild (or children) at the time of death, complete this part. All surviving children should be listed regardless of age or dependency status at the time of the officer's death. Attach a certified copy of birth certificates, adoption papers, DNA results, or other evidence of parent-child relation, as appropriate.

11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time ☐ Part-Time ☐ N/A ☐	Married ☐ Single ☐

Address (if different from item 7, above) and Telephone Number	PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER

PART II CONTINUED

11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time ☐ Part-Time ☐ N/A ☐	Married ☐ Single ☐
Address (if different from item 7, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		
11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time ☐ Part-Time ☐ N/A ☐	Married ☐ Single ☐
Address (if different from item 7, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		
11. NAME (Last, First, Middle Initial)	Date of Birth	Social Security No.	If over 18, educational status at the time of parent's death	Marital Status regardless of age
			Full-Time ☐ Part-Time ☐ N/A ☐	Married ☐ Single ☐
Address (if different from item 7, above) and Telephone Number		PARENT OR LEGAL GUARDIAN NAME & SOCIAL SECURITY NUMBER		

Please attach a separate sheet of paper if there are additional children.

PART III

STATEMENTS AND CLAIM: All claimants are required to complete this Part. The purpose of this claim is to establish survivorship eligibility and assert the rights to benefits under the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42. U.S.C. 3796). The filing of this claim does not constitute a determination by the Department of Justice that benefits will or will not be awarded to the claimant(s).

This claim may be prepared by a person acting on behalf of the claimant(s) such as a parent, legally appointed guardian, other legal representatives, or duly designated representatives of the claimant(s). Evidence of authority to represent claimant(s) should be attached.

A. STATEMENT ON OTHER CLAIMS FILED WITH THE UNITED STATES GOVERNMENT AND/OR THE DISTRICT OF COLUMBIA:

Has claim been filed for benefits under

(1) Federal Employees Compensation Act, Section 8191 title 5, U.S. Code? YES ☐ NO ☐

(2) D.C. Retirement and Disability Act of September 1, 1916, Section 4-622? YES ☐ NO ☐

B. STATEMENT OF FINANCIAL NEED: If an immediate financial hardship has been incurred as a result of this death, an interim payment of $3000 may be made. If you are experiencing an immediate financial hardship, please attach a statement of financial circumstances and need. This statement must include all financial responsibility, all benefits that you are eligible for, and the benefits that you have received to date. If all documents required to complete this claim are received an interim payment may not be necessary.

This form will be used by the Department of Justice to determine eligibility of a claimant for paying death benefits. The information may be disclosed to Federal, State, and local agencies to verify eligibility for benefits. We must have Social Security Numbers to process payments.

I certify that the above information is correct and complete to the best of my knowledge. I certify further that I am not aware of any potential claimant for this PSOB death benefit other than those listed above. I know of no facts or circumstances that would render the above-listed persons ineligible for this benefit. I understand that a false or incomplete statement or a failure to fully disclose pertinent information concerning this claim may be grounds for non-payment of benefits or for prosecution for a false statement under 18 U.S.C. § 1001.

All the information you give will be considered in reviewing the claim and is subject to investigation.

SIGNATURE OF CLAIMANT OR AUTHORIZED REPRESENTATIVE (If representative, provide claimant's affidavit granting power of attorney)	DATE
	E-MAIL (If available)

Home number. (Including Area Code)	Work number (Including Area Code)	Alternate number (Including Area Code)

Public Reporting Burden

Paper Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and that impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is 90 minutes per application. If you have comments regarding the accuracy of this claim, or suggestions for making this claim form simpler, you can write to the Public Safety Officers' Benefits Program, Bureau of Justice Assistance, 810 7th Street, NW, Washington, D.C. 20531 and to the Office of Information and Regulatory Affairs, Office or Management and Budget, Washington, D.C. 20530.

PUBLIC SAFETY OFFICERS' BENEFITS

"CHILDREN" AT-A-GLANCE

	Birth Certificate	Signature on PSOB Claim form	Statement from child that he/she was capable of self-support when the officer passed away	Statement from school confirming child's status as a full-time student for the term when the officer passed away	Statement from child's parent that, when the officer passed away: • the child's principal residence was the home of the officer, OR • the child did not live at the officer's home but was dependent on the officer's income for more than one-half of the child's support, OR • the officer accepted the child as his/her own (include affidavits from two non-family members stating that).
Natural child, age 18 or under when the officer passed away?	✓	Parent or Guardian of Child			
Stepchild, age 18 or under when the officer passed away?	✓	Parent or Guardian of Child			✓
Natural child, age 19–22, and a full-time student when the officer passed away?	✓	Child		✓	
Natural child, age 19–22, and not a full-time student when the officer passed away?	✓	Not Required	✓		
Stepchild, age 19–22, and a full-time student when the officer passed away?	✓	Child		✓	✓
Stepchild, age 19–22, and not a full-time student when the officer passed away?	✓	Not Required	✓		
Natural or stepchild over the age of 22 when the officer passed away?	✓	Not Required			

While the PSOB Office hopes that no agency ever requires our services, we stand ready to assist you throughout the claim process. Thank you for your own public safety efforts that serve to keep America safe.

BJA
Bureau of Justice Assistance
U.S. Department of Justice

PUBLIC SAFETY OFFICERS' BENEFITS OFFICE
U.S. Department of Justice • Office of Justice Programs • Bureau of Justice Assistance
810 Seventh Street NW., Fourth Floor, Washington, DC 20531
Web site: www.psob.gov • Toll free: 1–888–744–6513 • E-mail: AskPSOB@usdoj.gov

Firefighter Code of Ethics

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the Fire Service Reputation Management White Paper, the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following…

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

PE-017 Harassment-Offensive Behavior - 2014.pdf

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Standard Operating Policy
City of Oakdale

Policy Number: PE-017
Pages: 3
Subject: Harassment / Offensive Behavior
Approved: 1998 **Amended:** 2014

1.0 Introduction

1.1 Policy. It is the policy of the City of Oakdale to maintain a working environment free from harassment and discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age.

1.2 Scope of Policy. This policy applies to all full-time, part-time, and temporary employees of the City, members of the Council and all members of commission, committee, and board members appointed by the Council, and all individuals maintaining a business relationship with the City. This policy and the procedures for reporting complaints apply to all types of perceived harassment or discrimination and should be utilized for any complaints of that nature. This policy applies to conduct which is directed at individuals or which occurs around them even though such conduct may not be directed specifically to them. This policy also governs conduct through voice mail, e-mail and other telephonic or electronic communication paths.

1.3 Violations in General. The City will act to investigate all complaints of harassment or discrimination based on a person's race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age and to discipline or take appropriate action for violations of this policy.

2.0 Definitions

2.1 *City:* Refers to the City of Oakdale as the employer.

2.2 *Employee:* Refers to any person being compensated for work performed in any full-time, part-time, or temporary capacity by the City of Oakdale. The term employee shall not include members of the City Council or other commissions appointed by the City Council.

2.3 *Sexual Harassment:* Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when the conduct:

2.3.1 Is made a term or condition, either explicitly or implicitly, of an individual's employment; or

2.3.2 Is used as a factor in decisions adversely affecting that individual's employment; or

2.3.3 Has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile or offensive work environment.

3.0 Prohibited Conduct

3.1 Sexual harassment is prohibited under this policy. Such conduct may include, but is not limited to, unwelcome sexual comments, compliments, flirtations, advances, or jokes; sexual suggestions or remarks about a person's clothing, body or sexual activity; unwanted and unnecessary touching, brushing against, patting or pinching; requests for sexual favors; unwelcome and repeated invitations to social engagements or other activities; display in the workplace of sexually suggestive pictures, cartoons or objects; and any indication or threat, express or implied, that an employee's job security, job assignment conditions of employment, or opportunities for advancement may depend on the granting of sexual favors.

3.2 Conduct, whether deliberate or careless, that creates an intimidating, hostile or offensive work environment is prohibited.

3.3 Discrimination and harassment based on a person's race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age are prohibited.

4.0 Reporting Procedure and Investigating

4.1 Reports. Any employee who believes he or she is being subjected to sexual harassment or discrimination or has knowledge about a violation of this policy must report the claim to the employee's supervisor or department head. Others within the scope of this policy must report the claim to the City Administrator and to the Finance Director. If for any reason an employee is not comfortable making a report to the employee's supervisor or department head, the employee must make the report directly to the City Administrator and to the Finance Director. In reporting a complaint or violation, employees and others within the scope of this policy are encouraged, but not required, to complete the City's report form that will be provided at the time of the complaint.

4.2 Investigation. All allegations of harassment and discrimination will be investigated promptly, fairly and completely. The investigation will be conducted by an appropriate managerial person unless another individual is deemed more appropriate, including a third party designated by the city who is knowledgeable in conducting such investigations.

4.3 Resolution. All allegations of violation of this policy will be handled in accordance with state and federal law. If the facts appear to support the allegations, appropriate action will be taken. Resolutions of complaints may include, but are not necessarily limited to, direction to stop the behavior, counseling and training, warning, suspension with or without pay, transfer or termination.

4.4 Reporting Conduct by Others. Employees or others within the scope of this policy who are aware of likely or alleged violations of this policy by others must report such violations in the same manner as provided in sections 4.1 through 4.3.

4.5 Supervisors and Department Heads. Supervisors and department heads shall promptly report any allegations of violations of this policy to the City Administrator, or to the Finance Director should the City Administrator not be immediately available. If the victim or complainant has not completed a written complaint form, the supervisor or department head shall complete one.

4.6 City Administrator. In the event that the City Administrator is the complainant, or is the subject of the complaint, any allegations of violations of this policy shall be reported to the Finance Director.

5.0 Retaliation Prohibited

5.1 This policy prohibits retaliation against employees who report alleged violations of this policy or participate in investigating such complaints. No employee who makes a complaint or participates in an investigation of such a complaint may be subject to disciplinary action for doing so, unless the employee makes a false report.

6.0 Evaluation of Employees

6.1 All employees will be evaluated on their adherence to this policy. Supervisors and department heads will also be evaluated on their monitoring of employees under their supervision and their cooperation in the resolution of complaints and problems.

7.0 Consensual Relationships

7.1 Consenting or voluntary romantic and sexual relationships between co-workers or a supervisor and employee, while not forbidden, are considered by the City as unwise. A complaint or harassment arising out of such a relationship will be investigated under this policy in the same manner as any other complaint.

8.0 Importance of Communication

8.1 Individuals are often not aware of the offensive nature of their behavior. Also, the workplace is composed of individuals who have varying levels of sensitivity. Respect for co-workers and effective communication are necessary elements in achieving the goal of a workplace free from harassment.

PE-004 Communication Systems - 2003.pdf

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Standard Operating Policy
City of Oakdale

Policy Number:	PE-004
Pages:	3
Subject:	Communication Systems
Approved:	2003

1.0 Definitions

1.1 *City:* Refers to the City of Oakdale as the employer, represented on a daily basis by designated management representatives.

1.2 *Communications Systems:* Various "communications systems" may be utilized by, or provided for our employees. They are intended for the mutual benefit of the employees and the City of Oakdale. These systems include both contemporaneous and prerecorded communications, and include:

a. Telephones and tele-facsimile (fax) devices;
b. Electronic voice mail
c. Electronic mail (e-mail) systems;
d. Voice and video recorders and players;
e. Radio and paging systems;
f. Bulletin boards and other places where documents, paper mail and messages are stored or posted;
g. Police Mobile Data Terminals (MDTs);
h. Electronically stored files and data-bases;
i. Desktop computers, laptop computers and associated modems.

1.3 *Employee:* refers to any full-time or part-time employee of the City of Oakdale, as well as persons serving in internship or unpaid volunteer positions.

1.4 *Employer:* refers to the City of Oakdale, represented on a daily basis by designated management representatives.

1.5 *Information Systems Manager:* the employee or consultant selected by each department, or designed by the city, to serve as the manager of the information systems being used or operated by the department in question.

2.0 General Provisions

2.1 The described communication systems, including the equipment and the data stored in the systems, are and remain at all times, the property of the City of Oakdale. The exceptions to this provision are those communications deemed to be the property of a law enforcement agency, as accessed through MDTs, computer workstations and / or terminals.

2.2 The described communications systems are intended for use for business purposes. Limited occasional or incidental use of the system for personal non-business use is understandable

and acceptable, provided that such usage does not violate other city policies. In all situations, minor personal use will not supersede or take over job responsibilities. It is expected that employees will demonstrate a sense of responsibility and will not abuse this privilege.

2.3 All communications must be in English, unless the other party does not understand English.

3.0 General Prohibitions

3.1 It is inappropriate to access communications intended solely for another employee or person unless requested to do so by the intended recipient, or directed to do so by a management representative.

3.2 With the exception of materials distributed for an approved business or professional purpose, communications systems must never be used in any of the manners outlined below. An example of an approved transaction would be using the fax machine to transmit reports to a prosecuting attorney that may contain reported information that would normally be prohibited.

a. To threaten, harass, or intimidate another person;
b. To send images that contain nudity, or to send images or words of a prurient or sexually suggestive nature, even if the recipient has consented to or requested such material;
c. To send jokes, images, or words that tend to disparage a person or group because of race, color, ethnic ancestry, national origin, religion, gender, sexual orientation, marital or parental status, age verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation.
d. To receive any of the materials identified in paragraph “b” or “c”, provided the recipient of such material requested the material or made no effort to cause such communications to be discontinued. Such unsolicited e-mail should be deleted immediately.

3.3 Classified, confidential, sensitive, proprietary or private information or data must not be disseminated to unauthorized persons or organizations. The provisions of the Minnesota Government Data Practices Act (Chapter 13) must be followed when releasing any data to members of the public, businesses or organizations.

3.4 Messages to solicit or proselytize others for commercial ventures, religious or partisan political causes or outside concerns are expressly prohibited.

4.0 Hardware, Software and other Equipment

4.1 Electronic hardware and other related equipment is often expensive and may be difficult to replace. When using this equipment, employees are expected to exercise care, perform required maintenance (as determined by department policy), and to follow all operating instructions, safety standards and guidelines. Damaged equipment should be promptly reported to the appropriate Information Systems manager in your department.

4.2 Any unauthorized duplication of copyrighted software, except for backup purposes, is a violation of law and contrary to the city’s standards of conduct, as follows:

a. Employees shall not use hardware or software owned or licensed to the City of Oakdale for a non-business purpose unless otherwise authorized by the employee’s Department Head.
b. All software that is to be installed on company-owned or leased equipment must be inspected and installed by the Information Systems manager for your department.

c. Employees shall not provide software licensed to or owned by the City of Oakdale to anyone not employed by the City of Oakdale.

5.0 Privacy Advisory

5.1 Employees are hereby warned that they do not have a reasonable expectation of privacy when using a communication system that is employer-authorized or is provided for the mutual benefit of employees and the City of Oakdale. The city has the right to monitor all employee electronic conversations, to read employee messages and to inspect mail or documents sent to or by employees, including the deciphering of encrypted text.

5.2 The city may access, without notice: data or text caches, pager memory banks, e-mail and voice-mail boxes or accounts, web bookmarks, and other employer-provided electronic storage systems. The city does not need to obtain prior judicial approval and your continued employment waives any claims you may have for an infringement on your privacy.

5.3 The city may change the access codes or passwords of any employee at any time deemed necessary to access files or retrieve stored communications.

6.0 Policy Violations

6.1 Violations of this policy are subject to disciplinary action, up to and including termination.

6.2 Employees who are aware of violations of this policy shall promptly report such violations to their immediate supervisor or department head.

Responder Rehabilitation Guideline.pdf

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Responder Rehabilitation

This Guideline should be considered for any incident posing exertional risk or unusual danger to emergency responders. Examples would include working fires, prolonged search/rescue/recovery operations, prolonged law enforcement or EMS operations, or extreme weather conditions. Use of This guideline is optional and should be superceded by agency-specific rehabilitation protocols. It is provided as a resource for situations where an appropriate agency-specific rehabilitation policy or guideline does not exist, or at the discretion of the Rehab Sector Commander.

Remove:

- PPE
- Body Armor
- Chemical Suits
- SCBA
- Turnout Gear
- Other equipment as indicated

Continue:

- Heat and Cold Stress treatment techniques from Special Event Rehab Guideline

Specific Injury / Illness / Complaint should be treated using appropriate treatment guideline beyond need for oral or IV hydration.

Rehab Sector Commander has full authority to determine when responders may return to duty.

NFPA Age Predicted 85 % Maximum Heart Rate	
20 - 25	170
26 - 30	165
31 - 35	160
36 - 40	155
41 - 45	152
46 - 50	148
51 -55	140
55 - 60	136
61 - 65	132

Initial Process

1. Personnel logged into Responder Rehabilitation Section log
2. VS assessed and recorded
3. Pulse oximetry, respirations and SpCO (if available)
4. Personnel assessed for signs / symptoms

Rehab personnel should use this Guideline in combination with the Special Event Rehabilitation Guideline

- **20 Minute Rest Period**
  (Responders should consume at least 8 ounces of fluid)

Pulse Rate > 85% NFPA Age Predicted Maximum
-or-
SBP ≤ 90?

YES →
- Vascular Access Procedure

A
- **Normal Saline Bolus 500 mL IV / IO**
  May repeat up to 2 L
  Until Pulse Rate is 110 or less and systolic BP is 100 or greater

NO

Systolic BP ≥ 160
Or
Diastolic BP ≥ 100?

YES →

NO

Respirations < 8 or > 40?

YES →

NO

Pulse oximetry < 90 % or SpCO > 10 %?

YES →

NO

Temperature ≥ 100.6?

YES →
- Mandatory Rest Period
- **Encourage oral hydration**

NO

Re-evaluate in 15-20 minutes.
Improvement?
Consider transport if no improvement.

NO →

YES →

Discharge Responder from Rehabilitation Section

Weekly Station Cleaning Duties.pdf

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Weekly Station Cleaning Duties

Monday

- Move recycle collection bin to the curbline for trash hauler access. (Station 2)
- Kitchen
    - Wipe down appliance exteriors
    - Clean microwave interior
    - Clean Vent Hood
    - Clean sink
    - Clean oven (first Monday of the quarter)

Tuesday

- Training Room
    - Wipe down tabletops and chair armrests
    - Wipe down window ledges
    - Clean Windows
    - Wipe down TV(s) and remote(s)
    - Vacuum floor (place chairs temporarily on tables to allow entire floor to be cleaned)
- Offices
    - Wipe down computer screens and keyboards
    - Wipe down printers
    - Wipe down desk/countertops
    - Dust on top of cabinets
    - Clean whiteboards (leave pertinent items on board)
    - Wipe down chair armrests
    - Wipe down window ledges
    - Clean windows

Wednesday

- Work Room
    - Organizing hand tools
    - Organize powered tools
    - Organize shelves and cabinets
    - Wipe down countertops
    - Mop floor
- Hose Tower
    - Organize ground level area
    - Organize top floor area
    - Wipe down handrails on stairwell
    - Inspect rope on lifting hook for failure points
    - Organize hose rack
- Garage
    - Organize contents of flammable storage cabinet
    - Organize hose rack

    - Organize shelving
    - Clean Floor using a combination of battery powered scrubber and mop/bucket
- SCBA Room
    - Check the compressor and bottles
    - Mop floor
    - Wipe down countertops
    - Wipe down cabinet handles
- Laundry Room
    - Organize Towels
    - Wipe down counter tops
    - Mop floor

Thursday

- Move recycle collection bin to the curbline for trash hauler access. (Station 1)

Friday

- Bunkrooms
    - Wipe down nightstands and lamps
    - Wipe down window ledges
    - Clean Windows
    - Wipe down TV's and remotes
    - Clean between the bed and wall areas
    - Vacuum floor
- Day Room
    - Wipe down tabletops and chair armrests
    - Wipe down window ledges
    - Clean Windows
    - Wipe down TV and remote(s)
    - Vacuum floor
- Exercise Room
    - Mop the floor
    - Clean the machines
    - Wipe down TV, Stereo and remotes
    - Clean whiteboards (leave pertinent information on board)

Saturday

- Apparatus Bay Cleaning
    - Clean floor using a combination of battery powered scrubber and mop/bucket
    - Clean floor drain strainers
    - Wipe down drinking fountains
    - Wipe down bay radio
    - Organize wash bay vehicle cleaning items
    - Clean whiteboards (leave pertinent information on board)
    - All drain trenches should be cleaned on the 1st Saturday of the month
    - Empty trash and recycling receptacles

- Apparatus Checks
    - Run all apparatus and verify pump and discharges operate as designed
    - Run Engine 1 generator and verify light tower is operating as designed
    - Run Ladder 1 generator and verify auxiliary lighting is operational

Sunday

- Use the Clorox Total 360 Sprayer to clean both stations (1st Sunday of each Month)
    - Day rooms
    - Training Rooms
    - Kitchens
    - Offices
    - Bedrooms
    - Hallways
- Update the Station Inventory Supplies List

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