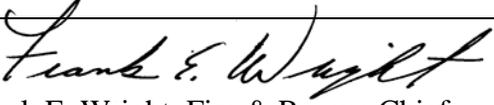


	<b>STANDARD OPERATING GUIDELINES</b>	
	SUBJECT	<b>Active Operational Responder and Administrative Member Program</b>
	REFERENCE NUMBER	SOG-08-02
	EFFECTIVE DATE	September 1, 2008
	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

**Winchester Fire and Rescue  
Active Operational Responder and  
Administrative Member Program**

The following guidelines are intended to help the department and all members provide quality, consistent service to our community and to each other. These guidelines will allow for a safer, healthier member; while providing rewards and incentives for activities and accomplishments. We all need to know and understand the risks of this profession and work together to ensure that we are doing all we can to protect our members from known risks.

This comprehensive program will assist in providing all members the opportunity to gain the confidence, knowledge and skills to be an important part of our fire and rescue team.

**Training – Fitness – Skills – Desire – Dedication – Teamwork – Compassion**

The content of this program brings many aspects of our department together to help define what is needed to perform our mission. This program will include:

- Membership Requirements
- Level of Activities
- Active Administrative Member
- Active Operational Emergency Responder
- Training/Certification
- Health and Fitness
- Safety and Welfare
- C.I.S.M.
- Counseling Assistance (Chaplin and EAP)
- Rewards and Incentives

It shall be the responsibility of all department officers to ensure that all operational emergency responders are fit for response and able to fulfill their duties and tasks. It is also the responsibility of each individual to be physically and mentally ready to perform.

*A special thanks to everyone for your participation, patience, and hard work in the development of this Active Operational Responder and Administrative Member Program. This accomplishment undoubtedly required the dedication and cooperation of many individuals and our stations. Thanks again for your contribution to this important project.*

2008  
Winchester Fire and Rescue  
Department



**Active Operational Responder and Administrative Member Program**  
Training – Fitness – Skills – Desire – Dedication – Teamwork – Compassion

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# 1. MEDICAL EXAM PROCEDURES

## 1.1 Incumbent Members

### 1.1.1 Initial Medical Exam/Physical

1.1.1.1 A contracted medical facility will provide physicals for all incumbent operational members. Incumbents will have physicals before November 30, 2008, as scheduled through fire and rescue administration. A request for a Medical Exam/Physical Form is to be completed and returned to fire and rescue administration.

1.1.1.2 Additional vaccinations will be available to all operational personnel to include hepatitis B, flu shots or any other inoculations that may be needed by emergency responders.

### 1.1.2 Future Medical Exam/Physical

1.1.2.1 Medical exams/physicals will be performed based on operational activity and a medically approved scale based on age and physical condition to be determined by the contracted medical physician.

#### 1.1.2.2 Exam Physical Scale:

Ages 50 and over	Every Year
Ages 40-49	Every Two Years
Ages 31-39	Every Three Years
Ages 18-30	Every Four Years

See Appendix E Medical Exam/Physical Checklist to see what procedures are performed.

### 1.1.3 Confidentiality

1.1.3.1 The information provided on the medical classification and all health-related issues is between the physician and the incumbent.

1.1.3.2 No medical information or health issues will be discussed with any other department representative. The department and station representative will be notified of the individual's classification only.

1.1.3.3 Fire and Rescue officials will receive the following medical information:

- Approved for full operational status
- Restricted or light-duty; with restrictions identified
- Not approved for operational status

1.1.3.4 Any member who does not receive a passing classification will be counseled by a contracted physician on the medical issues impacting his/her status.

1.1.3.5 This may include:

- possible remedial action
- recommendations to repeat portions of the physical exam, or
- any other medical consultation

1.1.3.6 If a member is referred for remedial action, prior to being released to operational status, the member must make an appointment with the contracted medical facility physician through fire and rescue administration. If any portion of the medical exam is to be repeated, the department will pay up to \$300 to assist with the cost.

1.1.3.7 Any volunteer operational member who receives a physical through another physician may submit their physical results to the contracted medical physician for review. It will be at the physician's discretion whether to accept the submitted results in lieu of participating in the Winchester Fire and Rescue Department's medical examination.

1.1.4 Implementation

1.1.4.1 All incumbent operational members are to have a department physical by November 30, 2008. Physical results from a private doctor or employer must be submitted and reviewed by the department's contracted medical physician no later than November 30, 2008.

1.2 Prospective Members

1.2.1 The volunteer station shall conduct a criminal background check on all prospective members.

1.2.2 All prospective members who plan to participate in emergency training and operations are required to:

- Pass a medical exam prior to acceptance as an operational member at any of the four (4) stations. Unless a temporary waiver is approved by the station chief and the department chief.
- Schedule and complete HIPPA and CPR training through the Winchester Fire and Rescue administration office.
- Forward any licenses or certifications to the station chief and the Winchester Fire and Rescue Department administration office.

- 1.2.3 Physicals will be conducted by the Department's contracted medical physician (other physicals from other physicians may be accepted). This will be at the discretion of the contracted medical facility physician.
- 1.2.4 The station may make a conditional offer of membership to an applicant. This offer will be dependent on a successful medical physical (operational members), background check (all members) and other station requirements.
- 1.2.5 An operational member or designated station representative is responsible for contacting the fire and rescue administrative office within 30 days of making the conditional offer to membership to schedule a physical for a prospective operational member.
- 1.2.6 The fire and rescue administrative office will schedule all physicals with the contracted medical facility. Once an appointment has been scheduled, the member will be sent the appropriate paperwork needed for the physical.
- 1.2.7 The contracted medical facility will complete a "Volunteer Medical Clearance Form" and forward to the appropriate fire and rescue administrative official, who is responsible for maintaining HIPPA compliant medical files.
- 1.2.8 The fire and rescue administrative office would then notify the appropriate station chief.
- 1.2.9 Note the only information that could be released would be:
- Approved for full operational status
  - Restricted or light-duty; with restrictions identified by physician
  - Not approved for operational status
- 1.2.10 After the notification has been received by the appropriate station, the applicant would then be notified by the appropriate station representative of the findings. From that point forward each station would conduct their normal membership process.

### 1.3 Reimbursement

- 1.3.1 Members that terminate or are terminated from the department will be obligated to repay the remaining cost of the medical exam on a pro-rated schedule of \$25.00 for each month of service until the remaining balanced is zeroed.

## 2. MEDICAL EXAM PARAMETERS

### 2.1 Overview

2.1.1 It is necessary to be proactive in your approach in order to intervene early enough in a member's health to become effective. With early intervention, activities detrimental to the health of the member can be ceased, lifestyles can be altered, medications can be prescribed, and therapy or treatment can be initiated; with the member taking ownership of their overall health and actively participating in their wellness direction. The medical evaluation is designed to accomplish the following:

- To determine, through the department physician, whether an individual is medically and physically able to perform essential job duties without undue risk of harm to self or others.
- To monitor the effects of exposure to specific biological, physical, or chemical agents.
- To detect changes in an individual's health that may be related to harmful working conditions.
- To detect any patterns of disease in the workforce that might indicate underlying work-related problems.
- To provide the worker with information about the individual's occupational hazards and current health.
- To provide a cost-effective investment in the early detection, disease prevention, and health promotion of the firefighter.

### 2.2 Physicals

2.2.1 A medical evaluation will be conducted on all operational fire and rescue personnel to determine whether an individual is medically and physically able to perform essential job duties.

2.2.2 These physicals shall be conducted every 12 months for career personnel. Volunteer personnel will receive a medical physical according to the recommended exam physical scale (pg. 3 - 1.1.2.2). Physicals will consist of the following components:

- OSHA Form
- Physical Examination (H&P, height, weight, B/P, BMI, pulse oximetry)
- Laboratory Test
- Urine Drug/Alcohol Screen
- Vision Test
- Hearing
- Pulmonary

- Chest X-ray (positive T.B. results)
- Resting EKG
- Stress Test with EKG
- Urinalysis (urine dipstick) to check for color, clarity, leukocytes, nitrites, PH, protein, glucose, ketones, urobilinogen, bilirubin and blood.
- T-Dap (Tetanus, Diphtheria, Pertussis)
- TB PPD Test – conducted for initial medical exam or if member is exposed at anytime

**NOTE:** See Medical Exam Checklist in Appendix E

### 3. ACTIVE OPERATIONAL RESPONDER FITNESS EVALUATION

#### 3.1 Overview

3.1.1 The Winchester Fire and Rescue Department's evaluation will assist in measuring an individual's ability to physically perform essential functions required to execute the duties of an operational firefighter and/or emergency responder. The Winchester Fire and Rescue Department has established a minimum level of acceptable performance for the protection and safety of the operational members and to help provide the appropriate delivery of fire suppression and rescue services to the community. All active operational personnel will be evaluated according to their response status (i.e. Firefighter, EMS only, yellow, green and blue tags)

3.1.2 Operational members will participate in a specific evaluation dependent upon their operational status. A member who performs interior firefighting (yellow tag) and interior firefighter/EMS (green tag) services shall participate in the firefighter evaluation. An operational member who is EMS only (blue tag) shall participate in the EMS provider evaluation.

#### 3.2 Procedures

3.2.1 Every Active Operational Responder will participate in the fitness evaluation under the following circumstances:

- **All active operational members will have satisfactorily completed specified evaluation by June 2010.**
- After the initial fitness evaluation, an annual evaluation will be performed by all active operational members to help determine their ability.
- When injury prohibits operational activities, a return to duty medical release is to be reviewed and approved by the station chief or supervisor, which will allow the member to return to full-duty in lieu of fitness evaluation.

- A confirmed verifiable concern with an individual's fitness for duty.

### 3.3 Measures

- 3.3.1 Satisfactory completion will involve completing the evaluation with no ill physical affects and within a maximum time allotted for the specific evaluation.
- 3.3.2 If the operational member does not complete the evaluation (Fails to finish entire course), then the operational member will be placed on non-operational status and the station chief or designee will be notified that day. (i.e. volunteer members may be restricted to administrative or fundraising activities; career staff may be placed on sick leave or light-duty if available.
- 3.3.3 If a member completes the course but does not achieve the established time for the particular evaluation, a counseling session will be conducted with the member, the station chief/supervisor or designee, the Fire Chief or designee, and the evaluation facilitator to determine/identify reasons for an unsatisfactory evaluation.
- 3.3.4 If it is determined that the unsatisfactory completion of the evaluation was due to poor technique or circumstances that could have hindered the members progression through the evaluation the member will be re-evaluated in a time frame agreed upon by the counseling panel.
- 3.3.5 In all unsatisfactory evaluations, a written plan for improvement will be developed. The plan will assist the operational member in successfully completing the specific evaluation. All department resources will be made available to assist in the development of an improvement plan for an individual. The plan shall include goals/benchmarks that the responder should meet. An agreeable time frame will be established for the re-evaluation.
- 3.3.6 After the evaluation process of the volunteer firefighter, a consensus of the performance will be determined with the Station Chief having the final determination regarding the level of participation of the firefighter (i.e. may remain in full operational status, down graded to Red Hat or probationary status, or removed until satisfactory evaluation can be completed).
- 3.3.7 All members' status should be forwarded to the Department's Fire and Rescue Chief.

**NOTE:** City Employees that fail to complete the evaluation may be placed on light-duty or will need to use leave as available. The Comprehensive Employee Management System will be followed for employees determined not fit for full-duty.

### 3.4 Termination of Evaluation

1. If the evaluator feels that the operational member is operating in an unsafe manner or a medical condition exists that could place the firefighter in jeopardy, the evaluation will be terminated.
2. In the case of potential medical problems, the on-site EMS provider should be called for assessment of the firefighter.
3. A sudden change in the weather/environmental conditions.
4. Equipment failure. A re-evaluation may be taken when equipment issue is resolved.

### 3.5 Evaluation Parameters

- 3.5.1 The safety of the firefighter will be the top priority during the administration of the evaluation. The strenuous nature of the evaluation requires firefighters to be monitored closely throughout the evaluation process.
- 3.5.2 The evaluation WILL NOT be administered when the following environmental conditions exist:
- Temperatures greater than 85 degrees Fahrenheit
  - Heat index greater than 90
  - Temperatures less than 40 degrees Fahrenheit
  - Wind chill factor less than 32
- 3.5.3 The evaluation will be administered collectively through the Health and Safety Team and the department's fitness coordinator. All evaluators will be trained in evaluation procedures. Peer Fitness Trainers (PFT) and trained department officers will be utilized as evaluators. Station Chiefs, Deputy Chiefs and supervisors are encouraged to be present for the evaluations of their personnel.
- 3.5.4 A fully equipped/licensed Medic Unit will be on-scene for any medical emergencies that may arise. Working communication equipment will be on-site at all times during evaluation.
- 3.5.5 All firefighters performing the evaluation will be given a training session prior to the administration of the evaluation consisting of:
- View evaluation video
  - Safety precautions
  - Verbal and written description of the evaluation procedures
  - Description of each task to be performed
  - Explanation of scoring method
  - Acceptable performance techniques

3.5.6 The evaluators will constantly monitor the firefighter performance during the evaluation procedures. If the evaluator determines that safety is compromised, the firefighter performing the task will be stopped and instructed in the proper technique. Time will continue to run during this period.

### 3.6 Medical Guidelines

3.6.1 All operational active members shall have a medical clearance form from the contracted medical physician on file at fire administration prior to participating in the fitness evaluation.

3.6.2 Prior to beginning the evaluation, a baseline set of vitals including blood pressure and pulse will be taken and recorded.

3.6.3 Upon completion, a second set of vital signs shall be taken and recorded.

3.6.4 If the pre-evaluation blood pressure is 160/100 or greater the firefighter may not participate in the evaluation.

3.6.5 A pre-evaluation pulse rate of 100bts/min or greater will exclude the firefighter from participating in the evaluation.

3.6.6 The firefighter will be asked about any existing medical condition, illness, or injury that may prohibit them from participation in the evaluation.

3.6.7 Throughout the evaluation, the evaluators will monitor each firefighter for potential injury. If the evaluator believes that the firefighter is using unsafe techniques (even after being corrected), the evaluation can be terminated.

### 3.7 Evaluation Types

#### 3.7.1 Firefighter Evaluation

##### 3.7.1.1 Overview

The evaluation consists of 10 events designed to help measure the physical ability of a firefighter to perform the skills required to operate effectively on an incident.

1. Donning of PPE and SCBA (this event is not timed)
2. Ladder Carry and Raise
3. Forcible Entry Simulation
4. High Rise Pack Carry
5. Hand Line Advancement
6. Hand Line Pull
7. Ceiling Breach Simulation
8. Equipment Carry
9. Ventilation Simulation

## 10. Victim Rescue and Drag

3.7.1.2 The events are continuous and firefighters are encouraged to pace themselves and move through the events safely. The donning of the Personal Protective Equipment (PPE) is not timed to ensure that all PPE is secured, enabling members to perform the evolutions safely within the timeframe.

3.7.1.3 Events 2 - 10 are timed events and have a maximum allotted time of thirteen (13) minutes. Firefighters are encouraged to move through the events as safely as possible. **RUNNING IS NOT ALLOWED AT ANYTIME** during the evaluation. A firefighter is required to complete all ten (10) events in order to complete the evaluation.

### 3.7.2 EMS Responder Evaluation

#### 3.7.2.1 Overview

3.7.2.1.1 The EMS Provider evaluation will be performed by those operational personnel who are EMS only status. The evaluation consists of five events designed to help measure the physical ability of an EMS responder to perform the skills required to operate effectively on an incident.

1. Equipment Carry
2. Patient Drag
3. Patient Assessment and Intervention (Chest Compressions for two minutes)
4. Stair Assent
5. Patient Packaging and Loading

## 4. FITNESS & WELLNESS

### 4.1 Overview

### 4.2 Responsibilities

#### 4.2.1 Health and Fitness Coordinator

#### 4.2.2 Peer Fitness Trainers

4.2.2.1 The role of a PFT is to provide exercise leadership through guidance and supervision and to encourage safety and participation in regular fitness programs. The PFT's are selected based on an application process and certified in a nationally recognized process, such as the IAFF/IFAC/ACE Peer Fitness Trainer Certification.

4.2.2.2 They must also fulfill continuing education requirement classes in the fitness field. The trainers will be available upon request to set-up individual (customized) fitness programs. These programs will be based on evaluating and measuring a member's current fitness level and individual needs and comparing those needs to an established level of fitness for job performance. A PFT shall be assigned to personnel when:

- Assistance is requested by an individual looking to improve on his/her fitness level.
- Assistance is requested through the wellness coordinator.
- Fitness for duty exam requires peer fitness counseling.
- A member struggles with the peer fitness assessment and/or fails the fitness evaluation.
- Assistance is requested with job-specific rehabilitation.
- Assistance is recommended subsequent to an injury report investigation.

#### 4.3 Physical Fitness Resource Materials

4.3.1 Each fire station will be supplied with materials that will have information on health, nutrition, and exercise.

#### 4.4 Equipment

4.4.1 The PFT, wellness coordinator, and volunteer station representatives will coordinate selection, purchase and arrange installation of fitness equipment in all Fire/Rescue facilities. Such equipment will be selected based on available space and particular fitness needs. Requests will be reviewed by the Wellness Coordinator for practicality of purchase for each Fire/Rescue facility.

4.4.2 All equipment shall be serviced annually or as necessary. Personnel assigned to stations are responsible for cleaning and disinfecting all equipment in order to extend its life span and to enhance the safety of users. Station supervisors will notify the wellness coordinator and station maintenance coordinator when equipment requires calibration, servicing, or repair.

#### 4.5 Guidelines

- 4.5.1 The Winchester Fire and Rescue Department has four Peer Fitness Trainers available to all members. Members are:
1. Rick Burton
  2. Matt DeHaven
  3. Gerry Pierce
  4. Branyon Williams
- 4.5.2 Each PFT is assigned a group of department members for consultation, exercise program design, follow-up, and wellness information (see table).
- 4.5.3 Any member that wishes not to use the PFT assigned to their group may choose from any department PFT to provide the service.
- 4.5.4 Probationary firefighters will be assigned a PFT for the duration of their probation. When a probationary firefighter receives his/her station/shift assignment, the PFT from that shift will be assigned to the probationary firefighter for the probation period. After completion of probation, the member may utilize the identified PFT for his/her assigned shift.

#### 4.6 Scheduling:

- 4.6.1 All exercise designed programs and/or follow-ups will be administered on an individual basis and shall be scheduled with the appropriate PFT.
- 4.6.2 All members are encouraged to participate and consult with the PFT's on a regular basis.

#### 4.7 Peer Trainer Assignments:

<b>Shift</b>	<b>Peer Trainer</b>
<b>A</b>	Burton
<b>B</b>	Pierce
<b>C</b>	Williams
<b>Recruits</b>	PFT assigned to the recruits initial station assignment
<b>Staff</b>	LT. DeHaven

## 5. VOLUNTEER BENEFITS PROGRAM

### 5.1 Overview

- 5.1.1. This outlines some of the benefits and rewards of being an active member of our Fire and Rescue Department.
- 5.1.2. Program includes the following:
  - Medical Exams/Immunizations Program (Hepatitis B inoculations, Flu shots, or any other inoculations needed by emergency responders)
  - Access to City Employee Assistance Program. (Smoking cessation programs, Personal counseling, etc...)
  - Live-in Program - Operational Members
  - Access to City of Winchester Internal Job Postings
  - Yearly Awards Ceremony/Banquet
  - Compensation for Participation – Point system where credits are assigned to specific activities, events, or specific individuals (i.e. Board Members or Officers) that would equal a monetary amount at the end-of-the-year. Specific guidelines would need to be developed on how the program is developed, implemented, and tracked.

Operational Members – Active Operational Member meeting the criteria outlined in SOG-07-03

### Point Award System- Operational Personnel

Points	Activity	Maximum Points
1/2	Per hour of training (Operational & Administrative Personnel)	100
1	Per hour of instruction	50
1	Per hour of event coverage (Operational & Administrative Personnel)	75
3	Per EMS Response	400
2	Per other Response	300
5	Chief's discretion/explanation	25
1 per 5 hours	Duty Crew Time	50

### Point Award System - Administrative Personnel

Points	Activity	Maximum Points
10	Administrative Position Held (i.e. Treasurer, President, Secretary)	10
3 for each Bingo	Bingo	300
2	Per hour of event coverage/other fundraisers	100
2	Meetings	100
2 per meeting	Committee participation	100
5	President's discretion/explanation	50

Maximum points for a year are set at 599 and minimum points will be 70. Each point has a value of \$1.00.

Points will be redeemed for uniforms, PPE, tuition assistance, attendance to seminars/symposiums or gasoline/gift/meal cards.

## APPENDIX A

	<b>STANDARD OPERATING GUIDELINES</b>	
	SUBJECT	<b>Operational Member (Active)</b>
	REFERENCE NUMBER	SOG-07-03
	DATE	November 28, 2007
	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

### **Introduction**

This Standard Operating Guideline (SOG) is to inform all members of our department and will be effective on January 1, 2008. The results of a member's activity in 2008 will determine whether a member is an "Operational Member" for 2009. Members that meet the minimum operational guideline will be able to respond and participate on emergency incidents. The previous years activities will be the record that determines a member's operational status.

Members that do not meet this SOG in a year and want to participate as an "Operational Member" can do so with the approval of the Station Chief and Department Chief. These members will be placed on a six-month probationary period to evaluate their level of participation. Activity levels during this probationary period must be at least half of the required annual level. There will be allowances for special situations such as medical or family emergencies.

This SOG will allow for the safety of our members and community as well as ensure that we deliver quality service. A member's activity, at any level, is appreciated and important to our department and this SOG is not intended to stifle anyone's work.

### **Purpose:**

To define an Operational Member of the Winchester Fire and Rescue Department (WFRD). An Operational Member is defined as a member that meets the Minimum Training Certification Standards and maintains the knowledge and skills necessary to respond to emergency incidents.

### **Defined:**

One must adhere to the following guidelines in order to be an active operational member within the Winchester Fire and Rescue Department and participate in emergency incidents:

1. Meet Minimum Training Certification Standards and Station Criteria
  - Firefighter I or EMT-B
  - Probationary Member/Juvenile Firefighter

## APPENDIX A

- NIMS – IS 700 – IS 100 – IS 200
  - Follow the Minimum Training Certification Standards as outlined in the Safety and Survival manual
2. Maintain Minimum Certifications and Continuing Education requirements.
  3. **Participate in a minimum of 24 hours of local training annually.** This includes any scheduled organized training, station drills, Spring and Fall Schools and Local Fire Academy. **All training is to be properly logged in the Firehouse Software Training Module Program.** We would encourage all members to participate in any and all training that will improve their knowledge and skills and the service we deliver to our community.
  4. Successfully complete Skills Drills for Provider Level as required.
  5. Respond to a minimum of 24 Emergency Incidents or scheduled event coverage. (Events to include: Apple Blossom, Handley football games, safety fairs, Etc.)
  6. Be a member, in good standing, with one of the Volunteer Stations within the City of Winchester or be an employee of the City of Winchester.
  7. Meet Department Respiratory Standards.
  8. Be physically able to perform on scene related tasks.

## APPENDIX B

### **MINIMUM TRAINING CERTIFICATIONS 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.
- Maintain 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 at Firefighter I under Child Labor Laws/and un-documentable state certifications).
- Ride-Along's designated as limited activity.

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

## APPENDIX C

### **Firefighter Evaluation Event Description:**

#### **Event 1: PERSONAL PROTECTIVE EQUIPMENT**

**This event allows a firefighter to safely don complete personal protective equipment.**

The firefighter is to don a complete issued set of PPE (bunker pants, coat, nomex hood, helmet, and fire fighting gloves). The firefighter then moves to a position that will allow them to lift and don a Self Contained Breathing Apparatus (SCBA). Once the air is activated, the face piece is secure and the firefighter feels comfortable, the firefighter is to signal ready by raising either arm. The timer for events 2 - 10 will begin when the firefighter places his/her hands on the ladder.

#### **Event 2: LADDER LIFT, CARRY, RAISE, AND EXTENSION**

**This event simulates a firefighter's ability to place a portable ladder in-service.**

The firefighter is to move to a position that places them at the proper lifting point of the ladder; perform a one person lift; carry a 24' extension ladder 75 feet to the marked raising area; raise the ladder; extend the ladder three rungs; rotate ladder so fly section is out; then position the ladder within the marked yellow square for proper climbing angle.

***MOVE TO NEXT EVENT.***

#### **Event 3: FORCIBLE ENTRY**

**This event simulates a firefighter's ability to gain entry into a locked structure.**

The firefighter is to walk 75 feet to the forcible entry table; position themselves to either side of the tire; pick up the sledge hammer, keeping one hand in the painted area on the handle, and repeatedly strike the tire to move it to the other end of the table; and then walk 75 feet back.

***MOVE TO THE NEXT EVENT.***

#### **Event 4: HIGH-RISE PACK**

**This event simulates a firefighter's ability to carry a high-rise pack to an upper story location.**

The firefighter is to move to a position that places them at the proper lifting point of the high-rise pack; lift the pack onto their shoulders; carry the high-rise pack 30' to the simulated stair platform; simulate climbing 3 floors (completely stepping up and down = 1 step) for a total of 30 steps; carry the high-rise pack 30' back to the designated area; and place the high-rise pack in its proper storage area.

***MOVE TO THE NEXT EVENT.***

## APPENDIX C

### **Event 5 and 6: HAND LINE ADVANCEMENT AND PULL**

**This event simulates a firefighter's ability to advance and reposition a charged hose line.**

The firefighter is to move to a position that places them at the proper lifting point of the charged hand line (1 ¾"); pick up the hand line; advance hand line 50 feet; get into kneeling position; crawl back 50' on knees while keeping one hand in contact with the hose line until the first coupling is reached. In a kneeling or sitting position pull back 50' feet of hose until the nozzle is reached; lower nozzle to the ground.

***MOVE TO THE NEXT EVENT.***

### **EVENT 7: CEILING BREACH**

**This event simulates a firefighter's ability to pull ceilings and/or remove debris from above shoulder level.**

The firefighter is to move to a position that places them at the proper lifting point of the pike pole; pick up the pike pole and walk 30 feet to the marked area and perform 30 consecutive repetitions of arm extensions while grasping the pike pole. The top hand grasping the pike pole will begin against the chest and fully extend out and over head. The top hand then returns to the chest and one rep is complete. After completing the station return to the marked area and return the pike pole.

***MOVE TO THE NEXT EVENT.***

### **EVENT 8: EQUIPMENT CARRY**

**This event simulates a firefighter's ability to carry and move equipment on an emergency scene.**

The firefighter is to move to a position that places them at the proper lifting point of the simulated equipment to be moved; pick up the items; carry the items 75 feet to the marked area; set the simulated equipment in the marked area; lift and carry the second set of simulated equipment 75 feet back to the starting point of the event.

***Note: These simulated equipment items will be consist of a 16" smoke ejector, large cord reel, and a water extinguisher.***

***MOVE TO THE NEXT EVENT.***

## APPENDIX C

### **EVENT 9: VENTILATION**

**This event simulates a firefighter's ability to create an opening for ventilation.**

The firefighter is to move to a position that places them at the proper lifting point of the equipment hammer; pick up the equipment hammer; walk and position themselves on the ventilation sled; repetitively strike the I-beam (striking point) of the ventilation sled until it moves a distance of 3 feet (repositioning the feet when necessary); dismount the ventilation sled.

***MOVE TO NEXT EVENT.***

### **EVENT 10: VICTIM RESCUE**

**This event simulates a firefighter's ability to perform a rescue.**

The firefighter is to move to a position that places them at the proper lifting point of the 165 pound rescue dummy; drag the rescue dummy a distance of 75 feet (going around the cone; returning to the starting point; time stops when the dummy completely crosses the finish line.

**THE EVALUATION IS COMPLETE. MOVE TO THE REHABILITATION AREA FOR MEDICAL MONITORING.**

## APPENDIX D

### EMS ONLY PROVIDER EVALUATION DESCRIPTION

#### Event 1: EQUIPMENT CARRY

**This event will simulate EMS provider carrying equipment to a patient's location.**

The EMS provider will carry 20lbs in each hand or over the shoulder 100 feet to a simulated patient.

#### Event 2: PATIENT DRAG REMOVAL

**This event will simulate an EMS provider removing a patient from a hazardous location.**

The EMS provider will drag the 100lb simulated patient/rescue dummy a distance of 50 feet.

#### Event 3: CPR

**This event will simulate an EMS provider performing chest compressions for two minutes on a rescue dummy.**

#### Event 4: SIMULATED STAIR ASSENT

**This event will simulate an EMS provider carrying equipment to the third story of an apartment building. The EMS provider will carry 20lbs in each hand or over the shoulder for a total of 30 steps.**

#### Event 5: PATIENT PACKAGING AND LOADING

**This event will simulate placing a patient on a stretcher and loading the stretcher in the rear of the ambulance. The EMS provider with assistance from evaluator will place the 165lb rescue dummy on the stretcher, carry the head side of the stretcher 75 feet, and load into the rear of the ambulance.**

**Note:** This test will be evaluated and a maximum time will be established. There will be approximately 50 feet between events.

## APPENDIX E

### WINCHESTER FIRE & RESCUE Active Operational Responder Physical Checklist

Name:

Appointment Date:

Time:

**Attention all Selma Medical staff members: If a test procedure is marked with an asterisk (\*) the test is to be performed. If it is marked in error then it will be an error on our part. We have different needs for volunteer physicals, annual City Hazmat physicals and annual Frederick County Hazmat physicals. These needs are reflected on the check-off sheets provided with each person seeking a physical.**

**ADMINISTRATION:**

To Be Performed	Completed	
<b>*</b>		Release of Confidential Information has been signed and unaltered
<b>*</b>		Physical Exam Authorization Form has been signed
<b>*</b>		Selma Confidential Information has been completed
<b>*</b>		OSHA form has been completed

**PHYSICAL EXAM:**

To Be Performed	Completed	Code	Fee	
<b>*</b>		<b>99080</b>	<b>\$25</b>	OSHA Form
<b>*</b>		<b>99395</b>	<b>\$65</b>	Exam (H&P, height, weight, B/P, BMI, pulse oximetry)
<i>M</i>		<b>82270</b>	<b>- 0 -</b>	Digital Rectal Exam (DRE) and Hemocult
<i>M</i>		<b>84153</b>	<b>\$30</b>	PSA
<b>*</b>		<b>92551</b>	<b>- 0 -</b>	Audiogram
<b>*</b>		<b>93000</b>	<b>\$25</b>	EKG
		<b>93015</b>	<b>\$150</b>	Stress Test and EKG
<b>*</b>		<b>71020</b>	<b>\$39</b>	Chest X-Ray
<b>*</b>		<b>94010</b>	<b>\$25</b>	Spirometry

## APPENDIX E

<b>*</b>		<b>85018</b>	<b>\$9</b>	Hemoglobin
<b>*</b>		<b>80053</b>	<b>\$25</b>	Blood Chem. Screen - Comprehensive Metabolic Panel (Includes Albumin, Alkaline, Phosphatase, Bilirubin, Calcium, Chloride, Creatinine, Glucose, Potassium, Sodium, SGCT, Total Protein, BUN)
<b>*</b>		<b>80061</b>	<b>\$20</b>	Lipid Panel - TOTAL Cholesterol/Lipid (HDL, LDL, Triglyceride, Glucose)
<b>*</b>		<b>80100</b>	<b>\$20</b>	Urine Drug Screen
<b>*</b>		<b>81003</b>	<b>\$9</b>	Urinalysis
		<b>86580</b>	<b>\$9</b>	PPD
<b>*</b>		<b>86703</b>	<b>\$28</b>	HIV
<b>*</b>		<b>90718</b>	<b>\$15</b>	T-Dap (Tetanus, Diphtheria, Pertussis)
<b>F</b>		<b>G0101</b>	<b>\$30</b>	Pelvic Exam & Pap Test
<b>*</b>		<b>83015</b>	<b>\$85</b>	Heavy Metals (Exposure only or every 10 years)

### PRE-PHYSICAL GUIDELINES

- ◆ Fasting **8 hours** prior to the exam.
- ◆ No breakfast or anything except **water** and/or **black coffee** day of exam.
- ◆ Water as much as desired, (or **black coffee**) and nothing else (**No SUGAR OR CREAM**).
- ◆ Please go with a full bladder in order to give an adequate urine sample.
- ◆ Take your checklists with you.

### PATIENT RESPONSIBILITY

It will be the responsibility of each patient to take this checklist, as well as any other forms, with them to their individual physical and assure that each examination, test, and administrative procedure has been completed as identified. Upon completion of the physical, the patient needs to **return the completed form to the Winchester Fire and Rescue Department.**