



# **FIREFIGHTER SAFETY AND SURVIVAL PROGRAM**

**Ξ INCIDENT COMMAND SYSTEM Ξ**

**Ξ ACCOUNTABILITY SYSTEM Ξ**

**Ξ MINIMUM TRAINING CERTIFICATION STANDARDSΞ**


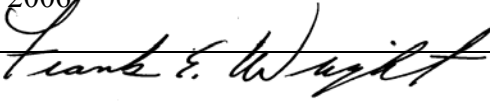
**Ξ TWO-IN TWO-OUT FIREGROUND OPERATION POLICY Ξ**

**Ξ MAYDAY RAPID INTERVENTION TEAM AND COMMAND PROCEDURE Ξ**

**Ξ RESPIRATORY STANDARD Ξ**

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	<b>STANDARD OPERATING GUIDELINES</b>	
	SUBJECT	<b>Incident Command System</b>
	REFERENCE NUMBER	SOG-06-11 (revised November 5, 2007)
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	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

## 1. SCOPE:

This procedure follows the Incident Command System adopted by the National Fire Academy and conforms to the requirements prescribed by the Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents. The following guideline shall be used by all personnel operating at the scene of any emergency within the City of Winchester. These guidelines will be used to assist the Winchester Fire & Rescue Department (WFRD) in the implementation of an Incident Command System.

## 2. PURPOSE:

The Incident Command System (ICS) provides a management tool to enable WFRD officers and fire fighters to manage any incident. The “**Incident Commander (IC)**” title applies equally to a fire fighter or to the department’s chief, regardless to current rank.

The ICS organization has the capability to expand and to contract to meet the needs of the incident, but all incidents, regardless of the size or complexity, will have an IC. A basic ICS operating principle is that the IC is responsible for on-scene management until command authority is transferred to another person, who then becomes the IC.

Upon the arrival of the initial unit officer, command procedures must begin. The analysis and handling of an incident must follow a systematic and practiced incident command procedures.

### 3. RESPONSIBILITY

All Career & Volunteer Officers of the Winchester Fire & Rescue Department are responsible to comply with and ensure that personnel under their supervision are adequately trained, fully understand, and comply with this guideline.

All members of the Winchester Fire & Rescue Department have the responsibility to learn and follow this guideline.

### 4. INCIDENT COMMAND SYSTEM

The structure of the Incident Command System (ICS) allows for the expansion of the management staff, depending upon the needs of the incident commander (IC). The ICS shall be used at all incidents. It shall begin with the arrival of the first fire department unit or officer and remain in effect until emergency response resources are released from the scene.

The ICS shall be staffed by qualified personnel<sup>1</sup>, regardless of rank. On large, multi-agency incidents, the ICS shall make provisions to include personnel from the various agencies involved (Which is known as Unified Command.) The ICS provides for the following types of operations:

- Single jurisdiction and single agency.
- Single jurisdiction and multi-agency.
- Multi-jurisdiction and multi-agency.

An ICS helps establish a manageable span of control and creates a unity of command. Span of control refers to the number of personnel reporting to any given individual. Effective span of control varies from three to seven people. A ratio of one supervisor to five reporting subordinates is recommended. Unity of command is a direct result of span of control. Unity of command dictates that each individual reports to only one supervisor. Unity of command helps deter freelancing.

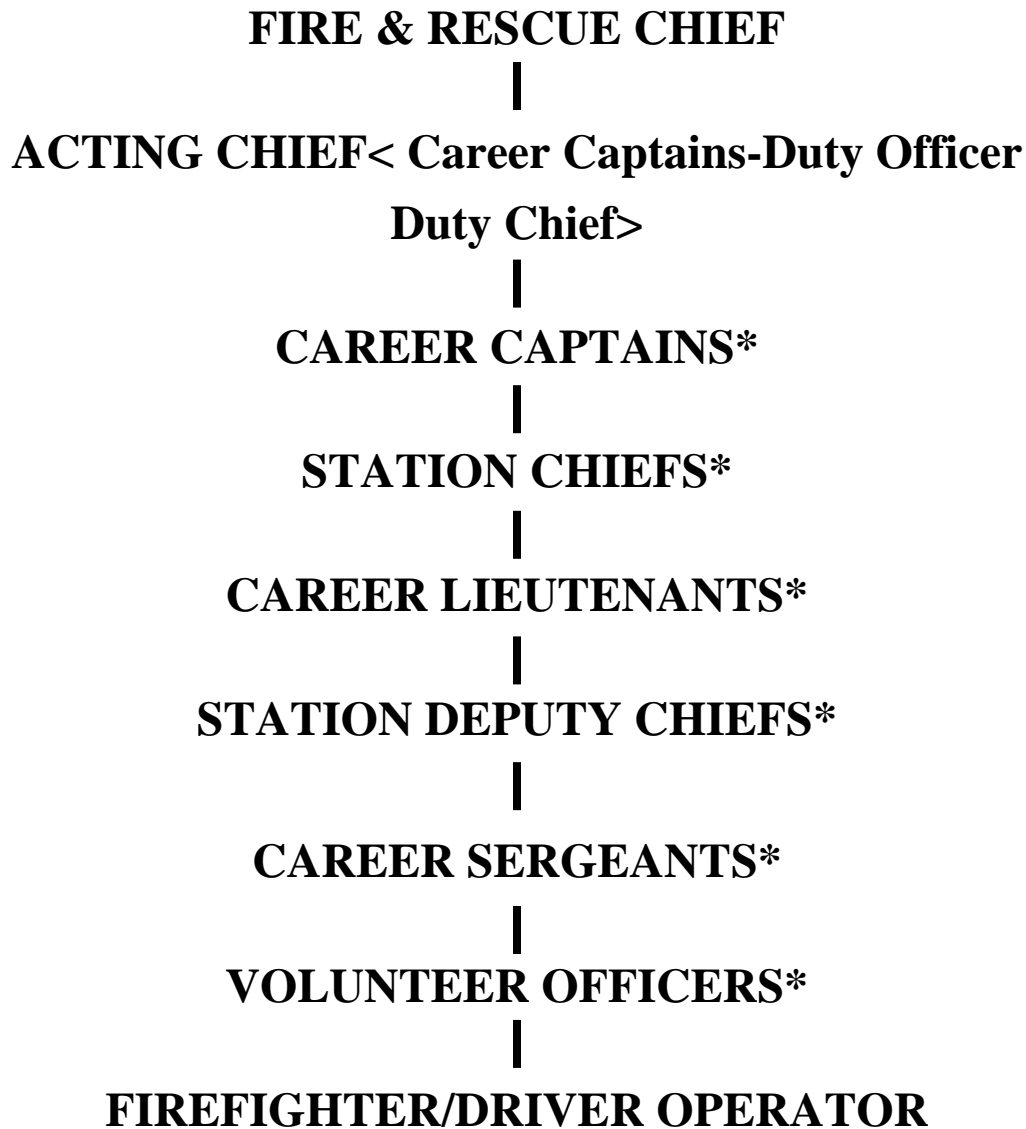
Span of control can be driven by several factors:

- Training & Experience level of subordinates.
- Complexity of the incident.
- Type or time frame of the incident

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<sup>1</sup> “Qualified personnel” refers to individuals who meet the department’s qualifications of: Officer I; NFA ICS; NIMS 700; and NFA Safety Officer.

## **5. Operational Chain of Command for Emergency Incidents**



All officers are expected to work together for a favorable outcome on all incidents and to show respect for all members of the department and community.

\* All officers must have the following to serve as an operational officer within our chain of command: approval from the Fire & Rescue Chief; EMT-B; Officer I; the NFA Incident Command course; NIMS 700 plus others; the NFA Safety Officer course and working knowledge of WFRD Incident Command System.

## 6. COMMON TERMINOLOGY

It is essential that all cooperating agencies understand and utilize a standard terminology for organizational functions, resource elements, and facilities. Such standardization generates effective communications between all agencies involved at an emergency scene.

### 6.1 Command Post:

Designated as the **CP**, the Command Post will be the location from which the incident operations are directed. There is only one Command Post for the incident.

In a Unified Command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post. The Planning function is also performed at the Command Post.

### 6.2 Unified Command:

In a multi-jurisdictional incident, key officials from each jurisdiction contribute to the process of:

- Determining overall incident objectives
- Selection of strategies
- Ensuring joint planning for tactical activities
- Ensuring integrated tactical operations
- Making maximum use of all assigned resources

The Unified Command structure could also be used to bring together different functional departments within a single jurisdiction.

The implementation of the action plan will be done under the direction of a single individual - the Operations Section Officer - who is normally drawn from the agency having the greatest jurisdictional involvement.

### 6.3 Staging Area(s):

These are established by the Operations Section Officer for temporary location of available resources on short notice. A Staging Area can be anywhere in which mobile equipment and/or personnel and equipment can be temporarily parked awaiting assignment. The Operations Officer may establish, move and/or discontinue the use of Staging Areas.

The Operations Officer will assign a Staging Area Manager to each Staging Area. The Staging Area Manager is responsible for the checking of all incoming resources, dispatching of resources at the request of the Operations Officer, and requests for services from the Logistics Section necessary for resources located in the Staging Area.

#### **6.4 Divisions/Groups:**

The IC shall determine the initial need for Groups and Divisions. Safety of personnel and maintaining span of control is the primary reason for using Divisions and Groups.

Divisions are assigned to specific geographical areas. Structural situations will be designated by the letter system for the sides of the building with "Side A or Side **ALPHA**" being the front of the building (or street address side of the building), and numbers shall be used for floors i.e. Division 5 for the fifth floor (*Refer to Section 13. Incident Management & Command Positions.*)

Functional units (Groups) will be identified by the function they perform (Salvage Group, Ventilation Group, Triage Group, etc.). Unit Officers will report to the Division/Group Supervisor and receive orders prior to deploying their company to task work.

#### **6.5 Sections:**

As the operation increases in size and complexity, it shall be the responsibility of the IC to assign Sections. Sections are used when the number of divisions or groups become more than the recommended span of control. Sections will be supervised by a section Chief who reports directly to the IC. Sections may recommend to the IC the need for additional Divisions/Groups.

#### **6.6 Task Force:**

Any combination of resources with common communications and a leader. Task Forces can be pre-designated to meet local needs.

#### **6.7 Strike Team:**

Are a set number of resources of the same kind and type, which have an established minimum number of personnel. Strike Teams will always have a leader and will have common communications among resource elements.

#### **6.8 Branches:**

As the span of control begins to become complex, or the incident has two or more distinctly different operations (i.e. Fire suppression, Medical, hazmat, etc.) the organization can be further divided into Branches report to the Section Officers (most often the Operations Section) and oversee Divisions/Groups.

Branches should ideally operate in their area of responsibility on separate radio channels (talk groups) and communicate to Operations on a different channel if possible. The radio designation of Branches should reflect the objective/function of the Branch (i.e. Fire Branch, EMS Branch, Haz-Mat Branch, etc.)

When Operations implements Branch Directors, the Division/Group Supervisors should be notified of their new supervisor. This information should include:

- What Branch the Division/Group has been assigned to
- The radio channel/talk group that the Branch is operating on

Generally, when the number of Division/Groups exceeds the span of control for the Section Officer, the IC should designate a multi-Branch structure and allocate the Division/Groups within those Branches.

### **6.9 Rapid Intervention Team(s):**

A team of at least two (2) fresh firefighters, equipped with minimum equipment (See Appendix: B) search lines, forcible entry tools etc. and staged in an area that facilitates an immediate and rapid deployment in the event of emergencies involving lost or trapped firefighters on the fire ground.

At large incidents, a larger team or several Rapid Intervention Teams may be staged near the various Divisions for more expedient deployment.

Rapid Intervention teams will report directly to the IC.

## **7. COMMUNICATIONS**

Emergency operations will quickly produce an overwhelming amount of communications that can overpower an incident commander. When the volume of poorly timed and structured communications overwhelms the incident commander, the incident may deteriorate

### *7.1 Use short, specific and clear messages.*

- Know what you are going to say.
- Choose precise, short terms so your message can be understood. Avoid words that can have two meanings.
- Use common language and standard fire fighting terms that are familiar to everyone (**See Appendix A for Approved Communication terms.**)
- Operational orders should be specific and eliminate options.

### *7.2 Avoid distracting mannerisms.*

- Formulating the message before engaging the microphone button eliminates the long "ugh" pause.
- Use an effective natural tone without whispering or shouting. Be careful about lapsing into mumbling, blubbing, stuttering or other distracting mannerisms.
- Command decisions are jeopardized by poor communications.
- Set priorities on messages.

### *7.3 Communicate critical messages first.*

- Do not jam radio traffic with unimportant messages (i.e. Calling for traffic control while the first arriving company is trying to give an on scene report).
- Maintain an awareness of the situation and how you fit into it, so that you can judge the priority of your message.
- Maintain radio discipline, avoid informality and do not interrupt radio messages unless you have emergency traffic.
- Listen before you transmit, to make sure the frequency is clear.
- Pause between consecutive messages to make it clear when each separate message has been completed.

#### 7.4 *Speak in a clear tone, at a steady rate, and use self-control.*

- Talking too fast will make your message hard to understand.
- Talking too slowly will tie up the radio unnecessarily.
- All personnel communicating over the radio must make a conscious effort to control emotions that can otherwise lead to garbled messages.
- Also, excitement can be contagious; if you lose control, others may too. For effective operations, an emergency incident demands well organized messages and a calm manner that reflects confidence and authority.

#### 7.5 *Communicating with Resources*

- When speaking to a crew from a specific unit the sender shall address the unit in his or her communication (“150 to Engine 5”)
- When speaking to the driver operator for a specific unit the sender shall address the unit driver. (“150 to Engine 5 Driver”)
- Crews should use face to face communications as much as possible when working in proximities to other crews. This will reduce unnecessary radio traffic.

#### 7.6 *Use Proper Radio Etiquette*

- In order for proper actions to be performed proper radio traffic must be transmitted and received. To obtain confirmation that the IC’s (or any other message sender) radio message/order was received, understood, and the receiver is taking action, the radio message must be repeated.
- This repeat does not need to be word-for word. However, it needs to be brief and concise summary of the intent of the message or order from the sender.
- The repeat should assure the IC (or other sender that the message was received by the intended receiver that it was understood, and that the receiver is taking correct action(s).

## EXAMPLES:

“Command to Engine 4, Lay a supply line to the rear of the building and take a hand-line through the rear of the structure and check for extension. You’ll be Division C”

“Engine 4 to command, Lay a supply line to the rear, and advance a hand-line to extinguish the fire. I’m division C”

“Command to Engine 4, Negative! Lay a supply line to the rear, take a hand-line through the rear door and check for extension.”

“Engine 4 to Command, copy, lay to the rear and take a hand-line through the rear and check for extension. I’m division C.”

## 8. ESTABLISHING COMMAND

### 8.1 COMMAND SEQUENCE

Highly dynamic situations require sound, organized thinking. The Command Sequence is a standardized sequential thought process, which enables the Incident Commander to analyze situations, identify problems, and implement solutions based on basic skills and knowledge.

#### 8.1.1 The Command Sequence consists of four parts:

##### 1. Incident Priorities:

- Life Safety - actions which reduce the threat of life or injury which involves civilians as well as responders. Life safety is always the first priority!
- Incident Stabilization - Activities designed to stop the escalation of the incident.
- Property Conservation - Efforts to reduce the long-term economic and social impact of the incident.

**2. Size Up:** Size up involves gathering information about an incident, evaluating the information, and determining how a specific incident should be handled.

##### 3. Goals and Objectives:

The application of information gathered in size up to determine the desired results of the operation. Goals considered in relation to incident priorities are listed as follows:

- Rescue

- Exposures
- Confinement
- Extinguishment
- Overhaul

#### **4. Tactical Operations:**

Specific actions carried out to accomplish goals and objectives. Tactical operations can be considered to be the solutions to the problems.

### **8.2 Performing Size Up:**

The first unit to arrive at the scene of an incident must transmit an arrival and size up report along with the establishment of Command. The initial Incident Commander shall remain in Command until Command is transferred or passed, or the incident is stabilized and terminated. The first arriving unit activates the Command process by giving an initial radio report. This report should include:

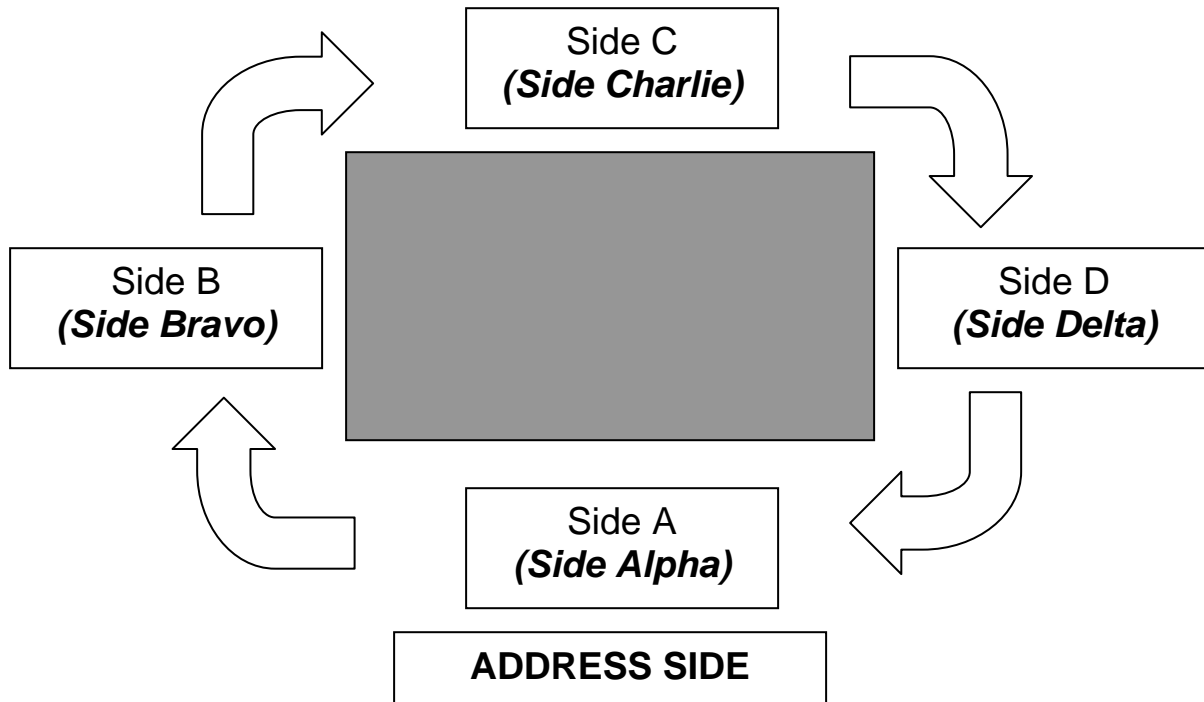
- Unit designation of the Company/unit arriving on scene
- A brief description of the incident situation, (i.e. building type and dimension, hazmat release, mass casualty incident, etc.)
- Obvious conditions (working fire, vapor release, multiple patients, etc.)
- Brief description of action taken
- Declaration of Strategy (this applies to structure fires i.e. fast attack mode)
- Any obvious safety concerns
- Assumption, identification and location of Command
  - (“FF Smith will have Command on Side A at Engine 1”)
- Request or release of resources as required
- Identification and location of Command shall be by geographical location.
- Drop off point.

### **8.3 Scene Geographic Designation**

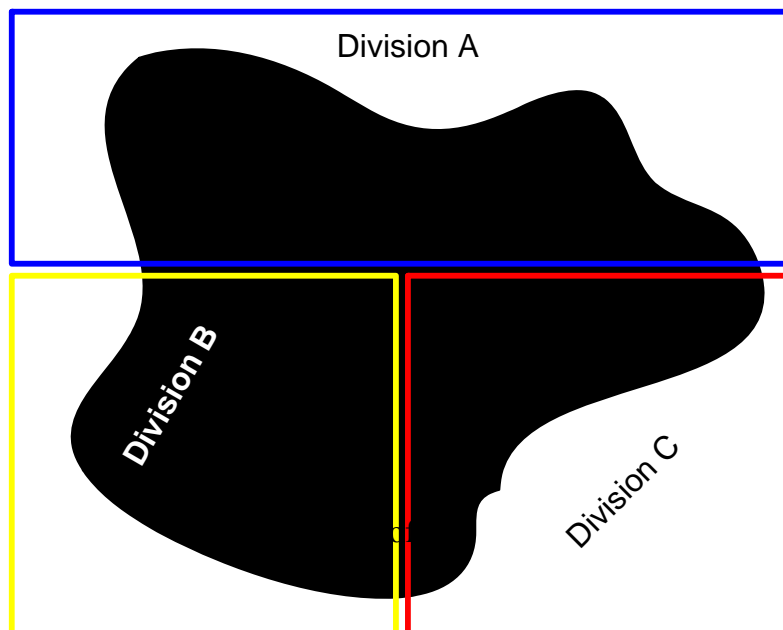
8.3.1 With the arrival of the first unit; the scene must be divided into operational areas. This shall be accomplished by labeling each side of the structure with alphabetic lettering or alpha phonetic

coding (**Alpha, Bravo, Charlie, Delta**). The use of the (ITU) International Telecommunications Union phonetic alphabet helps to accurately identify which side or division due to poor pronunciation.

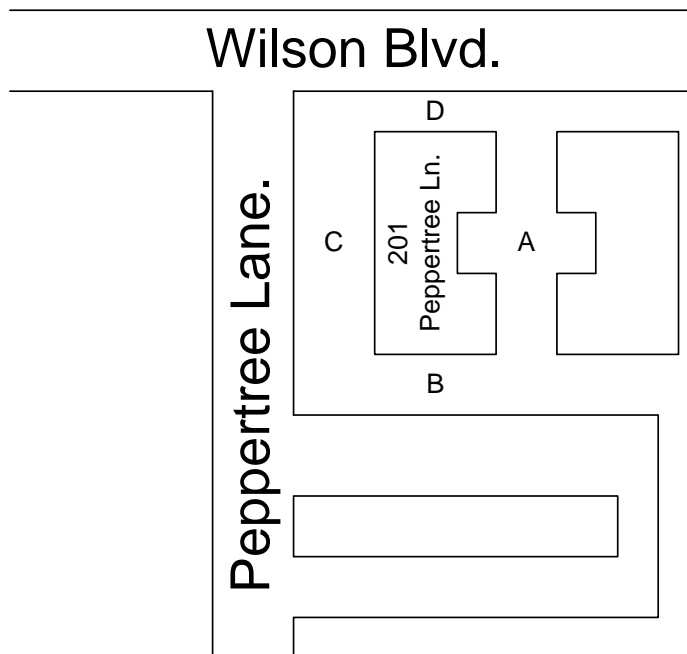
8.3.2 The front or address side of the structure will be known as “Side A” or “Side **Alpha**.” The labeling of the sides or division will continue in a clockwise motion until all four basic sides are labeled (*See figure below*).



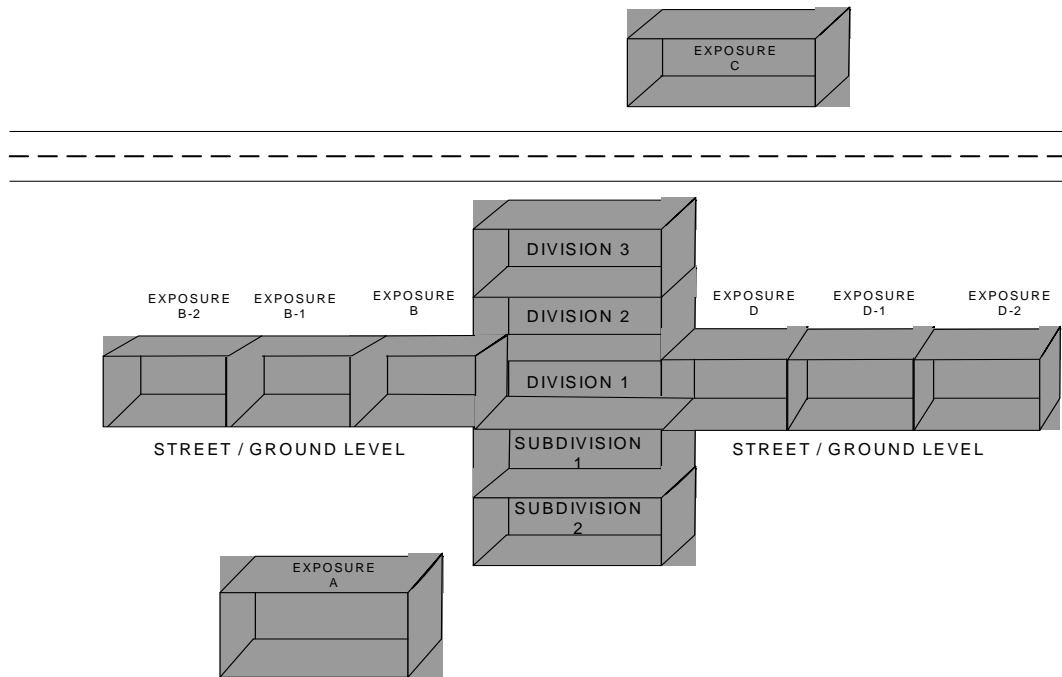
8.3.3 On incident that occupies a large area, the incident scene must be divided into separate divisions in order to control several operations. This type of incident will still have an incident commander and most likely use a Unified Command structure.



- 8.3.4 In some instances the address side may not be the front of the structure. When these instances occur the IC shall announce to all units on the scene as to which side of the structure will be considered “Side A” (**ALPHA**).

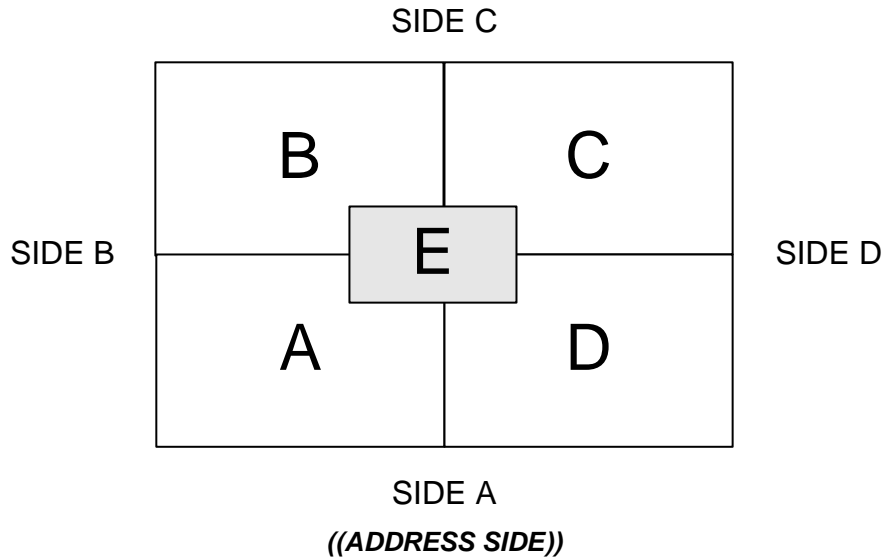


- 8.3.5 On Large structures or multiple floor buildings (three or more floors) the incident needs to be labeled by geographical areas. In addition, exposures need to be identified. Exposures adjacent to a given side of the structure will assume the designation of that particular side. For example, if you have an exposure on side C of the incident building, then that exposure will be know as “Exposure C.”



8.3.6 When multiple exposures are evident they too need to be labeled with the exposure designation. However the exposures will need to be placed in order. This is accomplished by assigning a number to the exposures. The example above illustrates how this is to be accomplished.

8.3.7 In addition to labeling the exterior of the structure, the interior shall be divided into four quadrants which are also labeled alphabetically beginning with the front left corner which will be know as “Quadrant A” and continue clockwise. When buildings consist of a central corridor (lobby, stairwells, elevators, etc.) this area is to be labeled “Quadrant E.”



#### 8.4 Radio Designation:

The radio designation "Command" will be used along with the geographical location of the incident (i.e. "Monmouth Street Command" or "University Command"). If the unusual situation should present that there are two incidents on the same street, the "hundred block" designator, defining a more exact location shall be used, (i.e. 100 Monmouth Street Command). This designation will not change throughout the duration of the incident.

Units responding or on the scene will use radio designations to identify themselves to Command or other units. Companies operating on portable radios will be known as the apparatus to which they are assigned. The Driver/Operator of apparatus will be known as "Driver."

#### EXAMPLE:

***"Command to Engine One Portable" refers to the officer and crew from E-1 operating on portable radio. "Command to Engine 1 Driver" refers to the Driver/Operator of the apparatus.***

## 9. COMMAND OPTIONS

The responsibility of the first arriving unit to assume command of the incident presents several options, depending on the situation. If a Department Officer or unit without tactical capabilities (i.e. staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be a Unit or Company Officer.

The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized.

## 9.1 Nothing Showing Mode:

These situations generally require investigation by the initial arriving company while other units remain in a staged mode. The officer should go with the company to investigate while utilizing a portable radio to Command the incident.

**Example:** "Engine 1 is on the scene of a two story office complex, nothing showing from 3 sides. Engine 1 establishing Berryville Ave. Command and going to Nothing Showing Mode".

## 9.2 Attack Mode:

Situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks (especially marginal situations)
- Critical life situations which must be achieved in a compressed time
- Any incident where the safety and welfare of firefighters is a major concern

**9.2.1** When fast intervention is critical, utilization of the portable radio will permit the Company Officer's involvement in the attack without neglecting Command responsibilities.

**9.2.2** The fast attack mode should not last more than a few minutes and will end with one of the following:

- The situation is stabilized
- The situation is not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post. At some point, the Company Officer must decide whether or not to withdraw the remainder of the crew, based on the crew's experience or the crew will be radio communications capabilities.
- Command is transferred to another ranking officer.

## 9.3 Command Mode:

Certain incidents by virtue of their size, complexity, or potential for rapid escalation, require immediate, strong, direct, overall Command. In such cases, the Company Officer will initially assume an exterior, safe, effective and visible command position and will maintain that position until Command can be assumed by a higher Ranking Officer. Due to the Company Officer's distraction of having to run Command, the balance of

the crewmembers shall not be assigned any perilous duties until the officer can rejoin them.

**Example:** *"Engine 5 is on scene of an overturned chemical tanker with a large vapor cloud traveling east. Engine 5 is in Command Mode and is establishing Valley Ave Command".*

**9.4 Summary:** A Company Officer assuming Command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the Command functions. The initiative and judgment of the Officer are of great importance. The modes identified are guidelines to assist the Officer in planning appropriate actions. The actions initiated should conform to one of the above mentioned modes of operation.

## 10. PASSING COMMAND

In certain situations, it may be advantageous for a first arriving Company to pass Command to the next arriving Company. This is indicated when initial commitment of the first arriving company requires a full crew (i.e. multi story or immediate rescue situation) and another company is in a position to assume Command.

Passing of Command to an officer who is not on scene shall be not advisable. The "Passing of Command" to a unit that is not on scene creates a gap in the Command process and compromises incident management. It is preferable to have the initial arriving Company Officer continue to operate in the fast attack mode until Command can be passed to an on-scene unit.

When an Officer arrives at the same time as the initial arriving company(s), the Officer should assume Command of the incident.

Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with Command (after several radio attempts), they will assume Command and announce this over the radio, and initiate whatever actions are necessary to confirm the safety of the missing crew.

## 11. TRANSFER OF COMMAND

### 11.1 General Considerations:

The arrival of a ranking officer (refer to section 5) on the incident scene does not mean that Command is automatically transferred to that officer. Command is only transferred when the outlined transfer of Command process has been completed.

Chief Officers and Staff Personnel should report directly to the Command Post for assignment by the Incident Commander.

The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for the incident. If a higher-ranking officer wants to effect a change in the management of the incident, he/she must be present on the scene and then utilize the formal transfer of Command procedure.

## 11.2 Transfer Procedure:

As an incident escalates or de-escalates, there may be a need to transfer command. The following guidelines outline the transfer of command:

1. The Company Officer or Command Officer shall have command established and when possible, have established a visible command post. As soon as is practical, the necessary tactical worksheet or command board shall be utilized for the tracking of personnel and on-scene units.
2. Command can be transferred by radio, but should be done as a face to face briefing which includes current situation, current unit placements, assignments, and a review of the tactical worksheet.
3. Arrival of a Ranking Officer on a scene does not automatically cause command to be transferred. Assumption of command based on several factors, including potential escalation of the incident, personnel considerations, and IC capabilities, etc.
4. In formally transferring command, once the face to face is completed and the tactical worksheet reviewed, command will notify communications of the transfer.

**Example:** *"Command to Headquarters; be advised Unit 180 will be assuming Amherst Street Command".*

5. It may be advantageous to have the officer being relieved remain with the new Incident Commander, in the role of the IC Aide or Operations Section Officer, since the initial action plan was established by this officer.
6. This formal process for transfer of command shall be used both as the emergency escalates and in the demobilization phase as situations are brought under control.

**Example:** *"Unit 180 to Headquarters; be advised FF Smith 4 will now be Amherst Street Command".*

## 12. STAGING OPTIONS

It is imperative that the Incident Commander anticipates the need for additional resources early on in the incident. It is just as important that additional uncommitted resources are poised or stages near the incident for rapid deployment should the incident escalate or an unexpected turn of events suddenly occur. There are two levels of staging used to accomplish this objective.

**12.1 Level 1 Staging:** Level one staging occurs automatically during the initial stages of an incident unless directed otherwise by the Incident Commander. The first alarm assignment will respond to the scene and position in a manner to avoid cluttering or "boxing in" the scene. Typically, the second due engine at a fire response will stage at the nearest hydrant, check the hydrant for operability and be prepared to charge the supply line. At this level, there is no Staging Officer.

**12.2 Level 2 Staging:** This is a more formalized and organized staging procedure. During Level two staging, a formal staging area(s) are designated. A Staging Officer may be assigned by the IC. If the IC does not assign a staging officer the first arriving suppression unit shall assume the staging area responsibilities. Staging areas should be located in large open areas such as parking lots or fields and may be several blocks from the incident.

It is extremely important that crews in a staging area(s) remain with their unit and do not wander off. The crew and apparatus should be ready to deploy at a moment's notice. Units in Level two staging should park or be arranged so as not to block each other in and allow direct access to or away from the incident.

Level two staging areas can be identified simply as "Staging" when only one staging area has been designated or, when two or more staging areas are used they can be identified by function or location, (i.e. EMS Staging, Fire Staging, West Staging, or K-Mart Staging).

## 13. INCIDENT MANAGEMENT & COMMAND POSITIONS

This Command System is quite flexible in that the Incident Commander can activate, consolidate, or delete various positions depending upon the needs of the incident. Although this structure is designed for full or partial implementation, it is important that all position roles are reviewed to ensure vital functions are not overlooked.

The ICS organizational structure develops in a modular fashion based on the kind and size of an incident. This modular escalation will allow a manageable span of control for all participants throughout the incident.

The ICS staff builds from the top down with the responsibility and performance placed initially with the Incident Commander. As the incident becomes more complex and the span of control is exceeded, the IC may need to activate additional command staff and general staff positions

### 13.1 Incident Commander:

**INCIDENT  
COMMANDER**

The one function that always will be filled at every incident, regardless of size, is the IC's position. The IC has the responsibility for overall management of the incident.

The following list outlines the basic responsibilities of the IC at every incident. Each of these responsibilities is discussed in detail in the following sections.

The IC's Responsibilities include:

- Assesses the incident priorities.
  - Although many of the IC's responsibilities do not fall into any particular rank order (and change as a particular situation develops), this is not true with incident priorities. They must be the first items that an IC identifies at all incidents. The three incident priorities are:
    1. Life Safety
    2. Incident Stabilization
    3. Property Conservation
- Determines the incident's objectives and strategy(s).
- Establish immediate priorities.
- Establishes an incident Command Post.
- Develops an incident command structure appropriate for the incident.
- Approve and authorize the implementation of the Incident Action Plan.
- Serves as the ultimate incident Safety Officer; responsible for preventing firefighter injuries and/or death.
- Coordinates activities of the Command and General Staff.
- Coordinates with key people and officials.

- Approves requests for additional resources or release of resources.
- Keep Department and City Administrator informed of incident status.
- Approve the use of trainees, and auxiliary personnel (CERT).
- Authorize release of information to the news media.
- Order demobilization of the incident when appropriate.

## 13.2 Command Staff Positions

In an incident command organization, the Command Staff consists of the Incident Command and various special staff positions. The special staff positions are specifically designated, report directly to the Incident Command, and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements.

Three special staff positions are typically identified in ICS: Public Information Officer, Safety Officer, and Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the IC.

There are no guidelines as to which positions would be activated first. The complexity of the incident, experience, training, and the judgment of the Incident Commander will determine the order of activation.

An important consideration in ICS is that those positions not activated remain the responsibility of the Incident Commander.

### 13.2.1 Public Information Officer.

The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform key public information monitoring role.

Whether the command structure is single or unified, only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information.

## **APPENDIX: A**

### 13.2.2 Safety Officer.

The Safety Officer (SO) monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC or DC and supervisors at all levels of incident management.

The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations.

The SO has emergency authority to alter, suspend, and/or prevent unsafe acts during incident operations. The IC, SO and the Operations Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues. The SO must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations.

### 13.2.3 Liaison Officer.

The Liaison Officer (LNO) is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate through the LNO.

Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership.

Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.

### 13.2.4 Assistants.

In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

### 13.2.5 Additional Command Staff.

Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific

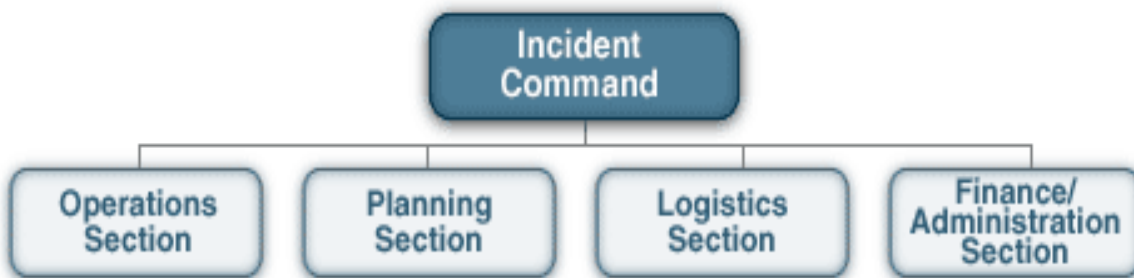
## **APPENDIX: A**

requirements established by the IC. For example, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care; vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.

### **13.3 General Staff Positions.**

The General Staff represents and is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

Each of these Sections have a role in the broad scope of the ICs. However, for the basis of this procedure the main section that will be discussed is the Operations Section. The Operations section will more likely be used more often on emergency scene(s)



**FIGURE 1: Managers at This Level are Titled Section Chief.**

#### **13.3.1 Operations Section.**

This section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Figure 2 depicts the primary organizational structure template for an Operations Section. Further expansions of this basic structure will vary according to numerous considerations and operational factors.

## APPENDIX: A

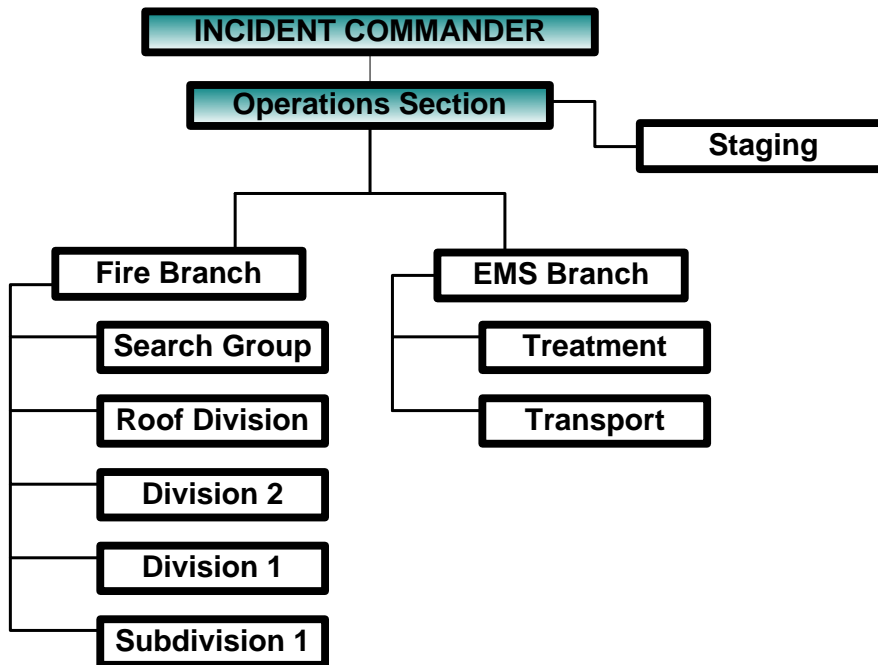
### 13.3.2 Operations Section Chief.

The Operations Section Chief is responsible to the IC for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for the operational period.

The Operations Section Chief may have one or more deputies assigned. All tactical radio communication will go through the Operation Section and then the Operations Section Chief will relay pertinent information to the IC.

### 13.3.3 Branches.

Branches may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended).



### 13.3.4 Divisions and Groups.

Divisions and Groups are defined as tactical-level management positions in the ICS. Divisions and Groups are established when the number of resources exceeds the manageable span of control of the IC and the Operations Section Chief. Divisions represent geographic responsibilities such as "Division C" (the rear of the structure). Groups

## **APPENDIX: A**

represent functional (job) responsibilities such as the Ventilation Group.

It is essential to understand that Divisions and Groups operate at the same command level. Divisions do not work for groups and Groups do not work for Divisions. However, a Group's functional responsibility may cross established division boundaries.

**EXAMPLE:** *A ventilation group may be working in the same area as the interior Division. Once a specific assignment is given to a group, the division is no longer responsible for that task, concentrating instead on all other tactical activities in that geographic location.*

Divisions and Groups are managed by "Supervisors." These supervisors' responsibilities include:

- Provide accountability
- Coordination for companies,
- Ensuring safety and survival of personnel.
- Implementation of their assigned tasks
- Keep the IC informed of the status of the resources
- Evaluate the resources needed, and making adjustment when necessary.

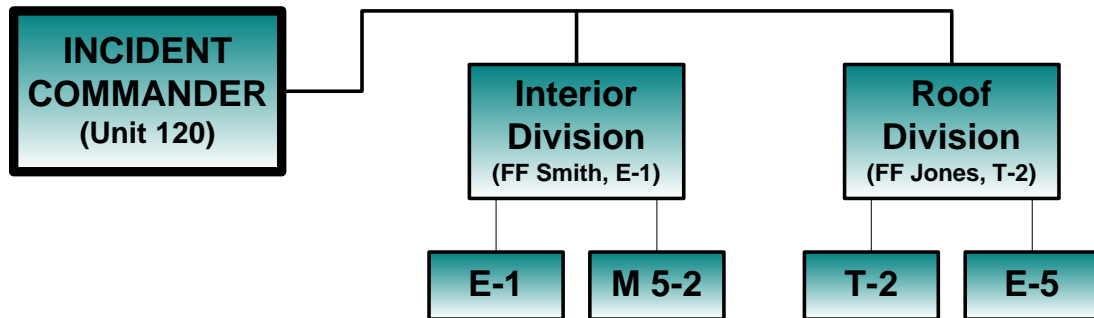
**Note:** *It is essential that the IC be informed of any needs for resource adjustments.*

Each Division and group supervisors require certain information from the IC. This shall include:

- Their radio designation (Division A or Ventilation Group)
- Their assigned objectives
- The resources under their command

When developing a command structure, establish Divisions and Groups based on the needs of the Incident and available resources. All Divisions, Groups, or even the same combination of Divisions and Groups will always be used. For example, if you have limited resources, it may be more effective to use divisions in order to get all tasks addressed.

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### 13.3.5 Resources.

Resources refer to the combination of personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident:

1. Single Resource – These are individual personnel and equipment items and the operators associated with them.
2. Task Forces – A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a task force must have a communications and a designated leader.
3. Strike Teams – Strike teams are a set number of resources of the same kind and type that have an established minimum number of personnel.

## 14. STATUS REPORTS / PAR CHECKS

Status reports provide the IC with information on the incident. This information allows the IC to make decisions that will affect the incident nature. Status reports are to be transmitted on regular intervals and when assigned tasks have been completed. Status reports shall include the following information:

- Unit Identification
- Situation status
- What actions are being performed
- Do you need assistance

The IC is also responsible to relay incident status reports to the Emergency Communications Center (ECC) on ten minute intervals and when incident priorities change (Fire under control, offensive to defensive, RIT Deployment, etc.). This status report is recorded for documentation purposes.

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### **15. EMERGENCY EVACUATION PROCEDURE**

- 15.1 The following procedures shall be used for an emergency requiring immediate evacuation from inside a structure or away from the hazard zone of an emergency scene.
- 15.2 Any person that recognizes a potential evacuation condition (i.e. building collapse, flashover, HAZMAT release, etc.) shall notify the Incident Commander immediately.
- 15.3 The Incident Commander shall make the decision to evacuate. The IC will announce "EMERGENCY TRAFFIC" and have the dispatch center sound the radio alert tone, and state, "ALL PERSONNEL EVACUATE THE BUILDING OR AREA IMMEDIATELY". This shall be repeated twice.
- 15.4 When the order to evacuate is given, available and appropriately equipped units in the immediate vicinity will blow air horns for three (3) cycles of three (3) long blasts for three (3) seconds each intermittently (three seconds on, one second off) for 3 times.
- 15.5 All personnel shall immediately evacuate the building or area, report to a pre-designated safe area, and report to their assigned supervisor as soon as possible.
- 15.6 After the evacuation radio tone and sounding of the units air horns the IC shall conduct a PAR Check. Supervisors shall report their status and that of their personnel to their Division/Group Officer as soon as possible.
- 15.7 Division/Group Supervisors shall report their status and that of their personnel to Operations Section (or Command) as soon as possible. It shall be the responsibility of Command to confirm that all personnel have been evacuated and accounted for.
- 15.8 If any personnel cannot be accounted for, all unnecessary operations shall be suspended and the focus of all resources shall be devoted to locate the missing personnel.
- 15.9 Once learning that a fire fighter(s) is missing and the IC has completed the PAR check; the IC shall immediately initiate RIT operations and advise ECC of the change in the incident priorities to a fire fighter rescue. The IC shall also request additional resources.
- 15.10** Command shall notify the dispatch center when all personnel have been accounted for.

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### 16. DEMOBILIZATION

Demobilization is the process in which personnel and equipment are placed in service. When the incident is determined under control or all operations are completed the IC may not need the abundance of resources. The IC will notify ECC of the units that can be released for service.

Once all personnel and equipment from a particular unit are assembled; the Officer in Charge (OIC) or the Driver/Operator can notify ECC that the unit is either **“AVAILABLE”** or **“UNAVAILABLE”** There will be no other jargon or slang used when relaying the unit’s availability status.

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## **GLOSSARY OF TERMS**

**Affirmative.** That is correct. A "yes" answer to a question. The opposite of "negative."

**Agency Representative.** An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to Command or to the incident liaison officer, depending upon the structure of the incident organization.

**Available.** A unit is in-service and can respond if dispatched.

**Branch.** An organizational level that has a functional or geographic responsibility for major segments of incident operations.

**Brush Truck.** A light, mobile vehicle, having limited pumping and water capacity.

**Command.** The act of directing, ordering, and controlling resources as specified by legal or agency authority.

**Command Post (CP).** That location at which primary command functions are executed.

**Company.** A group of firefighters assigned to a vehicle that has specific equipment capabilities including engine companies, ladder companies and rescue companies.

**Company Officer.** The individual responsible for supervision of a company.

**Copy.** Used to acknowledge receipt of a message. NOT an affirmative answer to a question. (See "affirmative.")

**Crew.** Personnel assembled for an assignment such as search, ventilation, or hose line deployment. The number of personnel in a crew should not exceed the recommended span-of-control of three to seven. A crew operates under the direct supervision of a crew leader.

**Disregard.** Disregard the last message.

**Division.** A part of the incident organization that has responsibility for operations within a defined geographic area.

**Emergency Evacuation.** All personnel are to evacuate the affected area immediately. Drivers of all equipment on the scene are to blow their air horns three long blasts for 3

seconds each intermittently (three seconds on, one second off) for 3 times for one minute. ECC is to stop all radio traffic on the channel being used, sound an alert tone and repeat the Emergency Evacuation message three times. Personnel are to drop what they are doing immediately. They are not to remove tools or perform any functions other than to get out. Personnel are to report to their company officers/supervisors for a head count and Command is to perform a PAR check.

**Engine Company.** A group of firefighters assigned to a pumper who are primarily responsible for pumping water and fire attack, but may perform other operations as assigned.

**Enroute.** Used when a unit is moving from one location to another, but NOT in response to an alarm. (See "responding.")

**Fill In.** Move to a fire station to provide coverage.

**Group.** A part of the incident organization that has responsibility for a specific function (ventilation, salvage, water supply, etc.).

**Incident Action Plan.** The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For small incidents the action plan is not usually written. Large or complex incidents may require a written action plan.

**Incident Command System.** A system for managing responses to incidents that specifies components of an organizational structure for the use of resources. The organizational structure for handling a particular incident is built using the components deeming necessary by the incident commander.

**Incident Commander.** The individual responsible for the management of all incident operations.

**Information Officer.** An individual who is responsible for liaison with the media or other appropriate agencies that require information from the incident scene.

**Initial Attack.** The first actions taken on the scene to control a fire.

**Ladder Company.** A group of firefighters assigned to a vehicle that is equipped with an aerial ladder, portable ladders, and other equipment. The ladder company's functions vary according to the incident, but often include rescue, forcible entry, ventilation, and salvage.

**Leader.** The individual responsible for command of a crew, task force, strike team, or other functional unit.

**Level I Staging.** The first alarm assignment will respond to the scene and position in a manner to avoid cluttering or "boxing in" the scene.

**Level II Staging.** Staging companies that are dispatched to an incident, but are not the first alarm assignment. Units are to park approximately one block from the incident in their direction of travel, uncommitted until assigned by Command. When responding to structure fires, typically the first-arriving battalion chief, engine and ladder proceed into the scene and other companies stage as described.

**Negative.** That is not correct. A "no" answer to a question. The opposite of "affirmative."

**On the Scene.** Indicates that a unit has arrived at the location of an incident.

**Operations Sector.** When established, this sector is responsible for all tactical operations.

**Out of Service.** Indicates that a unit can not respond to alarm.

**Planning Section.** Is created at large incidents to anticipate the need for new strategic goals and tactical objectives as the incident progresses. Planning also tracks the status of the incident, resources, water supplies, and documents the incident.

**Primary Complete.** Indicates that a primary search has been completed.

**Rescue Company.** A group of firefighters assigned to a vehicle that carries rescue equipment and has primary responsibility for rescue operations.

**Responding.** Indicates response to an alarm, whether the response is emergency or non-emergency.

**Secondary Complete.** Indicates that a secondary search has been completed.

**Sector.** The geographical identification of the exterior and exposures of an incident. Also functional areas of responsibility as designated by the incident commander.

**Single Resource.** An individual company, crew or functional unit.

**Span of Control** - is defined as the number of subordinates one supervisor can manage effectively. In emergency situations, the accepted limit is five.

**Staging Area.** The location where personnel and equipment are assigned near an incident for immediate deployment.

**Strategic Goals.** The overall plan that will be used to control the incident. Strategic goals are general and are achieved by the completion of tactical objectives.

**Strike Team.** Five of the same kind and type of resources with common communications and a leader.

**Tactical Objectives.** The objectives that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

**Tanker.** A vehicle capable of transporting at least 1500 gallons of water.

**Task Force.** A group of not more than five of any type and kind of resources, with common communications and a leader, that is temporarily assembled for a specific mission.

**Technical Specialists.** Personnel with special skills who are activated only when needed. Technical specialists may be needed in such areas as water resources, environmental concerns, and training. Technical specialists report initially to the Planning Section but may be assigned anywhere within the ICS organization as needed.

**Under Control.** Indicates that the incident has been stabilized.

**Un- Available.** Reference Out of Service.

# WINCHESTER FIRE AND RESCUE DEPARTMENT



## ACCOUNTABILITY SYSTEM

### EMERGENCY INCIDENT OPERATIONS PROCEDURE

#### *Winchester Fire and Rescue*

FIRE, RESCUE, HAZARDOUS MATERIALS & EMERGENCY COMMUNICATIONS



FRANK E. WRIGHT, FIRE CHIEF  
GARY GANOE, CAPTAIN/ FIRE MARSHAL  
CARL E. MCCLELLAN, CAPTAIN  
SCOTT KENSINGER, CAPTAIN

231 EAST PICCADILLY STREET, SUITE 330, WINCHESTER, VIRGINIA 22601  
PHONE (540) 662-2298  
FAX (540) 542-1318  
TDD (540) 662-4131

TO: All Fire & Rescue Personnel

FROM: L. A. Miller, Fire & Rescue Chief  
Winchester Fire & Rescue

RE: **Accountability System and Minimum Training Certification Standard**

DATE: November 17, 1998

MEMO NO. O-98-20

Attached for review and implementations are the first two elements of the "FIREFIGHTER SAFETY PROGRAM" of the Department. The elements contained within this document are:

Operational Personnel Accountability Program

Operational Volunteer Position Definition and Training/Certification

These portions of the overall safety program will be implemented January 1, 1999. Training relating to these two portions of the program will be conducted during November and December 1998. The November training schedule has been distributed identifying the training dates, times, and locations.

All personnel of the Department must attend a training class prior to receiving their individual identification tags. The understanding of the program, receipt of the identification tags is extremely important as an individual's incident participation will not be permitted without having completed the training and receiving the tags.

The leadership of the Fire and Rescue Department has taken two important steps in the solidification of service and the protection of fire and rescue personnel through the adoption of these two portions of the overall program. As the remaining three elements of the program are developed, reviewed and adopted a broader spectrum of safety will be achieved and the overall effectiveness of service will be increased.



***Winchester Fire and Rescue***

FIRE, RESCUE, HAZARDOUS MATERIALS & EMERGENCY COMMUNICATIONS

---

FRANK E. WRIGHT, FIRE CHIEF  
GARY GANOE, CAPTAIN/ FIRE MARSHAL  
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231 EAST PICCADILLY STREET, SUITE 330, WINCHESTER, VIRGINIA 22601  
PHONE (540) 662-2298  
FAX (540) 542-1318  
TDD (540) 662-4131

TO: Chief L. A. Miller  
FROM: Lt. Gary Ganoe  
RE: **Personnel Accountability**  
DATE: November 19, 1998

### **PURPOSE**

To enhance the safety of firefighters operating on emergency incidents by providing the **Incident Commander** with a system for tracking the number of personnel and the area of their operation on an incident and serves as a mechanism to quickly account for personnel operating at an emergency incident.

### **SCOPE**

The procedure applies to **ALL** *Winchester Fire and Rescue Department* personnel operating on an emergency incident.

### **RESPONSIBILITY**

It shall be the responsibility of **ALL** *Winchester Fire and Rescue Department* personnel operating on an emergency incident to comply with this procedure. It shall also be the responsibility of **ALL** department officers (career and volunteer) to ensure all personnel are trained in the use of this accountability system.

## PROCEDURES

### **System Components**

- 1.1** This system shall be implemented on all emergency incidents requiring the use of SCBA (self-contained breathing apparatus) or at the discretion of the **Incident Commander**.
- 1.2** Every member of the *Winchester Fire and Rescue Department* shall be issued six (6) name tags. The tags shall have their names engraved on them. Name tags shall be color coded as follows:

**WHITE** – Department officers

**GREEN** – Firefighter/EMS

**BLUE** – EMT – C/Ps

**YELLOW** – Firefighters

**RED** – Juvenile Firefighters, Probationary and Ride-A-Longs

For definitions see Appendix I

- 1.3** Each member shall carry his/her name tags under the brim of his/her helmet when not assigned to a piece of apparatus.
- 1.4** The primary passport will be constructed of flexible velcro (2” x 4”) with one unit designator tag (i.e. Engine 5). Personnel remaining outside of the hazard area (i.e. apparatus operators) shall have their name tags placed upside down on the passport.
- 1.5** The passport shall be attached to the portable radio case or if a case is not provided shall be attached to the portable itself with a piece of velcro. If a second portable radio is carried on the unit, it shall also carry a second passport with the unit designator followed by the letter “A” (i.e. Engine 5 A). This allows the unit officer the flexibility of having two teams if staffing permits. A team using the “A” passport shall use the term “alpha” when communicating by radio (i.e. portable 5 alpha). For clarity, when more than one (1) unit from the same station (i.e.: Wagon 1, Engine 1) is on the scene of an incident, portable radio designations are to be identified as the units portable (i.e.: portable engine 1, or portable wagon 1) when calling or receiving radio traffic.
- 1.6** Unit rosters will be a 2” x 4” piece of hard backed velcro that is attached to the dash of every unit. It will have one unit designator permanently affixed and one removable apparatus identification tag. The unit roster will contain the names of all personnel assigned to staff that particular unit.
- 1.7** The unit command board will be a plastic board (10” x 12”) with strips of Velcro designed to hold passports. The board also contains an area on the back for writing, tracking units, and assignments. Each vehicle shall carry a unit command board for use of assuming command.

- 1.8 The driver's door of Engines, wagons, and trucks shall have a plastic board with Velcro attachments affixed to it. Responding units shall affix their passports to the drop-off board of the first arriving apparatus or to give them to the **Incident Commander**. Any exception shall be announced by the **Incident Commander**.

## Implementation

- 2.1 Personnel reporting for duty or assigned to apparatus shall take their name tags from under the brim of their helmets and place them in the following areas:
1. The unit roster on the dash or officers door.
  2. The passport on the officer's portable radio.
    - 2.1(a) The unit officer's name tag shall be attached to the top of the unit underneath the unit designator, followed by the driver's/operator's name.
    - 2.1(b) The officers on each unit shall ensure that the unit roster and passport reflects the names of the personnel riding on that unit at all times.
- 2.2 If the officer in charge on the apparatus chooses to assume command of an incident, then he/she shall use the unit command board to manage the incident. He/she shall remove the passport from the portable radio and place it on the unit command board. As units begin to arrive, the IC (**Incident Commander**) (or his/her designee) shall obtain their passports and attach them to the unit command board, and write down their assignment and location of deployment. (i.e. Engine 1 to Headquarters, \_\_\_\_\_ will be assuming command on side one at Engine 1). This report would be given after the initial on-scene report and size-up.
- 2.2 (a) If the first arriving officer elects to pass command of an incident, the officer shall remove the passport from the portable radio and place it on the driver's door. The officer shall then voice the following information over the operational channel:
    1. Have duty officer assume command upon arrival.
    2. The actions he/she intends to carry out with their unit.
    3. The assignment given to the units they have arrived with or those units who will arrive before the unit assuming command (this is extremely important for the unit that will assume command and the responding officers). (i.e. Engine 4 is to assume command upon arrival; will be advancing a line to the first floor; Tower 2 will be venting first floor, side one; Medic 5-1 will be searching the fire floor).
    4. Any change of the normal passport drop-off point.
- 2.3 When command is transferred to a higher ranking officer, the current incident commander may transfer the passports and information from his/her unit command board to the higher ranking officer's board. This is best handled face to face, and shall include the information outlined in the **Incident Command System**. The transfer is not complete until the officer assuming command says "I have it" and the location and actions of

assigned personnel is updated on the appropriate command board. ECC (Headquarters) shall also be advised of the change in command and the new command location, if appropriate.

**2.4** When officers are assigned to exterior sector positions, they shall use a unit command board to track unit assignments and locations. If command elects to assign sector responsibility to a unit officer who is already committed to a task, he/she must confirm acceptance of the sector assignment. The **Incident Commander** shall then transfer the appropriate passports to a unit command board and arrange to have it delivered to the appointed Sector Officer. The Sector Officer shall then properly track and assign units in the sector using the unit command board.

**2.4(a)** To effectively manage the activities and movement of personnel, the Sector Officer should be located in safe environment and one that does not require the use of SCBA. It is realized that on some occasions the Sector Officer may have to operate in a hazardous environment and utilize SCBA.

**2.4(b)** It is the responsibility of the Sector Officer to advise the **Incident Commander** when units are moving between sectors. (i.e. "Fire floor sector to Command, portable 5 leaving the fire floor and going to rehab"). Command shall advise the Rehab Sector Officer and move the unit designator to the area on the command board marked "trans." This indicates that units are in transit from one sector to another. The Rehab Officer shall note this and advise Command when portable 5 arrives. As portable 5 leaves, the officer and crew shall report to the Fire Floor Sector Officer and pick up their passport. The passport shall then be delivered to the Rehab Sector Officer. The Rehab Sector Officer shall note their time of arrival on the bottom of the passport to assist in determining when the unit will be ready for re-assignment. The Rehab Sector Officer shall also notify Command when he/she arrives so he/she can properly track resources. Command will then move the unit designator from "trans" to "rehab."

**2.5** When units must enter a hazardous area (or presumed hazardous area) remote from the passport drop off point (i.e. remote from side 1), unit officers shall place their passports on the driver's door of the first unit at the remote entry point. This information needs to be announced over the radio by the Officer to the **Incident Commander**. Other units entering at that point shall place passports on the designated driver's door. The passports and tracking of those units at remote entry point shall become the responsibility of a Sector Officer or **Incident Commander** as soon as possible. An example would be units entering the opposite side of the command post (passport drop off point).

**2.6** When the **incident commander** determines that the incident requires more accountability, he/she shall implement Entry Control and appoint an individual to manage this sector. In these situations, the **Incident Commander** shall advise ECC to implement "Entry Control" and name the points of entry. ECC will in turn announce that Entry Control has been implemented along with the entry locations.

Example: *Entry Control Notification*

“Attention units operating at \_\_\_\_\_ Command, Entry Control has been implemented. All units shall enter the structure through the west doors located on side 1.”

**2.6(a)** Once Entry Control has been established, all units shall enter AND exit through the entry control point except when an emergency evacuation is announced. All personnel entering or exiting through Entry Control shall be tracked by the Entry Control Officer.

## **Roll Call Procedure**

**3.1** To ensure the safety of personnel, the ECC will announce the duration of the incident every ten minutes. The event timer will be started when the first unit arrives on the incident scene and establishes command. When ECC advises of the 10 minute mark, the incident commander shall give a full scene size up.

Example: “Headquarters to \_\_\_\_\_ Command, you have been operating on the scene for ten minutes.” This shall continue until Command advises that the event is stable (under control) and the timer is no longer necessary.

**3.2** The **Incident Commander** shall determine the welfare of personnel under his/her command at 20 minute intervals (this will be termed “roll call”). This may be done visually or via radio, if necessary. At 40 minute intervals, all personnel on the incident scene, including those operating in non-hostile areas, will be roll called by the appropriate Sector Officer or **Incident Commander**.

**3.2(a)** The **Incident Commander** shall acknowledge the 20 minute notification and initiate a roll call.

Example: \_\_\_\_\_ Command to all sectors, stand by for a roll call.

**3.2(b)** Sector Officers shall account for all personnel under their command and be prepared to report this when called by the **Incident Commander**.

**3.2(c)** Unit Officers shall report the total number of personnel assigned to their unit and indicate the number of people operating outside of the hazard zone. This will only be required for the units initial roll call or personnel accountability report (**PAR**).

Example: Engine 4 responds with a total of three personnel. The officer and one person enter the hazard zone, while the driver/operator remains outside with the apparatus. At the first roll call, 20 minutes into the incident The Unit Officer will respond, “Total of three, driver is out side. Engine 4 is **PAR**.” The proper response for additional roll calls will be “Engine 4 is **PAR**.” Indicating the total number of personnel assigned to the unit and those operating in the hazard zone is necessary so the **Incident Commander** can verify the information on the units passport.

- 3.2(d)** The **Incident Commander** shall be responsible for the welfare of units/personnel not assigned to a sector, (i.e. outside truck person, engine driver/operator, etc.)
- 3.2(e)** After all sectors have been roll called, the **Incident Commander** shall document the time, and note on the command board that all personnel were accounted for or which personnel were not accounted for. An unaccounted person or crew shall not stop roll call from other sectors. Roll call must continue to determine if more than one person or crew is unaccounted for.
- 3.2(f)** If any person cannot be accounted for, the Sector or Unit officer shall report the status of missing personnel as “unknown” and give the **Incident Commander** their last known location. Sector officers shall then initiate search procedures within their own sector. All other sectors operating on that incident shall maintain their current positions and assignments unless directed by the **Incident Commander**.
- 3.2(g)** The **Incident Commander** may initiate a roll call to check the status of personnel at ANY time that he/she deems necessary. Some situations in which this shall be done include, but are not limited to:
1. Report of a crew missing or tapped.
  2. When a unit crew cannot be contacted in the Hazard Zone after three consecutive attempts at radio contact.
  3. Sudden hazardous change on the incident scene, such as vapor release, collapse, etc.
  4. Incident conditions deteriorate to a point that evacuation is ordered.
  5. A change from an offensive to a defensive mode.
  6. When the incident is declared under control.

## **Compliance**

- 4.1 The mechanism to quickly account for personnel must be available to the **Incident Commander** at any point during the incident. In order to ensure the effectiveness of this system and the subsequent safety of all personnel, accountability procedures shall be strictly followed at all times.
- 4.1(a)** The name tags shall be considered an issued item of personal protective equipment and shall be inspected and kept in a ready state for use.
- 4.1(b)** Unit rosters and passports shall be considered part of the apparatus inventory and maintained as such.

- 4.1(c)** If name tags, unit rosters, or passports are lost or misplaced, replacement items shall be obtained as soon as possible. Temporary items shall be obtained from the *Winchester Fire and Rescue Department* office, who shall also ensure that replacements are ordered as soon as possible.
- 4.1(d)** *Winchester Fire and Rescue Department* personnel shall **always** operate as a minimum crew of two people when functioning in a hazardous environment. A minimum crew **shall** be considered two people and a portable radio.
- 4.1(e)** No one shall operate alone in the Hazard Zone.
- 4.1(f)** No crew should operate without a portable radio.
- 4.1(g)** Crews shall always go in and come out together.
- 4.1(h)** Personnel operating as a crew shall be in contact with the crew “leader” by voice, touch, or sight.
- 4.1(i)** Each team member of a crew must be able to:
1. Provide direct help.
  2. Call for help.
  3. Go get help for an injured team member
- 4.1(j)** Individuals are discouraged from responding to an emergency scene within their POV and are encouraged to respond to their respective stations as this format promotes:
1. Firefighter Safety
  2. Unified approach to emergency incidents
  3. Reduces the potential for vehicular accidents
  4. Eliminates the obstruction of emergency scenes by POV
  5. Provides more effective emergency operations

Should an individual respond to an emergency scene in their POV they are to:

1. Report to the Command Post for assignment
2. Have a complete compliment of PPE excluding SCBA
3. Have their individual identification tags for utilization with the Accountability System.
4. Park their POV in a manner as to not obstruct operations or incoming apparatus

Should any of these criteria not be met the Incident Commander will not assign the individual and the individual will be requested to leave the area of operations.

## APPENDIX I

### MINIMUM TRAINING CERTIFICATION STANDARDS

#### **OFFICER** (*white tag*) Battalion and or Deputy Chief

- Any firefighter who is certified at the Officer I Level or higher.
- Maintains Hazardous Materials Operations or higher.
- EMT-B

#### **FIREFIGHTER/EMS PROVIDER** (*Green Tag/helmet with Star of Life*)

- Any Firefighter who is certified at the Firefighter I Level.
- Maintains Hazardous Materials Awareness or higher.
- Maintains EMT-B or higher certification.
- Meets Virginia or National Registry Continued Education criteria.
- Maintains CPR certification.

#### **FIREFIGHTER** (*yellow tag*)

- Any Firefighter who is certified at the Firefighter I Level.
- Maintains Hazardous Materials Awareness or higher.
- Maintains CPR certification.

#### **EMS PROVIDER** (*blue tag*)

- Any EMS provider who possesses EMT-B certification or higher.
- Meets Virginia or National Registry Continued Education criteria.
- Maintains CPR certification.

#### **JUVENILE/RED HATS** (*red tag*)

- Any member who is not certified at the Firefighter I Level. (Probationary)
- Juvenile Firefighters (16 and 17 year olds not certified as Firefighter I under Child Labor Laws/and undocumentable state certifications.
- Ride alongs designated as limited activity.

*Note:* All certifications and Continued Education fall under Virginia State guidelines as issued by the State of Virginia or the National Registry.

# **WINCHESTER FIRE AND RESCUE DEPARTMENT**



## **MINIMUM TRAINING CERTIFICATION STANDARDS**

### **EMERGENCY INCIDENT OPERATIONS PROCEDURE**

## **APPENDIX I**

### **MINIMUM TRAINING CERTIFICATION STANDARDS**

#### **OFFICER** (*white tag*) Battalion and or Deputy Chief

- Any firefighter who is certified at the Officer I Level or higher.
- Maintains Hazardous Materials Operations or higher.
- EMT-B

#### **FIREFIGHTER/EMS PROVIDER** (*Green Tag/helmet with Star of Life*)

- Any Firefighter who is certified at the Firefighter I Level.
- Maintains Hazardous Materials Awareness or higher.
- Maintains EMT-B or higher certification.
- Meets Virginia or National Registry Continued Education criteria.
- Maintains CPR certification.

#### **FIREFIGHTER** (*yellow tag*)

- Any Firefighter who is certified at the Firefighter I Level.
- Maintains Hazardous Materials Awareness or higher.
- Maintains CPR certification.

#### **EMS PROVIDER** (*blue tag*)

- Any EMS provider who possesses EMT-B certification or higher.
- Meets Virginia or National Registry Continued Education criteria.
- Maintains CPR certification.

#### **JUVENILE/RED HATS** (*red tag*)

- Any member who is not certified at the Firefighter I Level. (Probationary)
- Juvenile Firefighters (16 and 17 year olds not certified as Firefighter I under Child Labor Laws/and undocumentable state certifications.
- Ride alongs designated as limited activity.

*Note:* All certifications and Continued Education fall under Virginia State guidelines as issued by the State of Virginia or the National Registry.

# WINCHESTER FIRE AND RESCUE DEPARTMENT



## **TWO-IN TWO-OUT**

## **EMERGENCY INCIDENT OPERATIONS PROCEDURE**

## Two-In Two-Out

### FIREGROUND OPERATIONS POLICY

#### PURPOSE

To establish standard guidelines and procedures that will serve to provide a safe fire ground for all firefighters and to reduce the risk of injury or death as a result of department operations. This policy will serve to comply with the *National Fire Protection Association 1500* standard and the Virginia Department of Labor Occupational Safety and Health Administration for interior structure fire attack.

#### UNDERSTANDING

The following information outlines the guidelines, processes, and expected actions that should occur regarding fire ground operations. It is realized that this document cannot address every possible situation or scenario. Therefore, officers and members shall follow the actions listed in this document; however, should the need to deviate from the policy's expected actions, the actions taken shall be documented and justified on the incident report based on unusual circumstances or the safety of personnel. This policy, along with I.C.S., Accountability, Minimum Training Certification Standards and well-trained firefighters, will improve safety for all.

#### I. DEFINITIONS

**Immediately Dangerous to Life and Health (IDLH) Atmosphere** - The Virginia Department of Labor and Industry Occupational Safety and Health Administration (VOSH) defines an IDLH atmosphere for interior structure fires to be "an advanced fire that has spread inside of the building where high temperatures, heat, and dense smoke" are present.

Federal OSHA defines an IDLH as an atmosphere that poses an immediate threat to life, would cause irreversible adverse health affects, or would impair an individual's ability to escape from a dangerous atmosphere.

**Working Structure Fire** - Any fire that requires the use of a 1.5-inch or larger fire attack hose line and that also requires the **use** of self-contained breathing apparatus (SCBA) for firefighters entering the hazardous area. This is also when any structure fire meets the definition of an IDLH atmosphere as identified for interior structure fire attack.

**Incipient Stage Fire:** A fire which is in the initial or beginning stage and which can be controlled or extinguished by a portable fire extinguisher, Class II standpipe, or small hose system without the need for protective clothing or SCBA.

**Initial Stages of an Incident:** The period of an incident where tasks are being performed by the first arriving units with only one team assigned or operating in the hazardous area.

**Early Stages of an Incident:** The period of an incident following the initial stages of an incident. Having more than one team operating within the IDLH area indicates this period of the incident.

**Personnel Accountability Report (PAR):** Identifies the location and the safety of firefighters on an incident.

**Rapid Intervention Team (RIT):** A specifically designated rescue team with full protective clothing, portable radio, and other needed rescue equipment at the scene of an emergency incident beyond the initial stage of operations designed to provide personnel for rescue of firefighters operating at the incident should the need arise.

**Rescue Team:** A minimum of two firefighters present outside the IDLH area of a working structure fire during the incidents initial stage. Equipment shall be readily available for use by this outside team should the need for rescue inside the hazard area be necessary. One of these personnel may be assigned more than one role during the initial stages if the abandonment of that role to effect a firefighter rescue does not jeopardize other personnel operating on the fire ground.

**Note:** All personnel operating as an interior firefighter or on a Rapid Intervention or Rescue Team shall meet the Minimum Training Certification Standards in Appendix I of Memo O-98-20.

## **II. GUIDELINES**

1. An Incident Command System shall be utilized on all fire incidents. The first arriving unit shall assume the initial assessment and control of the incident until another unit or officer assumes command. (refer to I.C.S. Procedure)
2. At least four (4) firefighters **shall** be assembled on the scene before initiating interior fire fighting operations within IDLH atmosphere at working structure fires (except as noted in the exception section). Two (2) firefighters shall be designated as a rescue team and neither can be located within the IDLH atmosphere. The Incident Commander may request additional units/resources to maintain a safe emergency scene operation or to staff rapid intervention teams.
3. First arriving firefighters/officers and incident commanders will be responsible for performing a scene risk assessment prior to implementing tactics for fire attack. Tactical decisions will be made based on their evaluation of the event, the needs compared to the resources, and the expected incident outcome. On-scene operations shall be limited to those actions that can safely be performed by personnel on the scene. The incident commander shall base decisions and actions on their experience, professional judgement and training. This assessment is to be an ongoing process and tactics may change based on information and situation.
4. Personal Alert Safety Devices shall be operational prior to entering any IDLH atmosphere.

5. Whenever there is more than one team operating or assigned in an IDLH atmosphere the incident shall no longer be considered in the “initial stage” and at least one dedicated Rapid Intervention Team shall be designated and prepared for firefighter rescue.
6. Personnel operating in IDLH atmospheres shall operate in teams of two (Buddy System) and shall utilize full protective clothing and self-contained breathing apparatus. IDLH atmospheres may include vehicle or outside container fires.
7. The Department’s Personnel Accountability System shall be utilized in accordance with policy. Personnel Accountability Reports shall be conducted in accordance with policy.
8. The Incident Commander shall be responsible for appointing a scene safety officer or fulfilling that duty on all working incidents. The designated scene safety officer has full authority to halt any operation determined to be unsafe and has the authority to issue orders directly to personnel in regard to personnel safety. A dedicated scene safety officer shall be established at all working incidents greater than the scope of a normal first alarm response.
9. All personnel shall immediately exit the building when directed to do so by the incident commander, the scene safety officer, or by the evacuation signal designated by the I.C.S. policy, radio tone and air horn blasts.

### **III. PROCEDURES**

1. Units arrive on the scene of a “working structural fire with IDLH” with less than four firefighters. The firefighters should wait until four firefighters are assembled on the scene before initiating interior fire attack or entering into the IDLH atmosphere unless there is the probability of a victim rescue as outlined in the **Exceptions** section. Two firefighters can begin initial fire attack with two firefighters outside the IDLH atmosphere to serve as the Rescue Team. The four members assembled prior to the initial fire fighting operation can include any combination of firefighters arriving on the incident scene. One of the firefighter outside can be assigned other duties. Apparatus operator(s) can be counted as one of the four as long as abandonment of the apparatus will not adversely affect the interior fire fighting/rescue efforts. A reliable water supply, adequate to contain the incident shall be established prior to utilizing any pump operator as part of the Rescue Team. The Incident Commander and the attack pump operator can **not** both be on the Initial Rescue Team.
2. Until four firefighters are assembled, **exterior** operations shall commence immediately in accordance with standard fire ground operations. This can include, but not be limited to: establishing water supplies, deploying fire attack lines and exposure protection hose lines, utility control, ventilation, placement of ladders, forcible entry, protective system support, and other **exterior** operations as deemed appropriate.
3. Firefighters operating in the hazardous (IDLH) atmosphere shall be in communications with each other through visual, verbal, physical, or safety rope/strap. Team members must be close to each other to provide assistance in case of an emergency.

4. During the initial stages of an incident, at least one (1) team of two will be designated as the Rescue Team. These firefighters may be the incident commander, firefighter/medic, or other firefighters. The attack pumper's operator should not be used as part of the Rescue Team or the Rapid Intervention Team. Other apparatus operators can and should be used if the abandonment of the apparatus does not adversely impact the safety of others or negatively affect the fire fighting/rescue efforts.
5. During the initial phases, the Rescue Team shall be identified and have the necessary equipment readily accessible to enter an IDLH atmosphere. Should a firefighter rescue be required, Rescue Team firefighters will be identified over the radio or face to face and will acknowledge this assignment. This assignment is to be logged on the accountability/command board and announced to ECC. (We have a MAYDAY EVENT.)
6. As the incident progresses to the point of more than one interior team, an identified and dedicated Rapid Intervention Team shall be established and positioned immediately outside the IDLH atmosphere. This team shall be fully outfitted with protective clothing and SCBA with air-mask in a ready to don position. The team shall have a radio, hand light, hose line or tag line, and other required rescue equipment. Team members will be dedicated to perform firefighter rescue and shall perform only those tasks directly related to the safety of the team operating in the hazardous area. No activity by the Rapid Intervention Team shall impede their ability to be immediately deployed to effect a rescue. A hose line should be dedicated to this team.
  - If the incident is in a high or mid rise structure, large area facility, or other area with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that firefighter rescue can be accomplished without deployment delay. A team should be considered for each remote access point on any large facility around the involved area. The Incident Commander will be responsible for determining the number of teams needed based on the specifics of the incident.
7. If a firefighter becomes trapped, disabled, or otherwise in need of assistance by the Rapid Intervention Team, the incident commander shall announce this action via the radio to all units and ECC (we have a MAYDAY EVENT). All radio traffic not directly related to the rescue should cease immediately to facilitate the rescue of the firefighters. An immediate personnel accountability report shall be conducted. The incident commander shall then assign personnel to assist with the rescue and to assist the rapid intervention team as deemed appropriate. The RIT shall continue to inform the incident commander of their progress and actions taken during the rescue.
8. All personnel shall utilize SCBA in all IDLH atmospheres including exterior fire attack operations should IDLH atmosphere exist. This includes vehicle fires, dumpster fires, and other incidents as deemed appropriate by the Incident Commander. The Incident Commander shall assure that SCBA is worn until an atmosphere is no longer IDLH and the fire is extinguished with no visible smoke.

9. Should the incident commander order a building evacuation, a PAR check shall be conducted immediately after the building has been evacuated. The RIT shall remain in place for immediate activation should a team fail to report during the PAR check. Each crew will then meet with their sector officer and/or await reassignment.

#### **IV. EXCEPTIONS**

1. If, upon arrival at the scene, firefighters find an imminent life threatening situation or probable life threatening situation where immediate action may prevent the loss of life or serious injury, such action shall be permitted with less than four firefighters on the scene. The probability of a rescue is made in accordance with normal size-up indicators and fire ground evaluation factors. (Example: report of persons inside or signs of persons inside)
  - Residential Occupancies – In the absence of a report from a responsible person on the scene that everyone is out of the residence, it is to be assumed that a life hazard exists until the primary search has been completed.
  - Business or Commercial (Non-Residential) Occupancies – The firefighter/officer shall evaluate the situation, consider the occupancy, time of day, day of the week, reports from people on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue.
  - Vacant or Abandoned Occupancies – In the absence of clear signs or a report from a responsible person on the scene that people are in the structure. It is to be assumed that no life hazard exists and an interior fire attack shall not be initiated until the minimum of four (4) firefighters are on the scene and a Rescue Team is established.
2. If firefighters are going to initiate actions that would involve entering a structure because of a probable or imminent life threatening situation where immediate action may prevent the loss of life or serious injury, and firefighters are not on the scene to establish an initial rescue team. The firefighters should carefully evaluate the level of risk that they would be exposed to by taking such actions. In all cases, a minimum of two (2) people shall form the entry team.
3. If it is determined that the situation warrants immediate intervention and four (4) firefighters are not on the scene, the incident commander/firefighters shall notify the ECC of the intent to enter the building prior to the availability of an initial rescue team. Such action is intended to apply only to those rare and extraordinary circumstances when, in the incident commander's professional judgement, the specific instance requires immediate action to prevent the loss of life or serious injury and the four (4) firefighters have not yet arrived on the fire ground.
4. Should immediate entry be required, the ECC shall notify all responding units. The incident commander shall establish an initial rescue team upon arrival of additional firefighters and insure accountability of all personnel. Good priority communications is key.

**EXAMPLE:**

1. Structure Fire 608 Smithfield Avenue, Time out: 2205 hours, Wagon 1 with 1-firefighter, Wagon 5 with 1-firefighter, Truck 2 with 1- firefighter, Medic 4-1 with 2 – firefighters, and the duty officer. Wagon 1 arrives on the scene with smoke showing from the second floor of a two- story apartment building.

*It could go like this:* Wagon 1 firefighter would be the pump operator getting hose lines ready for attack crew, Wagon 5 would be the supply pumper. Two firefighters from Truck –2 and Medic 4-1 would be the fire entry attack team and the other firefighter would team up with the duty officer or the firefighter from the supply pumper to be the initial rescue team. Depending on the situation, other units would be called for and additional personnel may be assigned inside and to a RIT.

This situation may also fall under the **EXCEPTION** Residential Occupancy, where a two firefighter crew could make entry for search and rescue purposes before four (4) firefighters were on the scene. Remember to consider your risks!

2. Structure Fire 1180 South Loudoun Street, Winchester Automotives, Time out: 2320 hours. Wagon 5 with 2 firefighters, Wagon 4 with 2 firefighters, Truck 2 with 1 firefighter, Medic 5-1, with 2 firefighters, Duty Officer. Wagon 5 arrives on the scene with heavy smoke showing from a 1 story commercial structure; Wagon 5 will be command and drop off point. There are no cars in the parking lot and the business closed at 1800 hours. There does not appear to be a life hazard.

*It could go like this:* Wagon 5 would be the attack pumper and the operator would be committed to pump operations and reading attack hose lines, Wagon 5's OIC is the incident commander, Wagon 4 would be supply pumper and the operator would be committed to that assignment. The firefighter on Wagon 4 would be assigned to the entry crew along with one of the firefighters on the Medic 5-1; the duty officer and other firefighter on Medic 5-1 would be the initial rescue team. The Truck operator *could* be assigned utility control or other tasks until other units arrive. This situation would more than likely fall under the Commercial Non-Residential with no evidence of the need for victim rescue. Firefighting teams should not enter the IDLH structure until the initial Rescue Team is available.

**Remember to consider your risk and be able to justify your actions!**

# **WINCHESTER FIRE AND RESCUE DEPARTMENT**



## **MAYDAY RAPID INTERVENTION TEAM**

### **EMERGENCY INCIDENT OPERATIONS PROCEDURE**

**RAPID INTERVENTION TEAM & COMMAND PROCEDURES**  
**FOR A MISSING/TRAPPED FIREFIGHTER**

**SCOPE**

The procedure is designed to apply to all Fire and Rescue Department operations where personnel are required to enter hazardous environments that present an immediate danger to life and health (IDLH). Although developed primarily for structural fire incidents, it is also applicable to hazardous materials, confined space entry, and structural collapse incidents. There is a very narrow window of time for a firefighter to survive after their SCBA air supply has expired or when trapped in an IDLH. Individual firefighters must not delay reporting to Command if they become lost, trapped, or otherwise in need of assistance. Officers must not delay reports of lost firefighters or the inability to complete accountability reports. Command officers must take immediate action if a firefighter is missing in a building until they can be accounted for. A Command and RIT structure must be designed to permit rapid deployment in a manner that will not endanger rescue personnel beyond a level of acceptability while accomplishing the rescue mission. Professional deployment of this procedure coupled with proper training and the implementation of strategic measures will result in a favorable outcome.

**PURPOSE**

To establish Command and Rapid Intervention Team procedures and guidelines that are implemented when a firefighter becomes trapped or missing while operating within a hazardous environment on the scene of an emergency incident.

**DEFINITIONS**

**MAYDAY** – The term used only to report firefighter(s) who are missing, trapped, or in a life threatening situation. Examples – “MAYDAY” Portable Truck 2 to command, I have a firefighter who fell through the floor; OR “MAYDAY” Portable Engine 1 to command I am separated from my crew and lost on the second floor.

**MAYDAY EVENT** – Term used to identify and communicate that a MAYDAY is in progress/taking place on the incident scene. This is the term used to announce a MAYDAY to other emergency units and ECC. Example – Cameron Street Command to headquarters we have a MAYDAY EVENT on this incident scene.

**EMERGENCY TRAFFIC** – Term used to communicate any urgent or important message other than a missing or trapped firefighter during a MAYDAY EVENT. Example – EMERGENCY TRAFFIC Portable Engine 4 to Command there has been a collapse of about half the exterior wall on side 3, all personnel in this sector are okay.

## **RAPID INTERVENTION TEAM (S) PROCEDURES AND GUIDELINES**

**When:** A RIT should be in place any time firefighters are in a dangerous environment, but **shall** be in place anytime more than one team is operating or assigned an IDLH atmosphere.

**RIT Purpose:** Be prepared to rescue a missing or trapped firefighter.

- Search and locate missing/trapped firefighter(s).
- Remove the firefighter(s) to a safe location.
- Provide an air supply to the trapped firefighter(s).
- Provide protection to the trapped firefighter(s).
- Provide feedback to command or rescue sector on resource requirements needed to protect and rescue trapped firefighter(s).

**RIT Needs:** Any RIT shall have at least two firefighters and may have more depending on the size and scope of the incident. RIT shall implement or be prepared to implement the following items:

- Radio identification (Utilizing 100 series numbering beginning with RIT #200, then RIT #300 and so on).
- Don full protective gear and SCBA.
- Identify location (Side 1/front of building, if possible).
- Confer with Command (Location, resource needs, plan & accountability).
- Monitor all radio traffic pertaining to the incident.
- Size-up/assess the building, and conduct continual reassessments.
- Access points, doors, windows, ladders, and aerial needs
- Assess construction features and stability
- Assess emergency conditions and forecast potential firefighter rescue problems.
- Confirm location of all units/crews working in the hazardous area.
- Establish a tool staging area: (Tool Box)
- Forcible Entry tools, hand and power
- Air cylinders, air supply
- Ropes
- Needs for breaching walls
- Lifting equipment, etc.
- Hand lights and portable lighting
- Specialized equipment (crane, backhoe, etc.)
- Plan where to acquire or have a hose-line, if needed (may want charged or dry).
- Retrieve and review building preplan or plans (if available).

### **RIT “MAYDAY” RESCUE ACTION**      **A “MAYDAY EVENT”**

- Plan all actions with Command.
- Start search only when cleared with Command.

- Search last known location.
- Listen for potential radio traffic from missing/downed firefighter.
- Listen for PASS unit operation.
- Monitor information from other units.
- Thermal imaging (when/if available).
- Conduct physical search.
- Confirm radio channel assignment.
- Advance with a search line and/or hose line, so others can locate you and you can find the way out.
- Assess the situation and advise Command of needs.
- Coordinate rescue operations with firefighting operations and other emergency scene operations
- Request resources that may be needed to protect a trapped or downed firefighter, until rescue operations can begin.

When missing or trapped firefighter(s) is located, radio Command, update condition, and develop a plan for removal. If removal is going to be immediate, radio Command and advise. Give exit location and if ALS is needed.

### **COMMAND PROCEDURES**

- Continue to assess the risk to firefighters.
- Build a RIT or RITs to match the size and scope of the incident.
- Maintain a resource level to match the size and scope of the incident.
- Maintain an awareness of the location of firefighters on the emergency scene through assignments and the accountability system.
- Assign an officer to the RIT.
- Advise RIT of crew(s) working in hazard area and location.
- Assign a Safety Officer and Sector Officers.

### **COMMAND RESPONSIBILITIES FOR “MAYDAY” RESCUE OPERATION**

- Identify/confirm MAYDAY situations.
- Notify ECC to announce that a MAYDAY EVENT has occurred.
- Initiate a PAR check to confirm accountability of all personnel to determine missing firefighter(s).
- Have ECC and Command monitor radio channels.
- Restructure the incident action plan and incident priorities to a firefighter search and rescue operation. Development of a rescue action plan is critical.
- Immediately request additional resources to meet the needs of the event.
  - Units and Staffing
  - Command Officers
  - Specialized Resources
- Establish communications with the RIT.
- Assign an Officer to the RESCUE sector.

- PAR checks during the RESCUE operation will be at the discretion of the incident commander. The incident commander will be the one to initiate PAR checks. PAR checks should not interfere with the MAYDAY RESCUE.
- Assign the RIT to search and rescue operations in the known area or last known area where firefighter(s) need assistance.
- Assign relief crews to the RIT sector to build personnel levels for additional RIT members and back up.
- Maintain resources in the fire attack positions to control the incident. Reinforce with extra units and personnel as needed.
- Request information updates from RIT officer(s) or Rescue sector officer(s).
- Expand the command system to handle the event.
- Maintain an ALS unit in place for ready treatment of the trapped/missing firefighter(s).
- Anticipate extrication needs and assign task.
- Open/unlock all doors and windows, if appropriate.
- Special call Chief Officers (ECC contact Fire Chief, Battalion Chiefs, Deputy Chief, Captain, Lieutenants)
- Withdraw and control unassigned resources from the search and rescue area.
- Assign a Public Information Officer, department or city depending on event.
- Consider the need for a Welfare Officer or C.I.S.M. Team and obtain as needed.

All areas of every situation can not be covered in a procedure, but maintaining a disciplined and controlled emergency scene will help.

**Do not hesitate to call for additional resources that are needed or may be needed.**

Proper risk assessment and training are a must for controlling and having a favorable out come of an incident.

# **WINCHESTER FIRE AND RESCUE DEPARTMENT**



## **RESPIRATORY STANDARD**

### **EMERGENCY INCIDENT OPERATIONS PROCEDURE**

# WINCHESTER FIRE AND RESCUE DEPARTMENT



*Respiratory Protection Program Manual*

**29 CFR 1910.134**



September 18, 2000  
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# RESPIRATORY PROTECTION PROGRAM

## 1.0 Introduction

It is the policy of the Winchester Fire and Rescue Department (WFRD) to provide all personnel with a safe and healthful working environment. The Winchester Fire and Rescue Department will ensure all components of an effective respiratory protective program are implemented in accordance with the Commonwealth of Virginia Occupational Safety and Health Standard 29 CFR 1910.134 effective December 1, 1998.

### **1910.134 (a) (2)**

Respirators shall be provided by the employer when such equipment is necessary to protect the health of the employee. The employer shall provide the respirators, which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in paragraph (c) of this section.

### **1910.134 (c)**

Respiratory protection program. This paragraph requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program must be administered by a suitably trained program administrator.

### **1910.134 (c) (1)**

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use.

### **Volunteer Personnel Compliance**

29 CFR 1910.134 applies to employers and employees in respect to regulations and requirements outlined by the Occupational Health and Safety Administration hereafter referred to as OSHA. The OSHA Regulations within the Commonwealth of Virginia are presently not applicable to volunteer (non-employee) personnel. Volunteer personnel (non-employee) may elect to utilize the full Respiratory Protection Program identified herein or may elect to omit the full medical evaluation while participating in all other aspects of the Program (i.e. Medical Evaluation Questionnaire, Quantitative Fit Testing, etc.).

Participating at this level will be acceptable until such time it is deemed necessary that the policy be mandated or when future changes in the OSHA Regulations pertaining to applicability are adopted.

## **2.0 Responsibilities**

The Winchester Fire and Rescue Department is responsible for establishing and maintaining a respiratory protection program to ensure WFRD personnel are properly protected from respiratory hazards. The WFRD will implement a Respiratory Protection Program which is designed and organized to ensure respirators are properly selected, used, and maintained by WFRD personnel, and meets federal regulatory standards (29 CFR 1910.134) and industry accepted standards (ANSI and NFPA).

The WFRD is also responsible for evaluating those tasks for which respiratory protection is thought to be necessary, determine the degree of hazard posed by potential exposure, determine whether engineering or administrative controls are feasible, and will specify which respiratory protection device is to be used for each task. In addition, the WFRD will conduct quantitative fit testing of all respirators issued to all personnel.

### **2.1 Respiratory Protection Program Committee**

The Winchester Fire and Rescue Department will form a Respiratory Protection Program Committee comprised of a volunteer representative selected by each of the volunteer stations, and a career representative as selected by the Winchester Fire and Rescue Department. As the Respiratory Protection Program Committee, they shall select the respiratory equipment used by WFRD personnel and address issues concerning respiratory protection equipment to the Fire Chief.

The Respiratory Protection Program Committee in conjunction with the Fire Chief is responsible for ensuring all personnel are properly trained in the respiratory hazards to which they are potentially exposed during routine and emergency situations. This includes the training of personnel in the proper selection and use of respirators, putting on and removing respirators, any limitations on respirator use, and respirator maintenance.

The Respiratory Protection Program Committee will be responsible for ensuring an adequate supply of properly maintained and serviced respirator assemblies are available to those personnel requiring such respirators in the performance of their duties. Air cylinder testing and air quality maintenance (e.g. compressor(s)) will also be maintained by the Respiratory Protection Program Committee.

In addition, the Respiratory Protection Program Committee will maintain an equipment inventory, and ensure training, proper fit testing and regular maintenance in accordance with all provisions of VOSH, OSHA, NIOSH, NFPA, and ANSI standards.

## 2.2 Physician or other Licensed Health Care Professional (PLHACP)

The PLHCP is responsible for conducting medical evaluations and reviewing the health status of all personnel who may be required to wear respiratory protective equipment in the completion of their assigned tasks in accordance with 29 CFR 1910.134 prior to quantitative fit testing.

## 2.3 Supervisors

Supervisors will ensure all personnel under his or her supervision using a respirator, has received appropriate training in its use. Supervisors must be aware of tasks requiring the use of respiratory protection, and ensure all personnel engaged in such in such work use the appropriate respirators at all times.

In addition, all supervisors are responsible for ensuring all personnel participating in any emergency response or training function, are protected from the hazards of an immediately dangerous to life or health (IDLH) atmosphere. Whereby there is an immediate threat to life, the potential for irreversible adverse health effects, or impairment to an individual's ability to escape from a dangerous atmosphere.

## 2.4 Personnel

It is the responsibility of all Winchester Fire and Rescue Department personnel to wear the appropriate respirator when and where required and in the manner in which they were trained. Personnel utilizing respirators shall report any malfunction of the respirator to their supervisor immediately. Personnel shall also guard against mechanical damage to the respirator, clean the respirator as instructed, and store the respirator in a clean, sanitary location.

### **3.0 Medical Evaluation**

#### 3.1 Regulatory Requirement

Per 29 CFR 1910.134 (c), personnel required to wear respirators shall receive a respiratory clearance assessment and medical examination by a PLHCP. The results of the examination shall remain confidential as required by 29 CFR 1910.20 and the Winchester Fire and Rescue Department's Medical Confidentiality Protocols.

#### 3.2 Special Medical Evaluations

A respiratory assessment shall be conducted upon the request of an employee or the employee's immediate supervisor when appropriate. Special evaluations shall be performed after prolonged absences from work for medical reasons or whenever a functional disability has been identified.

#### 3.3 Medical Evaluations

The use of a respirator may place a physiological burden on personnel that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status and physical fitness of the employee. Therefore, a respiratory clearance assessment shall be required for all personnel utilizing approved respiratory protection equipment.

#### 3.4 Respiratory Clearance Assessment Components

The respiratory clearance assessment shall include, but is not limited to:

- a. Chest x-ray at the request of the PLHCP physician
- b. Questionnaire concerning recent exposures
- c. Physical assessment (i.e. auscultation of lungs)
- d. Pulmonary function testing including spirometry
- e. Past medical history, known cardiovascular and/or respiratory disease, current medications, and previous injuries.

\* Volunteer Personnel (non-employee) clearance assessment shall include if applicable, but not limited to:

- a. Questionnaire concerning recent exposures
- b. Past medical history, known cardiovascular and/or respiratory diseases, current medications, and previous injuries.

### 3.5 Respirator Use Classification

The PLHCP shall classify personnel in one of the following categories:

*Category A:* No restriction on respirator use.

*Category C:* No respirator use under any circumstances. The reason should not be identified on the report to the employee's immediate supervisor. The PLHCP physician shall determine what medical attention if any is warranted to the employee. The work status of personnel shall be recommended by the PLHCP physician and forwarded to the Fire Chief.

**No** personnel shall be assigned a task requiring the use of a respirator if; based upon his/her most recent examination, the PLHCP physician determines that the individual will be unable to continue to function normally while wearing a respirator.

It is imperative to provide safety for the individual, their peers, and to the community service which is performed. If the LHCP makes a determination as to a *Category C* for an individual, that individual will be referred to their personal physician at the individual's expense to have the necessary diagnostic tests completed to satisfy the necessary requirements indicated for a *Category A* by the PLHCP.

## **4.0 Selection and use of Respiratory Protective Devices**

### 4.1 Respirator Selection

Respirators shall be selected from among those jointly approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH) under the provisions of 42 CFR part 84.

**Only respiratory protection equipment approved by the Fire Chief is authorized for use by Winchester Fire and Rescue Department personnel.**

Current department approved respirator(s) are:

- a. Scott Air-Pak 2.2/4.5/5.0 with AV-2000/AV-3000 facepiece or equivalent – Self Contained Breathing Apparatus
- b. Scott Twin Cartridge Respirator (full facepiece) Model #65
- c. Moldex (or equivalent) NIOSH N95 health care particulate respirator

### 4.2 Respirator Selection for Hazardous Environments

- 4.2.1 The Winchester Fire and Rescue Department shall be responsible for ensuring the proper respiratory protection for emergency field personnel. Respiratory protection will be provided by means of using the self contained breathing apparatus (SCBA) and shall be donned and utilized for firefighting (i.e. structure fires, vehicle fires, dumpster fires, etc.) and other hazards that are immediately dangerous to life and health (IDLH). Currently the WFRD selected Scott SCBA's will be the manufacturer of choice to provide respiratory protection for field operations. The Safety Officer (when applicable) shall determine when the removal of breathing apparatus is permissible and notify the Incident Commander. In the absence of an on-scene Safety Officer, the Incident Commander will make the determination.

**If a hazard cannot be identified and/or measured, or an IDLH atmosphere exists, SCBA shall be donned and utilized.**

- 4.2.2 Currently the Winchester Fire and Rescue Department has approved 3M N95 respirators that shall be donned and utilized to provide respiratory protection for field personnel against the transmission of the tuberculosis droplet nuclei (TB). Patient care situations that require the donning of the N95 respirators shall be; the confirmation for active tuberculosis by the patient, when personnel suspect tuberculosis by the signs and symptoms exhibited by the patient, and when certified EMS providers are intubating and or suctioning patients in the field.

**The N95 respirators shall be a one-time, single use respirator and shall be discarded in the proper biohazard waste container.**

- 4.2.3 Respiratory protection shall be required for Hazard Material Emergencies. Fire and Rescue personnel on the Haz-Mat Team and Haz-Mat First Responders shall don and utilize the department approved self-contained breathing apparatus (SCBA). In addition, department policy permits personnel to use air-purifying respirators (APR) with the appropriate cartridge(s) for operation where possible hazards have been identified and measured, the SCBA shall be utilized against possible contaminants and hazards. The Safety Officer shall determine when the removal of breathing apparatus is permissible and notify the Incident Commander. In the absence of an on-scene Safety Officer, the incident Commander shall make the determination.
  - 4.2.4 Respiratory protection equipment shall be required for WFRD personnel when performing overhaul operations when it is determined that a hazardous environment exists. To date no selection of respiratory protection equipment has been determined for overhaul operations other than currently approved SCBA.
- 4.3 Respiratory Use
- 4.3.1 The Winchester Fire and Rescue Department Respiratory Protection Program Committee shall make a recommendation to the Fire Chief for the approval of breathing apparatus utilized by fire and Rescue personnel during incident operations. Only those individuals who have been trained appropriately are permitted to don and use the Self-Contained Breathing Apparatus (SCBA) in the field.
  - 4.3.2 If any Fire and Rescue personnel are not familiar with using a particular respirator, or requests remedial training, he she shall be directed to their immediate supervisor for assistance training.
  - 4.3.3 Personnel shall conduct the conventional negative and positive pressure fit checks. Procedures to perform the negative and positive pressure fit checks are outlined in the Fit Testing section (6.0) of this manual.

#### 4.4 Warning signs of Respirator Failure and Emergency Procedures

Any loss of air, either a perceived leak or a change in airflow to the mask indicates that the user should immediately stop any activities; notify command; and the entire crew shall exit the hazard area as a unit.

There are two major failure modes that require immediate corrective action. Loss of demand air supply and loss of free flow of the air supply.

4.4.1 Loss of demand air supply: Should the user be unable to inhale easily, first verify that the unit has not run out of air by reading the regulator gauge of air tank pressure mounted on the SCBA shoulder strap. Then check that the cylinder valve is fully opened. If the air supply is insufficient, turn the red bypass knob at the regulator facepiece anti-clockwise to add air. You can regulate the airflow easily by opening and closing this valve. Leave the hazard area immediately.

4.4.2 Free flow of air supply. Should the unit free flow, the user will notice air blowing into the facepiece and out the exhalation valve. Use the cylinder valve as the control by reaching back and closing the valve, opening as required. Leave the hazard area immediately.

## **5.0 Respirator Training and Operational Use**

### **5.1 Training**

5.1.1 All WFRD personnel must satisfactorily complete training prior to assignment to an operational position. Training on respiratory hazards and protection shall be consistent with NFPA, OSHA, and department standards.

Supervisor shall ensure personnel participate in department training in respiratory protection equipment.

5.1.2 Personnel shall be trained annually in the proper use of respirators, including donning and removal procedures, any limitations on their use, and their maintenance. Such training may also include participation of WFRD personnel with in-station drills.

### **5.2 Interior Structural Firefighting**

5.2.1 All personnel engaged in interior structural firefighting shall use SCBA's.

### **5.3 IDLH Atmospheres**

5.3.1 An IDLH is an area where there is "immediate danger to life and health." On interior structure fires, it is the area where "an advanced fire has spread inside a building and high temperatures, heat, and dense smoke are present." On many other incidents it can be defined as any area where the need for self contained breathing apparatus is needed to sustain life.

5.3.2 RIT is the acronym for "Rapid Intervention Team." The term Rapid Intervention Team (RIT) shall be used wherever Winchester Fire and Rescue Department personnel operate.

5.3.3 The term "two-in-two-out" refers to incident scene operations where the minimum number of firefighters (two) may enter an IDLH while a minimum number of firefighters (two) remain outside the IDLH area to monitor the activity of the interior crew. This minimum number applies during the initial stages of operations and may be increased, but never decreased, unless justified by the unit officer in charge (OIC) based on a known or perceived hazard.

- 5.3.4 The two-in, two-out rule is applicable to those incidents (during the initial stages of operations) where there may be a hazard to firefighters entering an IDLH area. It is imperative that all firefighters operating within any hazardous area always operate in teams of two or more, maintain constant communication with each team member through visual, audible, physical, safety device, or electronic means; and maintain close proximity to each other to provide assistance in case of an emergency.

One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer along as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

## 5.4 Risk Analysis

- 5.4.1 It is important to emphasize that if any firefighter feels he or she must initiate actions that would involve entering a hazardous atmosphere because of a known imminent life-threatening situation where immediate action may prevent the loss of life or serious injury and sufficient minimum staffing is not yet on the scene, the firefighter must evaluate the level of risk that he or she would be exposed to prior to taking such action. Such action is intended to apply when, in the firefighter's professional judgment, the situation requires immediate action to prevent the loss of life or serious injury. In these instances, the firefighter shall communicate his or her intended actions to ECC so that information is conveyed to responding units.
- 5.4.2 It is critical that the first in officer continually perform a risk analysis of all tasks to be accomplished on every incident (i.e. recognize situations where firefighters may sustain injuries and identify IDLH areas). Given this information, firefighters may:
1. Risk their lives in a calculated manner to save a life
  2. Place themselves in situations with moderate risk to save property
  3. Risk nothing to try and save lives or property already lost

## **6.0 Respirator Fit Testing**

### 6.1 Fit Testing Eligibility

6.1.1 All Department personnel required to wear a respirator must be fit tested to assess the quality of fit.

6.1.2 Personnel required to wear respirators shall receive an annual fit test performed by a pre-determined fit testing agency in compliance with federal and industrial respiratory standards. In addition to the annual fit testing evaluation, the personnel and his or her immediate supervisor may request a fit test to ensure proper respirator fit.

#### 6.1.3 Requirements prior to being fit tested

If one of all of these requirements is not in compliance, the fit test shall not be conducted.

- a. Personnel shall be in compliance with 29 CFR 1910 .134 (A) and department grooming standards pertaining to facial hair.
- b. Personnel shall not smoke, eat, or chew tobacco for at least 30 minutes prior to the fit test.
- c. Personnel shall receive a category A respiratory clearance assessment from the LHCP physician prior to being fit tested.
- d. Personnel shall successfully complete an approved respirator training course, and have been instructed on the use, limitations, selection, care, storage, and inspection of respirators.

### 6.2 Fit Checking

Fit checking shall be performed each time a respirator is donned by personnel to ensure a protective seal has been established.

#### 6.2.1 Negative Fit Checking

- a. Properly don the facepiece and fasten all supporting head straps.
- b. Place your palm completely over the inlet port of the facepiece

- c. The wearer shall inhale gently and hold his/her breath. If the facepiece collapses slightly and no inward leakage of air into the facepiece is detected, it can be reasonably assured that the fit of the respirator to the wearer is satisfactory.
- d. If the wearer does not experience the slight collapse of the facepiece and/or detects an inward leakage, he/she shall tighten the head straps. The wearer should not experience an uncomfortable fit if additional tightening is required.
- e. If the wearer does not achieve a satisfactory fit check, then another respirator size may be necessary.

#### 6.2.2 Positive Fit Check

- a. The positive fit check shall be conducted by the wearer after completing a successful negative fit test.
- b. With the facepiece donned, the wearer should place his/her hand over the complete exhalation valve.
- c. The wearer should gently exhale to test his or her facepiece to face seal. The fit of the facepiece is considered satisfactory if a slight positive pressure can be built up inside the facepiece without the detection of any outward leakage of air between the sealing surface of the facepiece and the respirator wearer's face.
- d. If the wearer does not experience the positive pressure buildup inside the facepiece, he or she shall further tighten the head straps. The wearer should not experience an uncomfortable fit if additional tightening is required.
- e. If the wearer does not achieve a satisfactory fit check, then another respirator size may be necessary.

### 6.3 Quantitative Fit Test (QNFT) Protocols

The following quantitative fit testing procedures have been demonstrated to be acceptable:

- Quantitative fit testing using a non-hazardous test aerosol (such as corn oil, polyethylene glycol 400 [PEG 400], di-2-ethyl hexyl sebecate [DEHS], or sodium chloride) generated in a test chamber, employing instrumentation to quantify the fit of the respirator.
- Quantitative fit testing using ambient aerosol as the test agent and appropriate instrumentation (condensation nuclei counter) to quantify the respirator fit.
- Quantitative fit testing using controlled negative pressure and appropriate instrumentation to measure the volumetric leak rate of a facepiece to quantify the respirator fit.

#### 1. General

- (a) The employer shall ensure that persons administering QNFT are able to calibrate equipment and perform tests properly, recognize invalid tests, calculate fit factors properly and ensure that test equipment is in proper working order.
- (b) The employer shall ensure that QNFT equipment is kept clean, and is maintained and calibrated according to the manufacturer's instructions so as to operate at the parameters for which it was designed.

#### 2. Ambient aerosol Condensation Nuclei Counter (CNC) quantitative fit testing protocol.

The ambient aerosol condensation nuclei counter (CNC) quantitative fit testing (Portacount IM) protocol quantitatively tests respirators with the use of a probe. The probed respirator is only used for quantitative fit tests. A probed respirator has a special sampling device, installed on the respirator that allows the probe to sample the air from inside the mask. A probed respirator is required for each make, style, model, and size that the employer uses. A minimum fit factor pass level of at least 100 is necessary for a half-mask respirator and a minimum fit factor pass level of at least 500 is required for a full facepiece negative pressure respirator. The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.

##### (a) Portacount Fit Test Requirements

- (1) Check the respirator to make sure the sampling probe and line are properly attached to the facepiece and that the respirator is fitted with a particulate filter capable of preventing significant penetration by the ambient particles used for the fit test. (e.g. NIOSH 42 CFR 84 series 100, series 99, or series 95 particulate filter) per manufacturer's instruction.

- (2) Instruct the person to be tested to don the respirator for five minutes before the fit test starts. This purges the ambient particles trapped inside the respirator and permits the wearer to make certain the respirator is comfortable. This individual shall already have been trained on how to wear the respirator properly.
- (3) Check the following conditions for the adequacy of the respirator fit: Chin properly placed; adequate strap tension; not overly tightened; fit across nose bridge; respirator of proper size to span distance from nose to chin; tendency of the respirator to slip; self-observation in a mirror to evaluate fit and respirator position.
- (4) Have the person wearing the respirator do a user seal check. If leakage is detected, determine the cause. If leakage is from a poorly fitting facepiece try another size of the same model respirator, or another model of respirator.
- (5) Follow the manufacturer's instructions for operating the Portacount and proceed with the test.
- (6) The test subject shall be instructed to perform the following test exercises in the test environment, in the following manner:
  - (a) Normal breathing. In normal standing position, without talking the subject shall breathe normally.
  - (b) Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
  - (c) Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
  - (d) Moving head up and down. Standing in place, the subject shall be instructed to inhale in the up position (i.e. when looking toward the ceiling).

- (e) Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text (rainbow passage), count backward from 100, or recite a memorized poem or song.

***(Rainbow Passage)***

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many different colors. These take the shape of a long round arch, with its path high above, and two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

- (f) Grimace. The test subject shall grimace by smiling or frowning.
- (g) Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes.
- (h) Each test shall be performed for one minute except for the grimace exercise, which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator will be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

### 6.3.3 Facial Hair

It is essential that department personnel comply with grooming standards on facial hair prior to being fit tested. In addition, WFRD personnel shall comply with the department's grooming standards on duty when he or she may be subject to donning a respirator. Grooming standards shall be in accordance current SOP's.

### 6.3.1 Glasses an Eye/Face Protective Devices

Proper fitting of respiratory protective device facepiece for individuals wearing eyeglasses may not be established if temple bars or straps extend through the sealing edge of facepiece. If eyeglasses, goggles, or a face shield must be worn with a respirator, they must be worn as so not to adversely affect the seal of the facepiece.

It is recommended (ANSI) that contact lenses not be worn while wearing a facepiece. First, the facepiece pulls back the skin at the edges of the eyes, and the lenses could pop out. Second, the air sweeping into the facepiece over the lens could blow lint or dust into the eyes and under the contact lenses. Air coming into the facepiece could dry out the contact lens, making them uncomfortable to wear and perhaps damaging them irreparably.

### 6.3.2 Respirator User Cards

Respirator user cards will be issued by *WFRD* to personnel who have trained, fitted, and have been medically evaluated to use respirators. A Respirator user card will include:

- a. Name of personnel being fit tested.
- b. His/her social security number
- c. Date of the test
- d. Type of respirator fit test instrumentation and equipment used
- e. Type of respirator
- f. Brand, model, and size of respirator
- g. Space for comments to include, but not limited to: scars, the use of an insert inside the natural rubber facepiece, etc.

### 6.3.3 Record Keeping

Respirator fit testing shall be documented and shall include the type of respirator, brand name and model, method of test and test results, test date and the name of the instructor/tester. All records shall be placed in the personnel's fit test master file as maintained by the WFRD and a copy retained by the individual station.

## **7.0 Maintenance of Respirators**

### 7.1 Maintenance

Self contained breathing apparatus (SCBA) must be inspected, cleaned, and disinfected after each use. The SCBA consists of mask, bottle, and harnesses.

#### 7.1.1 Repairs

ANSI Recommendations and OSHA regulations clearly state that repairs shall be completed by a factory trained technician. No attempt shall be made to replace components or to make adjustments beyond the manufacturer's recommendations. Under no circumstances shall station personnel make any repairs or alterations to breathing apparatus (unless minor in nature).

Cylinders shall not have adaptors used to change threads on any equipment other than approved parts provided from the manufacturer.

When repairs are required for a self contained breathing apparatus (SCBA), the entire ensemble, less the cylinder, will be placed out of service until appropriate repairs have been made. Information concerning the SCBA is to be documented on the apparatus inspection and/or SCBA check off sheet with a detailed description of the repairs needed.

#### 7.1.2 Hydrostatic Testing

The original manufacturer's date, adjacent to the serial number, and each successive hydrostatic test will be indicated by a stamp affixed to the bottle. This date indicates the last time the cylinder was hydrostatically tested. To determine the expiration date, add three years to the most recent date stamped on the cylinder.

## 7.2 Adverse Environmental Exposures and/or Mechanical Damage

Any SCBA unit component directly exposed to intense heat, chemicals, or water immersion shall be taken out of service until unit is inspected prior to being placed back in service. Any SCBA cylinder that has been dropped or struck by a vehicle shall be placed out of service. Manufacturer technicians may need to be contacted regarding any exposed or possible damage due to use and placed out of service until a technician can inspect them.

## 7.3 Cleaning of Self Contained Breathing Apparatus

All respirators with the exception of disposable type respirators will be cleaned and disinfected following each use. The following procedures are provided when cleaning respirators. They are general in nature, and personnel as an alternative may use the cleaning recommendations provided by the manufacturer, provided such procedures are as effective as those listed here. Equivalent effectiveness simply means that the procedures used must accomplish the objectives and is properly and is properly cleaned and disinfected in a manner that prevents damage to the respirators and does not cause harm to the user.

### 7.3.1 Procedures for cleaning respirators (masks)

- a. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure demand assemblies, hoses, or any components recommended by the manufacturer.
- b. Wash components in warm (110 degree F maximum) water with mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- c. Rinse components thoroughly in clean, warm (110 degree F maximum). Preferably running water. Drain.
- d. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
  1. hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 110 degree F.
  2. Aqueous solution of iodine (50-ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100cc of 45% alcohol) to one liter of water at 110 degree F.

3. Other commercially available cleansers of equivalent quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
- e. Rinse components thoroughly in clean, warm (110 degree maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration or rubber or corrosion of metal parts if not completely removed.
  - f. Components should be hand dried with a clean lint free cloth or air dried.
  - g. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
  - h. Test the respirator to ensure that components work properly.
  - i. Wipe down the SCBA bottle and complete harness with a damp lint free towel. Exercise caution not to get water inside the regulatory assembly.
  - j. Perform a visual inspection of the entire SCBA ensemble.
  - k. Return the SCBA unit to its proper place on the apparatus or in storage.
  - l. The cleaner/sanitizer solutions can be used for several applications and shall be discarded after cleaning/sanitizing is completed.
  - m. Personnel utilizing the cleaner/sanitizer shall thoroughly wash his/her hands with soap and water when facepiece cleaning/sanitizing is completed.

#### 7.3.2 Materials Safety Data Sheets (MSDS) for Cleaners/Sanitizers

Each station supervisor shall ensure that his/her station has on file the MSDS safety information sheets for the respirator cleaners/sanitizers.

## 7.4 Filling Air Cylinders

- 7.4.1 All breathing air cylinders shall be refilled only from a cascade system or air compressor that has been set up for this purpose.
- 7.4.2 WFRD breathing air compressors provide Grade D breathing air. Air quality checks are regularly provided and documented to *WFRD*.
- 7.4.3 Mobile units, which have cascade systems, shall carry and utilize fragmentation containers to hold cylinders being filled.
- 7.4.4 Stationary and mobile cascade systems shall have detailed procedures posted on how self-contained breathing apparatus (SCBA) are filled.
- 7.4.5 Cylinders shall be for SCBA only. Prior to filling, the condition of the cylinder and hydrostatic test date shall be assessed to determine if the cylinder should remain in service.
- 7.4.6 For safety reasons, only trained and authorized personnel shall fill SCBA cylinders from air compressors and/or cascade systems
- 7.4.7 Repairs or alterations to *WFRD* approved air compressors and cascade systems shall only be performed by authorized repair personnel.

## **8.0 Inspection Program**

All self-contained breathing apparatus (SCBA) shall be inspected at the exchange of each shift and after each use. The user shall check the respirator immediately prior to each use to ensure that it is in proper working condition. In addition, after cleaning and sanitizing, each respirator shall be inspected to determine if it is in proper working condition.

During inspection, if any malfunctions or damage are identified on the facepiece, cylinder, regulator, or harness, then the unit shall be placed out of service with proper documentation and notification.

### **8.1 Facepiece Inspection**

- a. Check for overall cleanliness
- b. Check head harness for dry rot or other damage
- c. Check head harness for full extension
- d. Check speaking diaphragm for leaks and proper function
- e. Ensure that the nose cup is in place
- f. Ensure with the inhalation valves are in place

### **8.2 Cylinder Inspection**

- a. Check cylinder for damage and date of hydrostatic test
- b. Check cylinder gauge for proper pressure and for any visible damage. Refill (top-off) the cylinder if pressure is below 90% or 4000 psi.
- c. Check tightness of high pressure line connecting to the cylinder (hand tighten only)

### **8.3 Regular Inspection (daily)**

- a. Check exterior of pressure reducing assembly for damage
- b. Check exterior of face mounted regulator for damage
- c. Inspect supply air hoses for damage
- d. Depress “donning” switch located on face mounted regulator

- e. Slowly open cylinder valve to supply air to face mounted regulator
- f. Ensure that cylinder pressure has a minimum of 4000 psi. or higher.
- g. Compare pressure shown on remote gauge (on shoulder strap) with pressure shown on cylinder gauge (maximum difference of 200 psi.)
- h. With the regulator attached to the facepiece, don facepiece and forcefully inhale to activate automatic positive pressure. Inhale and exhale several times, ensuring proper function of regulator, inhalation valves and exhalation valve.
- i. Depress “donning” switch and remove facepiece. No airflow should be detected.
- j. Close cylinder valve
- k. Slowly open bypass knob (red) to check bypass function. At this time observe remote gauge and ensure that the low air cylinder alarm activities at  $\frac{1}{4}$  cylinder pressure or at 1100 psi.
- l. Close bypass knob when residual air supply is exhausted

#### 8.4 Harness Inspection

- a. Check all straps and buckles for damage, proper function, and ensure they are secured to back frame.
- b. Check to see that harness is not twisted, straighten as necessary
- c. Check for proper placement and operation of PASS unit, operational and functioning properly
- d. Check to see that the cylinder is secured, properly in place, and air connection is hand tight.

#### 8.5 Annual Inspection

- 8.5.1 In accordance with National Fire Protection Association (NFPA) standard 1404 and the Winchester Fire and Rescue Department Respiratory Protection Policy, all self-contained breathing apparatus (SCBA) utilized by personnel shall undergo an annual inspection and “flow test.” This inspection and the “flow test” shall be conducted by certified repair technicians and must include the following:

- a. Disassembling the SCBA into major components
- b. Flow testing of regulator
- c. Disassembling and cleaning of the regulator
- d. Replacement of worn and/or defective parts, or those recommended by the manufacturer
- e. Disassembling of the low air warning alarm for cleaning and replacement of parts as needed.
- f. Cleaning and replacement of needed components in the facepiece and harness assemblies.
- g. Reassembling of entire SCBA and testing for proper performance.

#### 8.6 Integrity of SCBA Unit

8.6.1 All SCBA shall be maintained as a complete unit.

#### 8.7 Respiratory Program Effectiveness

The Winchester Fire and Rescue Department shall continuously measure the effectiveness of the Respiratory Protection Program. Efficiency of the program shall be measured by; but not limited to, the following:

- a. Changes and recommendations by WFRD personnel to better meet their health and safety needs.
- b. Minimally, station supervisor shall conduct a quarterly inspection of inventory of respiratory protection equipment (daily check records, cleaning and sanitizing facepieces, personnel unable to obtain a proper facepiece seal due to weight loss, etc.).
- c. An annual questionnaire to randomly selected personnel to comment and rate current respiratory protection equipment.

## **9.0 Record Keeping**

### 9.1 Maintenance Records

#### 9.1.1 Self Contained Breathing Apparatus Records

All inspection and cleaning sanitizing shall be recorded by the fire stations' SCBA Inspection Record. Each complete breathing apparatus shall have an inspection record. On the first day of the month, a new inspection record shall be started at the station for each apparatus that carries the SCBA. A monthly copy of these inspections (assignment of SCBA, repair and replacement, cylinders, and hydrostatic test dates) shall be forwarded to the WFRD office for record keeping in the master file and a copy retained by the individual stations. All records should be sent and kept as one package.

All station supervisors are responsible for ensuring that breathing apparatus assigned at their station are, in fact, at their station, and each inspection record corresponds to the breathing apparatus carried on that respective apparatus.

### 9.2 Fit Testing Records

#### 9.2.1 Personnel Records

Upon completion of each fit test, the WFRD shall record on file; a record of the "fit test" results of the personnel being fit tested. Per OSHA 29 CFR section 1910.1027-Cadmium Standard. Appendix C. I. A. 12, the first fit test record shall be maintained until the next fit test is administered. Respiratory Protection Program Committee shall maintain all records concerning fit testing in a master file located in the WFRD offices.

The fit test record should include:

- a. Name of personnel being fit tested
- b. His or her social security number
- c. Date of the test
- d. Type of respirator fit test instrumentation and equipment used
- e. Type of respirator
- f. Brand, model, and size of respirator
- g. Space for comments

In addition to maintaining a record for each fit test of personnel, department personnel will receive and maintain a “wallet card” with the following information noted:

- a. Name of personnel
- b. Date of fit test
- c. Brand, model, and size of SCBA
- d. Brand, model, and size of TB mask
- e. Space for comments to include, but not limited to: scars, the use of an insert inside the natural rubber facepiece, etc.
- f. The purpose of the wallet card is to assist personnel with what respirator equipment is necessary to maintain quality of fit resulting from the most recent fit test (SCBA and/or TB mask). The wallet card is NOT an official record and shall not be interpreted as such.

## **REFERENCES**

The Respiratory protection program recommendations are based on, but not limited to, the following reference documents:

Title 29 Code of Federal Regulations – 1910.34

American National Standards Institute – Z88.2-1992

American National Standards Institute – Z88.6-1984

National Fire Protection Association – NFPA 1500 and NFPA 1404

OSHA CPL 2-2.54 – Respiratory Protection Manual

OSHA CPL 2-0.120 – Inspection Procedures for the Respiratory Protection Standard

CGA Specifications G-7-1, Type 1, Grade D Air

Small Entity Compliance Guide – Respiratory Protection Standard

## **Checklists**

## Small Entity Compliance Guide

### **CHECKLIST FOR RESPIRATOR SELECTION**

Check that at your facility:

- Respiratory hazards in your workplace have been identified and evaluated.
- Employee exposures that have not been, or cannot be, evaluated are considered IDLH.
- Respirators are NIOSH certified, and used under the condition of certification
- Respirators are based on the workplace hazards evaluated and workplace and user factors affecting respirator performance and reliability.
- A sufficient number of respirator sizes and models are provided to be acceptable and correctly fit the users.
- For IDLH atmosphere:
  - Full facepiece pressure demand SARs with auxiliary SCBA unit or full face piece pressure demand SCBAs, with a minimum service life of 30 minutes, are provided.
  - Respirators used for escape only are NIOSH certified for the atmosphere in which they will be used.
  - Oxygen deficient atmosphere are considered IDLH.
- For Non-IDLH atmosphere:
  - Respirators selected are appropriate for the chemical state and physical form of the containment.
  - Air-purifying respirators used for protection against gases and vapors are equipped with ESLs or a change schedule has been implemented.
  - Air-purifying respirators used for protection against particulates are equipped with NIOSH-certified HEPA filters or other filters certified by NIOSH for particulates under 42 CFR part 84.

## Small Entity Compliance Guide

### **CHECKLIST FOR MEDICAL EVALUATION**

Check that at your facility:

- All employees have been evaluated to determine their ability to wear a respirator prior to being fit tested for or wearing a respirator for the first time in your workplace.
- A physician or other licensed health care professional (PLHCP) has been identified to perform the medical evaluations.
- The medical evaluations obtain the information requested in Sections 1 and 2, Part A of Appendix C of the standard, 29 CFR 1910.134.
- Employees are provided follow-up medical exams if they answer positively to any of questions 1 through 8 in Section 2, Part A of Appendix C, or if their initial medical evaluation reveals that a follow-up exam is needed.
- Medical evaluations are administered confidentially during normal work hours, and in a manner that is understandable to employees.
- Employees are provided the opportunity to discuss the medical evaluation results with PLHCP.
- The following supplemental information is provided to the PLHCP before he or she makes a decision about a respirator use:
  - Type and weight of the respirator.
  - Duration and frequency of respirator use.
  - Expected physical work effort.
  - Additional protective clothing to be worn.
  - Potential temperature and humidity extremes.
  - Written copies of the respiratory protection program and the Respiratory Protection standard.

## Small Entity Compliance Guide

### **CHECKLIST FOR MEDICAL EVALUATION (cont.)**

- Written Recommendations are obtained from the PLHCP regarding each employee's ability to wear a respirator, and that the PLHCP has given the employee a copy of these recommendations.
- Employees who are medically unable to wear a negative pressure respirator are provided with a powered air-purifying respirator (PAPR) if they are found by the PLHCP to be medically able to use a PAPR.
- Employees are given an additional medical evaluation when:
  - The employee reports symptoms related to his or her ability to use a respirator.
  - The PLHCP, respiratory protection program administrator, or supervisor determines that a medical reevaluation is necessary.
  - Information from the respiratory protection program suggests a need for reevaluation.
  - Workplace conditions have changed in a way that could potentially place an increased burden on the employee's health.

## Small Entity Compliance Guide

### CHECKLIST FOR FIT TESTING

Check that at your facility:

- Employees who are using tight fitting respirator facepieces have passed an appropriate fit test prior to being required to use a respirator.
- Fit tested is conducted with the same make, model, and size that the employee will be expected to use at the worksite.
- Fit tests are conducted annually and when different respirator facepieces are to be used.
- Provisions are made to conduct additional fit tests in the event of physical changes in the employee that may affect respirator fit.
- Employees are given the opportunity to select a different respirator facepiece and be retested, if their respirator fit is unacceptable to them.
- Fit tests are administered using OSHA-accepted QNFT or QLFT protocols.
- QLFT is only used to fit test PAPRs, SCBAs, or negative pressure APRs that must achieve a fit factor of 100 or less.
- QNFT is used in all situations where a negative pressure respirator is intended to protect workers from contaminant concentrations greater than 10 times the PEL.
- When QNFT is used to fit negative pressure respirators, a minimum fit factor of 100 is achieved for tight-fitting half-facepieces and 500 full-facepieces.

## Small Entity Compliance Guide

### **CHECKLIST FOR FIT TESTING (Cont.)**

- For tight-fitting atmosphere-supplying respirators and powered air-purifying respirators:
  - Fit test are conducted in the negative pressure mode.
  - QLFT is achieved by temporarily converting the facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure APR.
  - QNFT is achieved by modifying the facepiece to allow for sampling inside the mask midway between the nose and mouth. The facepiece is restored to its NIOSH approved configuration before being used in the workplace.

## Small Entity Compliance Guide

### **CHECKLIST FOR PROPER USE OF RESPIRATORS**

Check your facility to be certain that:

- Workers using tight-fitting respirators have no conditions, such as facial hair, that would interfere with a face-to-facepiece seal or valve function.
- Workers wear corrective glasses, goggles, other protective equipment in a manner that does not interfere the face-to-facepiece seal or valve function.
- Workers perform user seal checks prior to each use of a tight-fitting respirator.
- There are procedures for conducting on going surveillance of the work area for conditions that affect respirator effectiveness, and that, when such conditions exist, you take steps to address those situations.
- Employees are permitted to leave their work area to conduct respirator maintenance, such as washing the facepiece, or to replace respirator parts
- Employees to do not return to their work area until their respirator is repaired or replaced in the event of breakthrough, a leak in the facepiece, or a change in breathing resistance.
- There are procedures for respirator use in IDLH atmospheres and during interior structural firefighting to ensure that: the appropriate number of standby personnel are deployed; standby personnel and employees in the IDLH environment maintain communication; standby personnel are properly trained, equipped, and prepared; you will be notified when standby personnel enter an IDLH atmosphere; and you will respond to this notification.
- Standby personnel are equipped with a pressure demand or other positive pressure SCBA, or a positive pressure supplied air respirator with an escape SCBA, and appropriate retrieval equipment or other means for rescue.
- Procedures for interior structural firefighting require that: at least two employees enter the IDLH atmosphere and remain in contact with one another at all times: at least two standby personnel are used; and all firefighting employees use SCBAs.

## Small Entity Compliance Guide

### **CHECKLIST FOR RESPIRATOR MAINTENANCE AND CARE**

Check to make sure your facility has met the following requirements:

#### ***Cleaning and Disinfecting***

- Respirators are provided that are clean, sanitary, and in good working order.
- Respirators are cleaned and disinfected using the procedures specified in Appendix B-2 of the standard.
- Respirators are cleaned and disinfected:
  - As often as necessary when issued for the exclusive use of one employee.
  - Before being worn by different individuals.
  - After each use for emergency use respirators.
  - After each use for respirators used for fit testing and training.

#### ***Storage***

- Respirators are stored to protect them from damage from the elements, and from becoming deformed.
- Emergency respirators are stored:
  - To be accessible to the work area.
  - In compartments marked as such.
  - In accordance with manufacturer's recommendations.

#### ***Inspections***

- Routine-use respirators are inspected before each use and during cleaning.
- SCBAs and emergency respirators are inspected monthly and checked for proper function before and after each use.
- Emergency escape-only respirators are inspected before being carried into the workplace for use.

## Small Entity Compliance Guide

### **CHECKLIST FOR RESPIRATOR MAINTENANCE AND CARE (cont.)**

- Inspections include:
  - Check of respirator function
  - Tightness of connections
  - Condition of the facepiece, valves, and cartridges.
  - Condition of elastomeric parts
- For SCBAs, inspection includes checking that cylinders are fully charged, and that regulators and warning devices function properly.
- Emergency use respirators are certified by documenting the inspection, and by tagging the information either to the respirator or its compartment, or storing it with inspection reports.

#### ***Repairs***

- Respirators that have failed inspection are taken out of service.
- Repairs are made only by trained personnel
- Only NIOSH-approved parts are used.
- Reducing and admission valves, regulators, and alarms are adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

## Small Entity Compliance Guide

### **CHECKLIST FOR BREATHING AIR QUALITY AND USE**

Check that at your facility:

#### ***General***

- Compressed breathing air meets the requirements for Grade D breathing air.
- Compressed oxygen is not used in respirators that have previously used compressed air.
- Oxygen concentrations greater than 23.5 percent are used only in equipment designed for oxygen service of distribution.
- Breathing air couplings are incompatible with outlets for other gas systems.
- Breathing gas containers are marked with appropriate NIOSH certification.

#### ***Breathing Air Cylinders***

- Cylinders are tested and maintained according to DOT 49 CFR Part 173 and 178.
- A certificate of analysis for breathing air has been obtained from the supplier.
- Moisture content in the cylinder does not exceed a dew point of -50° F at 1 atmosphere pressure.

**CHECKLIST FOR BREATHING AIR QUALITY USE (cont.)**

***Compressors***

- Are constructed and situated to prevent contaminated air from getting into the system.
- Are set up to minimize the moisture content.
- Are equipped with in-line air-purifying sorbent beds and/or filters that are maintained or replaced following manufacturer's instructions.
- Are tagged with information on the most recent change date of the filter and an authorized signature.
- Carbon monoxide does not exceed 10 ppm in the breathing air from compressors that are not oil-lubricated.
- High-temperature and carbon monoxide alarms are used on oil-lubricated compressors, or that the air is monitored often enough to ensure that the carbon monoxide does not exceed 10 ppm if only a high-temperature alarm is used.

## TRAINING AND INFORMATION CHECKLIST

Check that at your facility:

- Employees can demonstrate knowledge of:
  - Why the respirator is necessary and the consequence of improper fit, use, or maintenance.
  - Limitations and capabilities of the respirator.
  - How to effectively use the respirator in emergency situations.
  - How to inspect, put on, remove, use, and check the seals of the respirator.
  - Maintenance and storage procedures.
  - The general requirements of the respirator standard.
- Training is understandable to employees
- Training is provided prior to employee use of a respirator.
- Retraining is provided:
  - Annually.
  - Upon changes in workplace conditions that affect respirator use.
  - Whenever retraining appears necessary to ensure safe respirator use.
- Appendix D of the standard is provided to voluntary users.

- Are you confident that your respirator is performing adequately?

### **PROGRAM EVALUATION CHECKLIST**

Check that at your facility:

- Workplace evaluations are being conducted as necessary to ensure that the written respiratory protection program is being effectively implemented.
- Employees required to wear respirators are being regularly consulted to assess the employees' views and to identify problems with respirator fit, selection, use, and maintenance
- Any problems identified during assessment are corrected.

## RECORDKEEPING CHECKLIST

Check that at your facility:

- Records of medical evaluations have been retained.
- Fit testing records have been retained.
- A copy of the current respiratory protection program has been retained.
- Access to these records is provided to affected employees.

RESPIRATORY STANDARDS

WILL BE COMPLETED AND ADDED IN

THE NEAR FUTURE