



McKinley County Fire & Rescue
Standard Operating Guidelines

August 25, 2024



McKinley County Fire & Rescue



Standard Operating Guidelines

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Introduction

This manual establishes standard fire department specific operating guidelines. These guidelines are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient, and safe.

McKinley County Fire Rescue shall provide for the safety, health, and wellness of department members by establishing a fire department-specific policy manual and accompanying procedure.

All fire department personnel shall follow these guidelines to the best of their ability.

All members will understand and follow these guidelines and procedures. Officers of the department are responsible for ensuring their subordinates understand and follow these guidelines and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.



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Mission and Vision	August 25, 2024

Mission Statement

The mission of McKinley County Fire Rescue is to minimize loss of life, property and the environment within McKinley County from fires, natural disasters, life threatening situations, and to assist other emergency agencies.

Vision Statement

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression activities, rescue services, hazardous materials operations, technical rescue operations, and quality fire/safety education to the public. We strive to offer the best available education and training to our members.

We are committed to providing an environment which fosters teamwork amongst our diverse members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.



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Chain of Command

County Fire Chief

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Volunteer Staff	Paid Operations Staff	Paid Support Staff
Deputy Fire Chief	Deputy Fire Chief	Deputy Fire Chief
Station Captain	Paid Captain/EMT	Fleet Staff Administrative Staff
Station Lieutenant	Station 71: Paid FF/EMTs	
Volunteer Firefighter/EMS Personnel		



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Job Descriptions

County Fire Chief

The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, planning for the future, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

Deputy Fire Chief

Under direction of the Fire Chief, the Deputy Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. In addition, in the absence of the Fire Chief, the Deputy Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Deputy Chief may also perform the same duties as a firefighter.

Station Captain

Shall have overall charge of Station personnel and equipment at all incidents and Station activities. Shall assure that the Station functions as an effective and efficient fire protection organization. Shall preside over all Station meetings, unless otherwise specified in these regulations or a designate is assigned. Shall request the expenditure of Station funds through County Fire Chief. May act as incident commander on emergency incidents Shall assure that proper records for the Station are maintained. Shall assign other duties to members as needed. Shall perform other similar duties as assigned by the County Fire Chief or County Deputy Fire Chief. The Station Captain may also perform the same duties as a firefighter.



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Lieutenant

Lieutenants are volunteer positions appointed by the Station Captain in their respective Stations with operational authority as outlined in writing by the Station Captain. The Lieutenants have a direct reporting relationship to their Station Captain

Firefighter

Any non-probationary member who has more than 1 year of service with any fire department and has either IFSAC I or greater or has completed the McKinley County AHJ FF1 Academy or New Mexico State FF1 Taskbook. Under direction of a Station Officer, provides direct services, individually and as a member of a team in response to fire, rescue hazmat and other incidents.

EMS Only Responder

EMS Only Responders are volunteers who are New Mexico certified or licensed EMS personnel, 16 years of age or above. EMS Only Responders have a direct reporting relationship to the Station Captain through the Lieutenant if one is assigned. EMS Only Responders will follow operational authority during an incident with respect to the ICS and rank structure.

Recruit Firefighter

Any non-probationary member with less than 1 year of service with any fire department. Under direction of a Station Officer, provides direct services, individually and as a member of a team in response to fire, rescue hazmat and other incidents. A recruit firefighter has no formal firefighting training such as the McKinley County AHJ FF1 Academy, New Mexico State FF1 Taskbook, or IFSAC 1 or greater.

Probationary Member

Any new member to McKinley County Fire Rescue who wishes to become a full member and serve as a Firefighter. New members will serve a 6-month probationary period. At a MINIMUM of three months, if the probationary member has proven dedication by completing the McKinley County FF1 AHJ Academy, the NMFMO FF1 Taskbook, or IFSAC 1 or greater, and has met meeting and call for service requirements, the new member may be taken off probation and reclassified as a Firefighter.



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Junior Firefighter

Junior members shall be between the ages of sixteen (16) and eighteen (18). Junior members shall not be allowed to drive any county vehicles. Junior members must maintain a 2.0 or better grade point average and have no grades lower than a "C". When report cards are received, the member has seven (7) days to submit a copy to the Station Captain. Should a junior member's GPA drop below a 2.0 or have any grade below a "C", he/she will be automatically suspended until the next grade reporting period. The parents will be notified of their suspension due to grades. Junior members shall be attending High School, home schooled, a high school graduate, or have a GED. Junior members shall have written permission from a parent/legal guardian to be a member of McKinley County Fire Rescue. A parental release form will be given to the Junior member to have a parent/legal guardian fill out. Any officer may contact the parent/legal guardian for verification of signature. Junior Members will not be put into any hazardous situation, unless properly trained (completed MCFR FF1 or greater) AND under the direct supervision of a fully qualified adult firefighter.

Support Member

Any member of McKinley County Fire Rescue that wishes to serve on the Department that does not wish to be a firefighter or EMS responder. Support members duties and responsibilities must be in writing and approved by the Station Captain and County Fire Chief and/or Deputy Fire Chief prior to acceptance. Support members are subject to McKinley County Fire Rescue Orientation and Probationary Guidelines.



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Helmet Colors	August 25, 2024

Helmet Color Designations

White

White helmets are reserved for County Fire Chief and Deputy Fire Chief.

Red

Red helmets are reserved for Captains and Lieutenants.

Black

Black helmets are reserved for firefighters who have completed the McKinley County AHJ FF1 or greater and have met all McKinley County Fire Rescue probationary requirements.

Yellow

Yellow helmets are reserved for members that have not completed MCFR AHJ FF1 or greater or have not met probationary requirements.

Blue

Blue helmets are reserved for personnel only providing EMS care to firefighters or patients on scene.



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Attendance Requirements	August 25, 2024

Attendance

Members should attend all meetings, training sessions, work sessions, and emergency calls, possible.

Disciplinary procedures may be brought against any member for failing to meet the following attendance minimum requirements:

Participate in 50% of meetings

Excused absences must be documented on the sign-in sheet with the reason for the absence.

Participate in 50% of trainings

Excused absences must be documented on the sign-in sheet with the reason for the absence.

(Excused absences can consider for work conflicts, illness, traveling out of town and approved conflicts approved in advance by the County Fire Chief. These excused meetings/trainings can be excluded from the total to meet the 50% requirement. If the member misses over 75% of the total, they will not receive the excused absence benefit.)

Respond to 50% of emergency calls you are available for

Emergency calls is based on what calls that the member is available for taking work and other conflicts into account. The Station Captain is responsible for verifying that this has been met.

Failure to meet attendance requirements could result in disciplinary action up to and including dismissal from the fire department.



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Orientation and Probationary Training	August 25, 2024

Orientation and Probationary Training

All new members shall undergo an orientation program as set forth by the McKinley County Fire Rescue administration. The main intent of the probationary period for a new recruit is to learn the operational procedures of the Fire Department, as well as the location/operation of the small equipment used by the Fire Department, and to gain Entry Level Firefighter training provided by within the recruit's probationary period. (see [New Member Training Requirements, Appendix A](#))

Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

Training:

- 1) Prepares a firefighter to safely perform his or her duties.
- 2) Prepares a firefighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- 3) Prepares a new firefighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- 4) Gives a firefighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- 5) Prepares a firefighter for special hazards to which he or she may be exposed during fires and other emergencies.
- 6) Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly.



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Any training of firefighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Firefighter Professional Qualifications and NFPA 1403-Standard on Live Fire Training Evolutions.

No new firefighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with McKinley County Fire Rescue, all members must attend 50% of Business Meetings, 50% of Trainings, and 50% of "obtainable calls". Failure to do so may result in the member being placed on probation, at which time active status may only be regained after approval of the Station Captain or the County Fire Chief. If after 6 months of probationary status a member does not satisfactorily meet training requirements, the member's status with the department should be forwarded to the Professional Standards Board to consider termination.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Captain or Training Officer.

A member whose status is changed from active to probationary status will receive a written notification from the Captain or Training Officer. At this time, a meeting will be scheduled with that member and the Captain or his/her designee, to discuss requirements and actions needed to regain active status.



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Driving Requirements	August 25, 2024

Driving Requirements

Operating fire apparatus, especially in emergencies, poses unique hazards and increases the potential for accidents. Consequently, the driver must use extreme caution, alertness, and a prudent speed for the conditions encountered to react to the unexpected.

State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road.

Fire apparatus may only be operated by individuals meeting ALL the following requirements:

- 1) Members of McKinley County Fire Rescue.
- 2) Members who have a valid driver's license.
- 3) Members who have successfully completed training for operation of the apparatus based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
- 4) Members over the age of 18. *Exception: Members over the age of 18 who hold a valid CDL.
- 5) Members who have satisfied their probationary period. (see Driver Training SOG, Appendix B for details)

NFPA 1500, Chapter 4 submits the following recommendations for vehicle/apparatus operators:

4-2.3 Drivers of fire department vehicles shall be directly responsible for safe and prudent operation under all conditions.

4-2.4 Drivers shall not move vehicles until all persons on the vehicle are seated and secured with seatbelts or safety harnesses in approved riding positions.

4-3.1 All persons riding on fire apparatus shall be seated and secured to the vehicle by seatbelts or safety harnesses at any time the vehicle is in motion. Riding on tail steps or running boards or in any other exposed positions shall be specifically prohibited.



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Mandatory Seatbelts	August 25, 2024

Mandatory Seatbelts

The driver of any McKinley County Fire Rescue vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.



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Incident Command System	August 25, 2024

Incident Command System

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort. All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels.

The Incident Commander (IC) is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander.

The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC.

Responsibilities of Command

- 1) Stabilize the incident and provide for life safety.
- 2) Conservation of property.
- 3) Conservation of environment.
- 4) Remove endangered occupants and treat injured.
- 5) Assure the safety and welfare of department personnel.



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Function of Command

- 1) Establish Command
- 2) Size up the incident.
- 3) Evaluate Conditions.
- 4) Develop a plan.
- 5) Assign units.
- 6) Provide continuing command.
- 7) Request additional units.
- 8) Disregard and return units to service.
- 9) Terminate Command.

Establishing Command

The first department member or unit to arrive on the scene of an incident shall be command of the incident, whether Command is announced or not. Command then can be transferred at their discretion in a Face-To-Face transfer.

THE INITIAL INCIDENT COMMANDER SHALL REMAIN IN COMMAND UNTIL COMMAND IS TRANSFERRED OR THE INCIDENT/COMMAND IS TERMINATED.

Scene Size Up and Initial Report

The member or unit establishing command initiates the command process with an initial radio report. The initial radio report shall contain the following:

- 1) Identify unit arriving on the scene.
- 2) Give a brief description of the incident. a) Speak clearly.
b) Use common language.
- 3) State any safety concerns.
- 4) Establish and name command based on location.



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Incident Command System, continued	August 25, 2024

Transfer of Command

- 1) The first arriving Unit on the scene will establish and CONTINUE COMMAND until transferred within the following guidelines:
 - a) A face-to-face briefing between command, and the officer command is being transferred to, must be completed.
 - 2) The officer command is being transferred accepts the responsibilities of command.
 - a) Under NO circumstances will command be transferred to a unit that is not on scene.
 - 3) Once the officer that command is being transferred to has been briefed, Incident Command will advise dispatch that the officer taking command has been briefed and is now in command of the Incident.
 - 4) The arrival of a ranking officer on the incident scene does not mean "command" has automatically been transferred. **Command is only transferred when the transfer of command process has been completed.** In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role. If upon arrival a Higher-Ranking Officer declares the command to be ineffective, they can assume command as long as it is communicated to all involved in the incident. All officers will exercise their command prerogative in a supportive manner that will insure a smooth transition and the effective ongoing function of command.



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Communications	August 25, 2024

Communications

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations.

A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. McKinley County currently runs on a radio system that has both repeated and non-repeated channels. McKinley County Metro Dispatch is located at 2215 Boyd Ave Gallup NM 87301.

General Communication Guidelines

- 1) Any time you go in **route**, arrive on scene, or clear a call you must advise dispatch.
- 2) (Example: Your unit number to Metro, Unit number is responding to.)
- 3) Be sure the receiver is ready to receive the transmission, make sure the message is acknowledged once the message has been sent.
- 4) Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting airtime. Per NIMS all radio traffic is to be done in a "common English" fashion and try to control your emotions to prevent garbled transmissions.
- 5) Orders given over the radio should tell you what to do, not necessarily how to do it.
- 6) **DO NOT** interfere with other transmissions unless you have Emergency Traffic.



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Accountability	August 25, 2024

Accountability

The purpose of this guideline is to provide for the tracking and inventory of all members operating at an emergency incident. It is the responsibility of all fire Captains and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Incident Commander (IC)

The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags and logging the appropriate names of personnel on the accountability board. An accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate position board.



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Accountability, continued	August 25, 2024

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

Personnel Accountability Report (PAR)

It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to ensure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.
(see McKinley County Fire Rescue Accountability Plan for details)



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Protective Clothing	August 25, 2024

Protective Clothing

It is the policy of McKinley County Fire Rescue to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971- Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the County Fire Chief and manufacturer. Only personal protective clothing or equipment issued by McKinley County Fire Rescue is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

Training

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE.) Personnel shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

Storage of PPE

Protective clothing and equipment shall be stored in a designated location at the fire station. Protective clothing shall not be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunkroom, washrooms, or other areas.



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Cleaning, Maintenance, and Inspection

It is the responsibility of the company officer to ensure that their assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products, chemicals or bloodborne pathogens contamination. The equipment manufacturer's instructions must be followed when cleaning gear.

Washing of turnouts is to be done at a station equipped with a turnout gear washer. Turnout gear shall not be washed at home, at a laundromat or dry cleaned. Turnout gear with bloodborne contamination may be first sprayed/rinsed with an approved product to help in removal of any stains, and then washed in a turnout gear washer.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify their Company Officer. Any unserviceable turnout clothing is to be cleaned, removed from service and repaired or replaced.

Turnout gear shall be inspected monthly at a minimum by the user and signed by the Station Captain. Forms can be found in Target Solutions.

Level 1 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and **SCBA**.

Level 2 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses and helmet shield, and firefighting gloves.

Level 3 Protective Clothing:

Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves. Or approved Dual Certified coat and pants.

Level 4 Protective Clothing:

Long or short sleeve shirt with no offensive lettering or decals, (no sleeveless shirts), long pants, (shorts of mid-thigh or longer in length is acceptable), closed toe shoes.



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Task Required PPE

Carbon Monoxide	Level 1
EMS Assists	Level 4 and Body Substance Isolation
HAZMAT (Fuel, LP, Ammonia, etc.)	Level 1
High Dust (Hay, Grain, Woodworking)	Level 1
Hose Test	Level 4
Hybrid Vehicle Operations	Level 3 and High Voltage Gloves Ladder
Operations, Fire	Level 1
Ladder Operations, Rescue	Level 2 and Ladder Belt or Harness
Landing Zone	Level 2
Pump Operations/Drivers	Level 4 and Safety Vest
Saw Operations	4 or above or Wildland PPE + Chaps
Smoke/Gas Environment	Level 1
Structure Fire, Attack/Back Up	Level 1
Structure Fire, Support	Level 2
Structure Fire, Ventilation	Level 1
Technical Rescues	Level 4 and appropriate rescue gear
Traffic Control	Level 4 and Traffic Safety Vest, Class III
Training	Set by Training Officer
Vehicle Fire	Level 1
Vehicle Rescue with Tools	Level 3
Wildland Fire	Level 2 May be substituted with approved Wildland gear

ANSI approved traffic safety vests shall be stored on each vehicle/apparatus position so that they are readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

- 1) When SCBA is worn.
- 2) When wearing hazardous materials personal protective equipment.
- 3) When wearing technical rescue personal protective equipment.
- 4) When participating in active firefighting operations.



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Exposure Control

This guideline applies to all personnel within McKinley County Fire Rescue, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials.

McKinley County Fire Rescue recognizes the potential for transmission of certain bloodborne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions as defined below will be used where there is potential exposure to blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.

This plan will be reviewed annually and as needed to reflect changes in procedures, policies or work rules.

McKinley County Fire Rescue recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.

It is McKinley County Fire Rescue's guideline to:

- 1) Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
- 2) Regard all patient contacts as potentially infectious and to always take universal precautions.
- 3) Provide department EMS personnel with the necessary training, immunizations, and protective equipment to reduce the risk to firefighters and members of the public.
- 4) Recognize the need for infection controls in the workplace.
- 5) Prohibit discrimination of any department member based on infection with HIV or HBV virus.
- 6) Regard all department personnel medical information as confidential.



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DEFINITIONS:

Blood: Human blood, human blood components and products made from human blood.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

Contaminated Laundry: Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident - A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that results from the performance of duties.

HBV: Hepatitis B Virus

HIV: Human Immunodeficiency Virus

Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.



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Other Potentially Infectious Materials (OPIM):

- 1) The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.
- 2) Any unfixed tissue or organ (other than intact skin) from human (living and dead).
- 3) HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Workplace Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.



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OCCUPATIONAL EXPOSURE CONTROL PLAN

Exposure Determination

All personnel within McKinley County Fire Rescue, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials. Positions include:

County Fire Chief
Deputy Fire Chief
Station Captain
Lieutenant
Firefighter
Recruit/Probationary Firefighter
Support Member

Methods of Compliance

1) Universal precautions: shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

2) Work Practices

- a) Impervious gloves should be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
- b) All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
- c) Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
- d) When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
- e) Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.



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f) Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handlings will be with tongs or forceps. Also, glass can be cleaned up with a brush and dustpan.

g) All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.

h) Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.

i) No potentially infectious waste will be left at the scene of an incident.

j) A needle stick/sharps injury log shall be maintained and shall include the following information for each incident:

i) Period of time the log covers.

ii) Date of the incident.

iii) Date the incident is entered into the log. iv) Type and brand of sharp involved.

v) Department or area of incident. vi) Description of the incident.

k) The log(s) shall be retained for five years after the end of the log year. A Sharps Injury Log is on the department's file sharing site.

3) Personal Protective Equipment (PPE)

a) When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.

b) Personnel in contact with patients/victims will always have examination gloves and goggles with them. These are available on each apparatus.

c) Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.

i) Never wash or decontaminate disposable gloves for reuse.

ii) Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.

d) Impervious gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces.



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- e) Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
- f) Structural firefighting protective clothing will be worn for all incidents requiring this protection. Additionally, latex, or equivalent gloves will be worn under the firefighters' gloves when infectious materials may be encountered such as during vehicle extrication.
- g) Because of the potential for burns, these gloves should not be worn under fire fighting gloves where there is exposure to extreme heat.
- h) Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or other potentially infectious materials may be splashed in the eyes, nose, or mouth. Face shields on structural firefighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
- i) Gowns, waterproof aprons, or structural firefighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

4) Equipment Cleaning

- a) Routine cleaning of equipment will be done daily.
- b) Vehicles, tools, and other equipment that is exposed to body fluids will be cleaned with soap and water followed by an antiseptic cleaner.

5) Contaminated Sharps

- a) A sharps container is carried in.
- b) The sharps container must be kept in an upright position when used and shall be replaced when $\frac{3}{4}$ full.
- c) Sharps will only be picked up with pliers or tongs, never by hand.
- d) Sharps containers should be closed to prevent spillage, placed in a second container if leaking and handled with care.
- e) Used sharps containers shall be capped, taped, and dated for disposal. Used containers shall be called taken to the Fire Administration Center or Thoreau and a new container picked up.

6) Contaminated materials:

- a) Contaminated materials shall be handled as little as possible.
- b) When handling contaminated linen or towels, firefighters will wear latex gloves and other appropriate PPE.
- c) All soiled linen shall be placed in red bags that prevent leakage.



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7) Disposal of Waste

- a) All biohazardous waste will be placed in red plastic bags or labeled sharps containers. Biohazard bags will be red in color or affixed with a biohazard label and will be available at McKinley County Fire Rescue Fire Administration Office.
- b) Any blood contaminated PPE less than 100cc's can be disposed of in regular refuse.
- c) Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
- d) Waste not given to an on-scene EMS crew will be transported back to the fire station in a non-passenger area of the vehicle. No more than 50 lbs. of waste material may be transported.
- e) The waste will then be double bagged, the bags sealed and placed in the station's appropriate trash container.
- f) Heavily soiled waste materials, those with unabsorbed body fluids, will be double bagged, placed out of living areas and traffic areas at the fire station, and shall be taken to the Fire Administration Campus for proper disposal.

8) Hepatitis B Vaccination

- a) All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation, and follow up made available at no cost.
- b) The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated, and within ten working days of initial shift assignment (career personnel) or station acceptance (volunteer personnel). The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.
- c) Each firefighter must sign a consent/refusal form verifying that this vaccination was offered to him/her.
- d) If an employee declines the vaccination, the employee must sign a declination form as provided in the Department's online site. Employees who decline may request and obtain the vaccination later at no cost.



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9) Post-Exposure Evaluation and Follow-up

a) Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- i) Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- ii) Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law.
- iii) Collection and testing of blood for HBV and HIV serological status.
- iv) The source individual's blood shall be tested as soon as feasible and after consent is obtained to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- v) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- vi) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- vii) After consent is obtained, the exposed employee's blood will be collected as soon as feasible and tested. If the employee consents to baseline blood collection but does not consent at that time for HIV serological testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.



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10) Healthcare Professional's Written Opinion

- a) The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
- b) The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- c) The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
 - i) That the employee has been informed of the results of the evaluation
 - ii) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- d) All other findings or diagnoses shall remain confidential and shall not be included in the written report.

11) Communication of Hazards to Personnel

- a) Warning labels shall be affixed to containers of regulated waste containing blood or Other Potentially Infectious Materials.
- b) Potentially infectious waste will be placed in red plastic bags.
- c) Food and drink will not be kept in refrigerators, freezers, cabinets, or on shelves, counter-tops or bench tops where blood or other potentially infectious materials are present.

12) Information and Training

- a) All personnel with the potential for occupational exposure shall participate in an exposure control training program.
- b) The training will be provided on initial assignment to a position that has potential for exposure and annually after that.
- c) Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.



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- d) The training program shall contain at least the following elements.
- i) Information on the where to obtain a copy of OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030,
 - ii) A general explanation of the symptoms of bloodborne diseases.
 - iii) An explanation of the modes of transmission of bloodborne pathogens.
 - iv) An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG manual located in the training room of each fire station.
 - v) Training in recognizing activities that may involve exposure to blood or OPIMs.
 - vi) An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.
 - vii) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
 - viii) Instruction on how to select PPE for different situations.
 - ix) Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters.
 - x) Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.
 - xi) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
 - xii) Information on the post-exposure evaluation and follow up provided for the firefighter following an exposure.
 - xiii) An explanation of the labels and color coding required by the exposure control plan.
 - xiv) An opportunity for interactive questions and answers with the person conducting the training session.



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13) Recordkeeping

a) McKinley County Fire Rescue shall maintain a record for each employee/volunteer who has an occupational exposure in accordance with 29 CFR 1910.1020. The record includes:

- i) The name and social security number of the firefighter, a copy of the firefighter's Hepatitis B vaccination status including the dates of all hepatitis vaccinations and any medical records relative to the firefighter's ability to receive the vaccination.
- ii) A copy of all results of examinations, medical testing, and follow up procedures as required.
- iii) The employer's copy of the health care professional's written opinion.
- iv) A copy of the information provided to the health care professional.

b) Medical records shall be kept confidential and shall not be disclosed to any person within or outside the department, except as required by law, without the employee's written consent.

c) The records shall be maintained for the duration of membership plus 30 years in accordance with 29 CFR 1910.1020.

14) Training Records

a) Training records shall include the following information:

- i) The dates of the training.
- ii) A summary of the training.
- iii) The names and qualifications of the persons conducting the training.
- iv) The names and job titles of all persons attending the training.

b) Training records shall be maintained for three years from the date on which the training occurred.

c) Firefighter training records will be provided upon request to the individual firefighter, and to anyone having written consent of the individual in accordance with 29 CFR 1910.20.

15) Responsibilities

a) The County Fire Chief or designee has overall responsibility for the operation of the Fire Department and for the Exposure Control Plan.

b) The County Risk Management Department has responsibility for reviewing and updating this plan, for reviewing administration of the infection control program and for making recommendations to the County Fire Chief for improvements in procedures, equipment and training that will minimize the risk of occupational exposure.



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Respiratory Protection

This program provides procedures and protocols designed to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres, which are potentially harmful to health.

RESPONSIBILITIES:

Program Administrator:

The County Fire Chief or designee shall serve as Program Administrator. This person has the training and experience to administer or oversee the respiratory program including evaluating its effectiveness.

- 1) Determines the need for respiratory protection.
- 2) Establishes and maintain a Respiratory Protection Program in compliance with all state and local requirements.
- 3) Provides all members in the program with respirators appropriate to the purpose
- 4) intended.
- 5) Selects a physician or licensed health care professional to administer the medical
- 6) evaluation program, as well as coordinating the medical evaluation program.
- 7) Fit tests applicable firefighters.
- 8) Responsible for breathing air quality.
- 9) Responsible for the information requirements of this program and ensuring that
- 10) members are trained in the care and maintenance for the respirator.
- 11) Ensures that repairs are conducted according to the manufacturer's specifications.
- 12) Responsible for the record keeping requirements of this program.
- 13) May designate other members to carry out specific functions.

Fire Department Members:

- 1) Wear assigned respirator(s) when and where required and in the way they were trained.
- 2) Care for, maintain, and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
- 3) Inform their officer if the respirator no longer fits well and request a new one that fits properly.



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- 4) Inform their officer or the Program Administrator of any respiratory hazards that are not addressed in the workplace and of any other concerns regarding the program.
- 5) Each member is responsible for the cleanliness and operational readiness of their issued respirators/facepiece.

SELECTION OF RESPIRATORS

Fire Department members who respond to and function in toxic atmospheres shall be equipped with Self-Contained Breathing Apparatus (SCBA) and trained in its proper use and care. These respirators shall be used in accordance with the manufacturer's recommendations and appropriate governing performance testing guidelines.

Until an atmosphere has been found not to be so, it shall be considered IDLH (Immediately Dangerous to Life and Health). Where an atmosphere has potential to become IDLH it shall be entered under the assumption that it is ALREADY IDLH.

Respirators for IDLH (Immediately Dangerous to Life and Health) Atmospheres):

SCBA should be used by all personnel operating:

- 1) In a contaminated atmosphere
- 2) In an atmosphere which may suddenly become contaminated
- 3) In an atmosphere which is oxygen deficient
- 4) In an atmosphere which is suspected of being contaminated or oxygen deficient
- 5) This includes all personnel operating:
- 6) In an enclosed, active fire area
- 7) In a potential explosion or fire area, including enclosed gas leaks and fuel spills
- 8) Where products of combustion are visible in the atmosphere and fire department personnel are exposed or potentially exposed to these products of combustion, including vehicle fires and dumpster fires.
- 9) Where invisible contaminants are suspected to be present at levels above OSHA PELs (permissible exposure limits) (i.e. Carbon Monoxide during overhaul)
- 10) Where toxic products are present, suspected to be present, or may be released without warning (including Hazardous Material incidents (HazMat))



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11) In any confined space which has not been tested to establish respiratory safety

12) In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated byproducts of combustion or other hazardous substances. In these circumstances, the SCBA may be worn with the face piece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required. Examples include but not limited to:

- a) Atmospheres that have been reported to have a smoke or CO detector sounding but there are no signs of elements present or occupants feeling ill. Members shall investigate and if monitoring proves existence, members shall fully don SCBA face piece.
- b) Atmospheres, scenes, or conditions that are potentially dynamic, changing and/or unknown.

13) Premature removal of SCBA must be avoided. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases, SCBA must be used or the atmosphere must be changed.

14) In fire situations, the decision to remove SCBA shall be made by based on an evaluation and monitoring of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided. If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing.

15) If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance or leakage of the face piece the firefighter will notify his partner and Officer or the Incident Commander and leave the area immediately.

PROCEDURES FOR SCBA FOR USE IN FIREFIGHTING

Procedures for IDLH (Immediately Dangerous to Life and Health) Atmospheres (2

In/2 Out): The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.



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Rapid Intervention Team (RIT):

- 1) A rapid intervention team (RIT) shall consist of at least two members and shall be available for rescue of a department member or a team if the need arises. A RIT shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA and any specialized rescue equipment that might be needed given the specifics of the operation under way.
- 2) The composition and structure of a RIT shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating teams and shall provide one or more RITs commensurate with the needs of the situation.
- 3) In the early stages of the incident, which includes the deployment of a fire department's initial attack assignment, the RIT should be of either one of the following:
 - a) On-scene members designated and dedicated as rapid intervention team(s).
 - b) On-scene members performing other functions but ready to re-deploy to perform rapid intervention team functions. The assignment of any personnel shall not be permitted as members of the rapid intervention team if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.
- 4) While working in IDLH atmospheres, during interior firefighting operations in fires that have progressed beyond the incipient stage, or hazmat operations, employees/volunteers entering will work in teams having a minimum of two (2) persons who remain in visual or voice contact at all times.
- 5) Two firefighters shall be located outside the IDLH atmosphere as the RIT. Visual, voice, radio, or signal line communication will be maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere (RIT).
- 6) The firefighters located outside the IDLH atmosphere as the RIT shall be trained and equipped to provide an effective emergency rescue of the firefighters inside the IDLH.
- 7) The Incident Commander is to be notified before the RIT located outside the IDLH atmosphere enters the IDLH atmosphere to provide an emergency rescue. The Incident Commander must immediately provide additional assistance, if necessary.
- 8) Once notified, the RIT provides necessary assistance appropriate to the situation.

NOTE: Nothing in this rule is meant to preclude firefighters from performing emergency rescue activities before an entire team have assembled, however, such action is not to be considered a standard of operation.



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GENERAL USE PROCEDURES:

- 1) Firefighters will use their SCBA under conditions specified by this program, and in accordance with training and the manufacturer's recommendations they receive on the use of each model. In addition, the SCBA shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.
- 2) All firefighters shall conduct user seal checks each time that they wear their SCBA.
- 3) Employees shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the OSHA Respiratory Protection Standard.
- 4) Firefighters may possess mustaches or other facial hair if it does not interfere with the face piece seal or valve function. Firefighters are not permitted to wear tight fitting SCBA if they have any condition such as facial scars or missing teeth or dentures that prevent them from achieving a good face piece seal. Firefighters are not permitted to wear tight-fitting respirators if they have facial hair that comes between the sealing surface of the face piece and their face. These restrictions shall apply regardless of the specific fit test measurement that can be obtained under test conditions.
- 5) If a firefighter wears eyeglass, the firefighter shall use frames that do not pass through the seal area of the face piece.
- 6) Employees/volunteers are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

FIT TESTING PROCEDURE

- 1) All Firefighters wearing SCBA must be fit tested with the same make, model, style, and size of respirator that they will use on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.
- 2) Fit tests will be conducted on all employees/volunteers in accordance with OSHA 1910.134 requirements who use respirators following their successful completion of an initial training, or whenever the employer observes or receives a report of changes in the firefighter's physical condition that could affect respirator fit. Fit testing may also be repeated if the employee states that the fit of the respirator is unacceptable. Fit testing must be repeated at least annually.
- 3) Some factors that may affect mask fit are:
 - a) Significant weight change.
 - b) Significant facial scarring in the area of the face piece seal.
 - c) Significant dental changes.
 - d) Reconstructive or cosmetic facial surgery.
 - e) Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA accepted qualitative or quantitative test. The protocol used will be stated on the fit test record for each firefighter.



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MEDICAL EVALUATION OF FIREFIGHTERS REQUIRED TO USE RESPIRATORS

Using a respirator may place physiological burdens on firefighting personnel that vary with the type of work in which the respirator is used and the medical status of the firefighter. All new firefighters should undergo a medical evaluation prior to being fit-tested or required to use a respirator. McKinley County Fire Rescue will contract with an appropriate licensed Health Care Provider to perform medical evaluations and fit tests when applicable. After an employee has received clearance and begun to wear the SCBA, additional medical evaluations will be provided under the following circumstances:

- 1) Firefighter reports signs and/or symptoms related to their ability to use a SCBA, such as shortness of breath, dizziness, chest pains, or wheezing.
- 2) The firefighter or supervisor informs the Program Administrator that the employee needs to be reevaluated.
- 3) Information from this program, including observations made during fit testing and program evaluation indicates a need for reevaluation.
- 4) A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee and County Fire Chief will arrange an appropriate time for the examination. The medical consultation and examination with the LHCP will be at the department's expense.



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CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING RESPIRATORS

Cleaning:

McKinley County Fire Rescue shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

- 1) Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected per the manufacturer's instructions as often as necessary to be maintained in a sanitary condition.
- 2) Respirators issued to more than one firefighter shall be cleaned and disinfected per the manufacturer's instructions after each use and the respirator cleanliness shall be ensured before being worn by different individuals.
- 3) Respirators used in fit testing and training shall be cleaned and disinfected after each fit test use.
- 4) The face piece shall be placed in a clean, dry container in a manner that prevents deformation of the face seal, other damage or contamination. The face piece will be stored with the head harness to the back, not over the lens – this will help prevent deformation of the face piece seal.

The Program Administrator or his/her designee will ensure an adequate supply of appropriate cleaning and disinfection materials at each station. If supplies are low, employees should contact their officer, who will notify the Program Administrator or designee.

Cleaning Procedures:

Operational Recommendations:

To decrease the possibility of contaminant entry into cleaned and stored respirators, it is recommended that face piece protective covers be in place to limit contamination of dust and particles. The manufacturer's recommendations for covered storage will be followed.



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Cleaning Recommendations:

Cleaning is recommended after each usage where contaminants may come in contact with any part of the unit.

Gross contamination should be washed off as soon as practical at the scene or station.

Prepare cleaning solution as described per manufacturer's instructions.

The cleaning solution should be effective against a number of gram positive and negative bacteria, fungi and viruses including HIV-1 and influenza.

Cleaning Procedure should follow manufacturers recommendations:

Face piece

- 1) Close cylinder valve.
- 2) Remove pressure on entire system.
- 3) Thoroughly rinse face piece and SCBA under clean running tap water to remove debris.
- 4) Place face piece in cleaning solution and agitate solution. Use a circular motion.
- 5) Place face piece into a container of clean tap water and agitate.
- 6) Finally rinse face piece under running clean tap water.
- 7) Apply air pressure to remove interior liquids.
- 8) Wipe out any excess rinse water with a clean, dry, towel. Allow to dry.
- 9) **DO NOT USE AN AIR COMPRESSOR TO DRY ANY PART OF THE SCBA! THE LUBRICATING OIL THAT MAY BE CONTAINED IN THE AIR STREAM MAY BE HAZARDOUS AND COULD DAMAGE THE RUBBER COMPONENTS**
- 10) Inspect SCBA and regulator for cleanliness and damage.
- 11) Leak test SCBA.
- 12) Return to operation.



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Harness Assembly and Air Cylinders

- 1) Wipe off dirt and grime with a lathered mild soap solution. Rinse thoroughly. Take care not to get water into the regulator.
- 2) Let harness air dry.
- 3) Inspect the harness for loose or missing buckles and fittings. Look for worn belts and connections.
- 4) Check cylinder latching strap for proper operation.
- 5) Wipe off dirt and grime from air cylinders with a lathered mild soap solution. Rinse thoroughly.
- 6) Make sure each cylinder has a protective thread cap over the threads.
- 7) Check cylinders for deep scratches, gouges, and damaged threads.
- 8) Check the gauge and cylinder hand wheel.

NOTE: Cylinder valves shall only be tightened hand tight. Do not forcefully tighten the cylinder valve. Damage to the nylon valve seat will result.

Cases

- 1) Remove any loose dirt or debris.
- 2) Sponge out with sanitizer/cleaner solution.
- 3) Rinse with water.

Unit Inspection

- 1) Leak test SCBA.
- 2) Return to operation.

If anything questionable arises, or obvious repairs are needed, place the unit out of service. Mark unit with a repair tag and forward to. Please refer all repairs to the responsible repair person as soon as possible.



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Maintenance:

SCBAs are to be properly maintained at all times in order that they function properly and adequately protect the firefighter. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use.

No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be performed by the manufacturer or a person certified by the manufacturer.

Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly daily. For fire department respirators, fire department personnel shall:

- 1) Inspect and certify that the respirator is ready for use by documenting the date the inspection was performed (at least monthly), the name (or a signature) of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.
- 2) Provide this information on inspection forms, specifically, monthly and after use inspection forms. This information shall be maintained in each station until replaced following a subsequent certification.
- 3) Inspection records shall be kept at the Station and available for inspection.

Fire department personnel shall ensure that SCBA that fail an inspection or are otherwise found to be defective are removed from service, and are repaired, adjusted, or discarded in accordance with the following procedures:

- 1) Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the manufacturer's NIOSH approved parts designed for the respirator.
- 2) Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a Department technician trained by the manufacturer or vendor supplying the equipment to the fire department.



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3) All SCBA requiring repairs, or SCBA that fail inspections shall be tagged with a red out of service tag indicating the following:

- a) Date
- b) Station location
- c) SCBA unit identification
- d) Name of person(s) reporting the problem
- e) Brief description of the problem

4) The SCBA unit with the red tag affixed will be forwarded to for repair by the manufacturer or a department technician trained by the manufacturer.

INSPECTIONS

Each PASS (Personal Alert Safety System) must be tested monthly and prior to use. Each SCBA is required to be inspected and tested at least monthly and prior to use.

All air cylinders carried on the apparatus and spares in each station will be inspected for any damage, cleanliness, and proper fills.

The following checklist will be used when inspecting respirators:

Face piece:

- Cracks, tears, or holes
- Facemask Distortion
- Cracked or loose lenses/face shield

Head straps:

- Breaks or tears
- Broken buckles

Valves:

- Residue or dirt
- Cracks or tears in valve material

Filters/Cartridges:

- Approval designation
- Gaskets
- Cracks or dents in housing
- Proper cartridge for hazard



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Air Supply Systems:

- Breathing air quality/grade
- Condition of supply hoses
- Hose connections
- Cylinders
- Settings on regulators and valves

The following functional tests are to be completed on each SCBA to ensure proper operation:

- 1) Pressure Gauge
- 2) PASS test
- 3) Leak Test
- 4) Warning bell test
- 5) Face piece Connection

Cylinder Pressure Gauge and Sentinel Reading Comparison

The purpose of this test is to compare the cylinder pressure gauge and the Sentinel pressure reading to make sure they read within +/- 10%.

Procedure:

- 1) Open the cylinder valve and note the pressure reading on the cylinder pressure gauge.
- 2) Compare the shoulder gauge pressure reading to the cylinder gauge reading. The two values must be within +/- 10% of the full scale.

Quality and Quantity of Breathing Air

Breathing air in the SCBA cylinders shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum quality of Grade D.

The purity of the air from the Fire Department's compressor shall be checked by a competent laboratory quarterly.

The department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished using mobile air supplies or mutual aid from other fire departments.

Air cylinders for SCBA shall be filled only by trained personnel.



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Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

- 1) Oxygen content of 19.5-23.5%.
- 2) Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less.
- 3) Carbon monoxide (CO) content of 10 ppm or less.
- 4) Carbon dioxide content of 1,000 ppm or less.
- 5) Lack of a noticeable odor.
- 6) The fire department shall insure that cylinders used to supply breathing air to respirators meet the following requirements:
 - a) Cylinders are tested and maintained as prescribed in the Shipping Container.
 - b) Specification Regulations of the Department of Transportation (49 CFR part 180.205) and NFPA 1852 test requirements of five years for composite cylinders, five years for steel or aluminum cylinders, three years for fully wrapped fiberglass or Kevlar cylinders, and have a 15-year service life.
- 7) The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (-45.6 degrees C.) at one (1) atmospheric pressure, and a water vapor level of less than 25 ppm

RESPIRATORY HAZARDS AND TRAINING ON RESPIRATORY USE

The Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, occur annually, or more often if necessary.

Documentation of this training shall occur.

The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

- 1) Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- 2) What the limitations and capabilities of the respirator are.
- 3) How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- 4) How to inspect, put on and remove, use, and check the seals of the respirator.
- 5) What the procedures are for maintenance and storage of the respirator.
- 6) How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- 7) The general requirements of this program.
- 8) The training shall be conducted in a manner that is understandable to the firefighter.



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- 9) Retraining shall be administered annually, **or** when the following situations occur:
- a) Changes in the workplace or the type of respirator render previous training obsolete.
 - b) Inadequacies in the firefighter's knowledge or use of the respirator indicate that the firefighter has not retained the requisite understanding or skill.
 - c) Any other situations arise in which retraining appears necessary to ensure safe respirator use.

PROCEDURES FOR EVALUATING THE RESPIRATOR PROGRAM

Each year the Program Administrator shall initiate a review of the procedures contained in this program. All employees who wear, service, or supervise employees wearing respirators shall periodically be asked to provide information on:

- 1) Adequacy of the respirator(s) being used.
- 2) Accidents or incidents in which the respirator failed to provide adequate protection.
- 3) Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation based on this information.

RECORD KEEPING

The Department is required to keep the following records to assure compliance with this written program:

- 1) Medical evaluation records
- 2) Fit testing records

Medical records shall be maintained for a member's entire career plus thirty years.

Fit test records shall be kept until the next fit test is administered.

The Station will also maintain records of members training (e.g., date, attendees, trainer(s), subject matter



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Apparatus and Equipment	August 25, 2024

Apparatus and Equipment

This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by McKinley County Fire Rescue. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the inspection of apparatus, equipment, and support vehicles.

- 1) Apparatus and equipment shall be:
 - a) Maintained in a constant state of readiness.
 - b) Refueled whenever the fuel level drops at or below $\frac{3}{4}$ of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
 - c) Kept clean at all times.
- 2) All maintenance, both preventative and repair, shall be recorded in the appropriate vehicle logbook.
- 3) After each use the vehicle shall be inspected.
- 4) Every vehicle used shall be inspected at a minimum of monthly. The member performing the inspection shall record their findings in the appropriate vehicle inspection form.
- 5) The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be noted in the comments section of the vehicle inspection form.
- 6) All engine-powered equipment shall be run for a minimum of five minutes. Their fuel tanks shall be refilled whenever the level drops below $\frac{3}{4}$ of a tank. The oil will be checked, and oil shall be added if necessary.
- 7) Defects that cannot immediately be corrected shall be noted in the vehicle inspection form and reported to the Station Captain or Officer in Charge who will notify the McKinley County on duty mechanic.
- 8) If a defect requires that a vehicle be placed out of service, the person doing the inspection shall notify the Station Captain or Officer in Charge who will notify the McKinley County on duty mechanic.



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Lock Out/Tag Out	August 25, 2024

Lock Out/Tag Out

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

Situations requiring device lock-out:

- 1) When a device or piece of equipment is not operating in its designed capacity and could injure any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- 2) When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- 3) When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

Emergency Incident Procedure:

This requires that designated fire department personnel (company officers, Captains, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.



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Lock Out/Tag Out, continued	August 25, 2024

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the incident commander, company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on. The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- 1) All energy sources to the machinery or equipment have been de-energized.
- 2) The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- 3) Verify that all energy sources have been secured.
- 4) The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- 5) Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

Non-Emergency/Servicing/Maintenance Procedure:

- 1) Notify all affected personnel that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- 2) The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- 3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- 4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- 5) Lock out the energy isolating device(s) with assigned individual lock(s).
- 6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.



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Lock Out/Tag Out, continued	August 25, 2024

7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8) The machine or equipment is now locked out.

Restoring Equipment to Service:

- 1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- 2) Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- 3) Verify that the controls are in neutral.
- 4) Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
- 5) Notify affected personnel that the operation is completed, and the machine or equipment is ready for use.

Keeping Equipment Out of Service:

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

Authority

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the County Fire Chief or designee may authorize the removal of the locking device or tag, however only before:

- 1) Making a valid attempt to contact the individual who originally locked out the device.
- 2) If that person cannot be reached, the County Fire Chief or designee must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.



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Training

Personnel not authorized to perform LOTO procedures are referred to as “affected” personnel. All affected personnel shall be instructed in the purpose and use of the LOTO procedure. Instruction for affected members will also include the prohibition of:

- 1) Attempts to restart or re-energize machines or equipment that have been locked/tagged out by an authorized person.
- 2) The use or removal of LOTO equipment by non-authorized personnel.



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Standard Operating Guideline	Page 52
Hazard Communication (Right to Know)	August 25, 2024

Hazard Communication (Right to Know)

The purpose of this policy is to improve the level of information provided to staff regarding the chemicals that they may encounter during the course of their duties. Additionally, this written guideline will help ensure that McKinley County Fire Rescue is in compliance with applicable laws and regulations.

RESPONSIBILITIES

The individual assigned to ensure compliance is the County Risk Manager. This person responsible for the program shall be known as the “Program Administrator”. The Program Administrator or designee is responsible for:

- Administering and managing the hazard communications program.
- Assisting personnel in implementing the program
- Maintaining the master list of SDS's
- Training all personnel on the hazardous communication policy
- Ensuring compliance with rules and regulations.

CHEMICAL INVENTORY

The Program Administrator or designee will maintain a list of the hazardous chemicals known to be present within the station. All personnel are responsible for reporting any new hazardous materials that are accompanied by a Safety Data Sheet (SDS) to the Program Administrator. A chemical inventory log will be kept and will include the locations of all chemicals. The chemical inventory log and each SDS will be kept in the SDS binder.

LABELS

Hazardous chemical containers in the station will be labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. Primary chemical container labels will not be defaced or removed. Any label that becomes illegible shall be replaced with the information listed above. Primary containers must include the manufacturer name.



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Hazard Communication (Right to Know), continued	August 25, 2024

SAFETY DATA SHEETS

Fire Department will rely on the manufacturer evaluation of their chemical products. Safety Data Sheets will be maintained and available for any staff member to review.

STAFF MEMBER TRAINING:

Personnel will be provided with information and training on hazardous chemicals located in the fire station at the time of their initial assignment and whenever a new hazard is introduced. That information and training will include areas and operations where hazardous chemicals may be present and the location and availability of the SDS binder. Additional areas of training will include the following:

- 1) Methods and observations that may be used to detect the presence or release of a hazardous chemical.
- 2) Physical and health hazards of the chemicals on site or used at the station.
- 3) Measures personnel can take to protect themselves from these hazards, including specific procedures that have been implemented to protect staff members from exposure, including work practices, emergency procedures, and personal protective equipment.
- 4) The details of the hazard communication policy, including an explanation of the labeling system, the SDS's, and how to obtain and use appropriate hazard information.



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Structure Fires	August 25, 2024

Structure Fires

Arrival on Scene

- 1) The Officer or first arriving personnel will provide a scene size-up, assume command, and develop a fire suppression plan.
- 2) The Officer or first arriving personnel will complete a 360-degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources.
- 3) The Officer or first arriving personnel will ensure that a proper communication system has been coordinated for fireground activities.

Scene Safety

- 1) There shall be at least 2 personnel on any interior attack hose-line.
- 2) There shall be at least 2 personnel on any interior search and rescue.
- 3) There should be a "R.I.T." (Rapid Intervention Team) in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation. (see exception for rescue operations in RIT Guideline).
- 4) Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

Incident Actions

Rescue

- 1) Human life is the most important consideration at a fire or other emergency.
- 2) Rescue of humans override all other strategic considerations at a fire.
- 3) The primary functions of an adequately staffed truck (if available) shall be rescue.
- 4) A primary and secondary search should be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the room has been searched.

Exposure Protection

- 1) Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- 2) The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.



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Structure Fires, continued	August 25, 2024

Confinement

- 1) The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- 2) Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- 3) The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside.
- 4) There may be situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.
- 5) All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- 6) Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open and fire attacks operate fire streams into such areas.

Extinguishment

- 1) In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- 2) The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

Overhaul

- 1) The purpose of overhaul is to make sure the fire is completely out.
- 2) Overhaul operations must be properly coordinated with fire investigation efforts.
- 3) Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- 4) During overhaul, most firefighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- 5) Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- 6) When available, a fresh crew should perform overhaul.
- 7) Particular attention should be given to hidden areas during overhaul.
- 8) During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion



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Structure Fires, continued	August 25, 2024

Ventilation

- 1) Based upon the situation, ventilation may need to occur anytime during the operation.
- 2) Ventilation shall be employed to:
 - a) Channel heat, smoke and flames from potential victims.
 - b) To prevent backdraft and flashover.
 - c) To remove heat and smoke from the building so to reduce property damage.
 - d) To allow the interior of the structure to be more tenable and safer for fire fighting operations.

Salvage

- 1) Salvage may need to begin at various points during a fire operation.
- 2) Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- 3) Salvage should include:
 - a) The use of salvage covers.
 - b) Removing water from the structure.
 - c) Removing furniture and personal belongings to a safe location as long as it does **NOT** interfere with investigation operations.
 - d) Debris removal.
 - e) Removal of valuables from debris as long as it does NOT interfere with investigation operations.
 - f) Covering openings to keep weather out and to secure the building.
- 4) All members are expected to perform in a manner that continually reduces loss during fire operations.



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Structure Fires, continued	August 25, 2024

Utility Control

- 1) Utilities should be shut down and brought under control to ensure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- 2) At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
- 3) If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers and remove electrical meter when possible.
- 4) If necessary, shut down gas lines at the meter and have the Gas Department notified.
- 5) Meters that have been shut off by fire department personnel should be properly locked.
- 6) If necessary, shut down water supplies to the structure at the valve closest to the point of usage.



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Vehicle Fires	August 25, 2024

Vehicle Fires

Arrival on Scene

- 1) The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities.
- 2) The driver operator will engage the pump and stand by the pump panel for further Instructions whenever possible.
- 3) The Officer or first arriving qualified personnel will provide a scene size-up, assume command, and develop a fire suppression plan.

Scene Safety

- 1) Ensure that unauthorized/untrained personnel do not enter the hazardous area.
- 2) See HAZMAT procedures for vehicle fires involving Hazardous Materials.
- 3) Traffic Hazards.

Incident Actions

- 1) The attack team will pull the hose line instructed by the Officer or Incident Commander Additional firefighters will do as instructed by the Incident Commander.
- 2) The driver/operator will charge the hose line when directed and continue to monitor the pump operations.
- 3) The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approaches for exploding bumpers, fuel tanks, tires, etc.
- 4) When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.



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Vehicle Accidents	August 25, 2024

Vehicle Accidents

Arrival on Scene

- 1) The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities.
- 2) The Officer or first arriving qualified personnel will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed.
- 3) The Incident Commander will request additional resources as needed (EMS, Medical Helicopter).

Scene Safety

- 1) Ensure that unauthorized/untrained personnel do not enter the hazardous area.
- 2) Provide High Visibility PPE and other safety measures for Traffic Hazards.

Incident Actions

Command will assign teams as needed for:

- 1) Fire and Hazard Control
- 2) Extrication
- 3) Patient Care
- 4) Landing Zone
- 5) Traffic Control



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Standard Operating Guideline	Page 60
Wildland/Brush Fires	August 25, 2024

Wildland/Brush Fires

Arrival on Scene

- 1) The Officer or first arriving qualified personnel will provide a scene size-up, assume command, and develop a fire suppression plan.
- 2) The Incident Commander or qualified personnel will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures.
- 3) The Incident Commander or qualified personnel will request additional resources as needed.
- 4) The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition.
- 5) Consider evacuations of citizens.

Scene Safety

- 1) All personnel should know the location and direction of the fire travel.
- 2) Escape Plans shall be known to all fire personnel.
- 3) Be cautious for Spot fires.
- 4) Be cautious for Flare-ups.
- 5) Be aware of wind direction and velocity.
- 6) Be aware of topography.
- 7) Monitor crews for exhaustion.
- 8) Be aware of down wires, electric fences, etc.
- 9) Be aware of equipment and personnel working above or around teams



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Wildland/Brush Fires, continued	August 25, 2024

Incident Actions

- 1) Base all actions and strategy on current and expected fire behavior.
- 2) Establish staging area for additional arriving apparatus and personnel.
- 3) Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover.
- 4) If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, an anchor point near the heel of the fire should be established and then the flanks should be attacked while working toward the head of the fire.
- 5) If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- 6) Different methods of attack may be used simultaneously according to the situation
- 7) Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the event of being overrun.
- 8) Collaborate with the McKinley County Fire Chief, McKinley County Wildland Coordinator, New Mexico State Forestry, and specialists/technicians as needed.
- 9) Communications and accountability of all incident personnel shall be maintained at all times.



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Dumpster Fires	August 25, 2024

Dumpster Fires

Typically, a single engine response is adequate. However, if there are reported structures or exposures in close proximity, have call upgraded to a full structure response.

A minimum of a 1.75" attack line should be deployed with crews wearing full PPE to include SCBA, prior to advancing on the dumpster or beginning overhaul operations. The dumpster and exposures, to include vehicles, should be searched for occupants, fire extension, and a fire investigator should be notified if needed.



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Fire Investigator Notification	August 25, 2024

Fire Investigator Notification

All fires occurring in McKinley County, coming to the attention of McKinley County Fire Rescue will be investigated.

The Incident Commander in charge of the fire scene, is responsible for ensuring determination of the fire origin and cause, to ensure that it is accurately reported, to notify proper authorities, and to maintain proper control and custody of the scene until the arrival of a fire investigator if it is determined one is needed. The investigation can be as simple or complex as deemed necessary.

The Incident Commander shall request an investigator from McKinley County Fire Rescue if one is available, or one from the New Mexico State Fire Marshal's Office when an incident involves one of the following situations:

1. Origin and cause cannot be determined.
2. Suspicious fires or fires known to be incendiary.
3. Fires involving a fatality or serious injury.
4. Any crime having occurred in the connection with the fire.
5. Any incident where an explosion has occurred causing severe damage or as a result of criminal activities.
6. Any situation not specifically mentioned when the Incident Commander may possibly believe an investigation is required and/or the possibility of litigation may exist.

Fires that occur in the incorporated cities within McKinley County, Federal Land, Navajo Nation or Zuni Pueblo Indian Reservations will be investigated by their established investigators. McKinley County Fire Rescue may provide assistance in the investigation of any fire within the area as long as McKinley County Fire Rescue has the resources to do so.

Fires occurring on the Navajo or Zuni Pueblo Indian Reservations requiring an investigator from the New Mexico Fire Marshal's Office must be requested by the Navajo Nation or Zuni Pueblo Police or Criminal Investigator.



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Hazardous Materials	August 25, 2024

Hazardous Materials

McKinley County Fire Rescue functions at the AWARENESS level

At the operations/technician level, we possess the knowledge necessary to protect the public from harm due to the exposure of hazardous materials as well as work to mitigate potential hazards.

Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at a minimum of the awareness level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all efforts shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies such as New Mexico State Police as the Emergency Response Officer (ERO); as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- 1) Recognition of a Hazmat incident
- 2) Recognition of hazards
- 3) Identifying resource needs
- 4) Initiating response of operations and/or technician level personnel
- 5) Establishing scene control and management

Arrival on Scene

- 1) The Emergency Response Guidebook (ERG) should be used to identify containers, chemicals involved, staging, and isolation zones.
- 2) All units shall stage a safe distance away from the incident in accordance with ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- 3) The first arriving officer or qualified personnel should establish command and complete an initial size-up.
- 4) Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option



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- 5) All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- 6) Obtain Safety Data Sheets and any chemical information available. This may include a waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- 7) Contact any company representatives and notify the appropriate agencies including a New Mexico or IFSAC Level I HAZMAT Technician team if necessary.
- 8) Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.

Scene Safety

- 1) Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
- 2) Ensure that unauthorized/untrained personnel do NOT enter the hazardous area.

Incident Actions

- 1) All incident actions shall not exceed the scope of the hazardous materials operations level which may be limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene.
- 2) Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- 3) An Incident Action Plan should be created that identifies exposures, hazards, and incident objectives.
- 4) Dike, dam, or divert areas to contain run-off and prevent further contamination of other areas and water sources.
- 5) Remove all ignition sources if materials are combustible or flammable in nature.
- 6) Collaborate with the ERO, EPA, County Fire Chief, OEM, company representatives, specialists/technicians, and the HAZMAT team as needed.
- 7) Communications and accountability of all incident personnel shall be maintained at all times.



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Reports and Documentation

- 1) The release of information regarding the incident shall be controlled by the County Fire Chief or designee and the designated McKinley County Public Information Officer.
- 2) Only the County Fire Chief or designee, County Office of Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- 3) The Incident Action Plan and all operations performed on the incident shall be documented.
- 4) A written report shall be completed by the Incident Commander or designee and filed with all other documents created.
- 5) A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- 6) A record of all other agencies and their corresponding personnel who responded shall also be kept.
- 7) A record of all items used that will need to be replaced and any other expenses should be kept during the incident and filed with the other incident reports.

Decontamination (Decon)

Decontamination is the physical or chemical process of reducing and preventing the spread of contaminants from persons and equipment used at a hazardous materials incident.

Decon should be conducted outside of the Hot Zone and conducted by trained personnel. The appropriate Haz-Mat Team and NMSP ERO should be called when technical support, manpower, or when a patient is transported to the emergency room.

Determining who needs decontaminated

A person exposed to a hazardous material may not necessarily need decontamination. It should be noted that there is a difference between exposure and contamination:

- 1) Exposure- being in general vicinity of a hazardous material.
- 2) Contamination- When a person or equipment comes in direct contact with a hazardous material.

With that in mind, we need to be careful as to whom we decon. Many victims will be complaining of many issues as they exit the contaminated area. Victims will be scared, confused, or disoriented.



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In the event a MCFR firefighter is exposed to hazardous materials in the course of their duties, team members will:

- 1) Be decontaminated on-scene and treated immediately according to EMS protocols.**
- 2) If necessary, the contaminated team member(s) will be transported to a medical facility capable of treating them in an appropriate manner.**
- 3) Command will inform Metro Dispatch to notify McKinley County Fire Admin Staff, if not on scene.**

Types of Decon

- 1) Technical Decon- is the on-scene decontamination of personnel and equipment for response personnel during hazardous materials incidents. Technical decon is set up during pre-entry and becomes the egress and access points to the Hot Zone.
- 2) Emergency Decon- is the process of immediately removing contaminants from both victims and emergency response personnel foregoing the usual set up of the planned decon corridor. This procedure is to remove as much of the product from the victim to provide emergency treatment to protect the life of the victim(s). Emergency best reflects the way we must consider mass decontamination.
- 3) Mass Casualty Decon- As stated above this is an emergency. The process of mass decontamination involves the reduction of or elimination of contaminants through decon procedures on a large number of victims. This can be as few as 10 victims based on available resources

Run-off should be considered when performing decon, however life safety is the priority.

It is estimated that 80% of chemical exposures can be eliminated by clothing removal alone. If clothing removal is necessary, victims should be advised to remove outer clothing (down to uncontaminated undergarments only). The chemical involved will be key to the responder in making correct decisions regarding decon.

Contaminated individuals who decline or refuse to remove clothing should not be coerced to do so, instead should be showered as soon as practical and isolated from those that have been fully decontaminated. Every consideration should be given towards maintaining the individual's dignity during decon. Once decontaminated, the individual should be immediately given temporary clothing if possible. (Tyvek suit, scrubs, hospital gown etc.)



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Decon Solutions

Personnel: In most cases the decon solution to be used should be water or soap and water. Other solutions should not be used unless directed specifically by trained personnel.

Equipment: Decon solutions for equipment should be determined by trained personnel and/or manufacturers recommendations.

Clean-Up

Clean-up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.



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Bomb Threat	August 25, 2024

Bomb Threat or Explosives

Response

When notification of a bomb threat has been given, all apparatus will respond non-code to the area. All units should stage no less than 1000 feet from the scene. Radio traffic should be limited until law enforcement advises otherwise.

Staging

Command should be established with accountability in place. Coordinate with law enforcement and set up unified command. Stand by and await instructions from law enforcement.

Fire Department personnel should not be used to search for suspected explosives or devices. Fire Department personnel may assist with setting up a perimeter, evacuation. Prepositioning, or other like duties. However, enough personnel shall remain available to begin fire suppression and patient triage if an explosion occurs.

Explosion

Be aware that secondary explosions may occur.

Utilize any available protective cover during firefighting operations.

During emergency operations and overhaul, be alert for additional explosive devices.

If a suspicious object is located, **DO NOT TOUCH OR REMOVE IT**. Notify Incident Command and vacate the area.



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Confined Space Rescue	August 25, 2024

Confined Space Rescue

Definitions

Confined space: A confined space is any area or vessel, which meets all 3 of the following:

- 1) Is large enough and so configured that a responder can enter and perform work.
- 2) Has limited means of entry or exit.
- 3) Is not designed for continuous occupancy.

Permit required confined space: A permit required confined space is defined as a confined space which has one or more of the following:

- 1) Contains or has a potential to contain a hazardous atmosphere.
- 2) Contains a material with potential for engulfment.
- 3) Is so structured that an entrant could become trapped or asphyxiated.
- 4) Contains any other recognized serious safety or health hazard – i.e., moving parts, noise.

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

The Fire Department functions at the AWARENESS level. Therefore, it is the guideline of McKinley County Fire Rescue that personnel SHALL NOT enter a confined space unless properly trained to the operations level or technician. Entry is considered to have occurred as soon as any part of an entrant's body breaks the plane of an opening into the space.



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Confined Space Rescue, continued	August 25, 2024

Examples of activities and functions appropriate at the **AWARENESS** level include:

- 1) Recognition of a confined space incident
- 2) Recognition of confined space hazards
- 3) Performing a **non-entry** retrieval
- 4) Identifying resource needs
- 5) Initiating response of operations and/or technician level personnel
- 6) Establishing scene control and management

Arrival on Scene

- 1) The first-in unit should position the apparatus appropriately.
- 2) The first arriving officer or qualified personnel should establish command and complete an initial size-up including:
 - a) Secure any witnesses.
 - b) Obtain the confined space entry permit and any other available information.
 - c) Location, number, condition of victims, and length of time in confined space.
 - d) Utility and other scene hazards – i.e. hazardous materials, low oxygen levels.
 - e) Type of work being performed in the confined space.
 - f) Type of PPE being used by victim(s).
 - g) Determination of rescue or recovery mode.
 - h) Determination of additional resources needed.

Scene Safety

- 1) Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
- 2) Ensure that unauthorized/untrained personnel do not enter the confined space.
- 3) Confirm or implement lock out/tag out as needed.

Incident Actions

- 1) If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area.
- 2) Attempt to establish contact with victim(s).
- 3) Establish atmospheric monitoring.
- 4) Establish ventilation of confined space after atmospheric monitoring.
- 5) If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space.
- 6) Establish staging area for additional arriving apparatus and personnel.



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Trench Rescue	August 25, 2024

Trench Rescue

Definitions

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide. Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources.

McKinley County Fire Rescue functions at the AWARENESS level. Therefore, it is the guideline of the Fire Department that personnel SHALL NOT enter into an unsafe trench or excavation unless properly trained to the level of operations or technician.

Examples of activities and functions appropriate at this level include:

- 1) Recognition of a trench collapse incident.
- 2) Identifying resource needs.
- 3) Initiating response of operations and/or technician level personnel.
- 4) Establishing scene control.



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Arrival on Scene

- 1) The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
- 2) The first arriving officer or qualified personnel should establish command and complete an initial size-up including:
 - a. Secure any witnesses.
 - b. Location, number, condition of victims and how long buried.
 - c. Depth of trench.
 - d. Utility and other scene hazards.
 - e. Determination of rescue or recovery mode.
 - f. Determination of additional resources needed.

Scene safety

- 1) Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
- 2) Hot – 0-100' from trench Warm – 100-500' from trench Cold – 500' and further from trench.
- 3) Secure and/or shut down machinery and traffic within 300' of trench.
- 4) Implement lock out/tag out.
- 5) Place ground pads within 4 feet of trench.

Incident Actions

- 1) If the victim is partially buried, lower lifeline and instruct victim to tie around themselves.
- 2) If indicated, lower ladder into trench - for victim self-rescue only.
- 3) If the victim is buried, mark last known location using dry chemical extinguisher.
- 4) Establish atmospheric monitoring.
- 5) Establish ventilation of trench (if necessary)
- 6) Relocate any soil piles to be a minimum of 2 feet from trench.
- 7) Establish staging area for additional arriving apparatus and personnel.



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Carbon Monoxide Alarms	August 25, 2024

Carbon Monoxide Alarms

Carbon Monoxide is an odorless, tasteless, colorless gas that is deadly. Appliances such as furnaces, kitchen stoves, water heaters or combustion engines, etc. may introduce carbon monoxide into a living space when a faulty or unusual condition exists.

Carbon Monoxide poisoning may be difficult to diagnose. Symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.

OSHA has established a maximum safe working level for carbon monoxide at 35 PPM over an 8-hour period in the general workplace. The EPA has established that residential levels are not to exceed 9 PPM over an 8-hour average.

If at any time the CO level exceeds 35 PPM, MCFR personnel shall return to the appropriate apparatus and don full bunker gear including SCBA and the premises shall be evacuated.

The following should be considered to resolve the incident safely.

Enroute

Verify occupants are outside and not experiencing SxS of Co poisoning. If so, have an EMS unit respond.

Start the multi gas and CO detectors. The instruments should be zeroed if fresh air is available. Verify that the building has not been ventilated. If ventilated, occupants should not re-enter to secure openings.

Arrival

Position apparatus in an area as to not introduce further CO into the building, but close enough for equipment.

Secure an occupant or reporting party. Verify cause of alarm if known.

Ask if any appliances were used prior to or shut down prior to the alarm. Ask if a running vehicle or generator was/is nearby.

Ask if building was ventilated.

Begin monitoring from outside the structure, the entrance into the structure, and then the inside of the structure.



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Carbon Monoxide Alarms, continued	August 25, 2024

If readings above 9 PPM are present:

Attempt to locate the source/s

Shut down any faulty appliances

Ventilate until readings return to normal and re-evaluate

The NM Gas Company or appropriate propane company should be notified Remain on scene until the appropriate gas company arrives

If no readings are present:

Attempt to recreate conditions prior to alarm

Check CO detector for low batteries, proper placement, and proper operation Refer the investigation to the gas company or propane company if needed Allow occupants to re-enter at their discretion.



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Gas Odor or Leak	August 25, 2024

Gas Odor or Leak

Full structural firefighting gear with SCBA is mandatory prior to entering the Warm Zone while investigating or preparing to mitigate incidents involving a gas odor or leak. POV response to the scene is prohibited unless the appropriate properly equipped fire apparatus is on scene. NM Gas Company or appropriate propane company should be notified as part of the initial response. Combustible gas indicators (CGI) and leak detectors should be turned on enroute, if possible, to allow to warm up or outside in clear air to calibrate. Request additional resources as needed.

Only trained personnel should attempt to mitigate the incident.

Leak Inside a Structure (Natural gas or Propane)

These events pose a significant threat of an explosion due to the possibility of trapped gas reaching an ignition source.

Recommended Actions

- 1) Position apparatus a minimum of 100 feet upwind and gather information from occupants of a possible source of the leak.
- 2) Pull a protection line and be prepared to advance for fire suppression should the need arise.
- 3) Perform a 360 scene size up of exterior of structure and attempt to locate potential isolation sources.
- 4) Use a combustible gas indicator and leak detector, if available, to check for leaks. This process should begin on the outside of the structure then work into the structure.
- 5) If a leak is confirmed (stove, furnace) turn off gas at the appliance or if necessary at the outside.
- 6) Source and ventilate the structure utilizing doors and windows. Do NOT use power fans or ejectors to ventilate the building. Deny entry until the leak has been secured and the building is free of gas.



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Gas Odor or Leak, continued	August 25, 2024

Natural Gas

Broken or leaking Natural Gas Line Outside a Structure

These events at times can be mitigated by emergency responders and have a lower potential for explosion due to the lighter than air properties of natural gas and its propensity to disperse.

Recommended Actions

- 1) Position apparatus a minimum of 100 feet upwind and gather information from occupants on the location of the meter.
- 2) Isolate and deny entry to the area.
- 3) If leak is near structures or other possible ignition sources, consider evacuation and structure protection.
- 4) Deploy a protection line.
- 5) Control ignition sources.
- 6) Shut off valve if accessible.
- 7) Install gas line plug if it can be done safely (see below)

If leak cannot be stopped, isolate area and wait for gas company to arrive on scene.

Ruptured or leaking natural gas underground iron residential service line

These lines are generally low pressure and connect the residence to the distribution line. Most of these incidents involve excavation accidents. Lines may be exposed or partially covered and may range from $\frac{3}{4}$ "-1 $\frac{1}{4}$ " in diameter.

Recommended Actions

- 1) Position units a minimum of 100 feet upwind.
- 2) Isolate and deny entry to area.
- 3) Deploy a protection line.
- 4) Control ignition sources.
- 5) Assist Gas Company with protection of repair crew.
- 6) Install a gas line plug if high fire or life safety threats exist and the gas company is delayed. If leak cannot be stopped, isolate area and wait for Gas Company.



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Gas Odor or Leak, continued	August 25, 2024

Ruptured or leaking residential natural gas underground polypropylene line

This type of pipeline presents an extreme danger of explosion and fire from static electricity discharge. Static electricity builds up very rapidly in and around breaks in the pipe. Plastic pipe is not conductive and does not provide a path to ground. However, firefighters and their equipment make a great path to ground often with a spark. Proper equipment and technique must be used when a decision to stop the leak is made. These lines may be ¾"-1 ¼" diameter for residential service and up to 4" diameter for distribution lines. Most emergencies involving polypropylene pipe should be handled by gas company crews with fire suppression and safety support being provided by the Fire Department. If an extreme fire or life safety risk exists and the gas company is delayed, a decision to stop the leak may be made by the incident commander if properly trained personnel are on scene, and the following actions should be utilized for lines up to 1 ¼" in diameter ONLY.

Gas plugs should not be used for these types of leaks due to static build up.

Recommended actions

- 1) Position apparatus a minimum of 100 feet upwind
- 2) Isolate and deny entry to the area.
- 3) Deploy a protection line and dry chemical extinguisher.
- 4) Control ignition sources.
- 5) Control static with a light application of Class A foam at 1%. This should provide a path to ground and discharge built up static electricity.
- 6) One crew member, tethered to a safety line if below ground, will ground and apply the "Squeezer" tool to line. **(up to 1 ¼" only)**
- 7) Additional crew member will standby with a charged protection line and dry chemical extinguisher.
- 8) If ignition occurs, simultaneous application of water and dry chemical will be necessary until the rescue is complete.
- 9) If fire is still burning after rescue is complete, it should be allowed to burn and exposures protected.



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Gas Odor or Leak, continued	August 25, 2024

Ruptured or leaking natural gas lines greater than 1 ¼” in diameter

Leaks in these lines are generally too large for emergency responders to mitigate. These emergencies will require gas company interventions.

Recommended Actions:

- 1) Position apparatus a minimum of 200 feet up wind.
- 2) Isolate and deny entry to the area Hot Zone.
- 3) Secure a continuous water supply if available.
- 4) Deploy a protection and/or rescue line.
- 5) Deploy a master stream device for exposure protection.
- 6) Consider evacuation needs.
- 7) Control ignition sources.
- 8) Monitor gas movement and perimeter with detection devices.
- 9) Gas may need to be dispersed.
- 10) Avoid putting water in the excavation hole.
- 11) Consider HazMat upgrade for distribution/transmission lines.
- 12) Assist Gas Company with fire suppression, vapor control, and overall safety.
- 13) Consider using remote shut off valves.

Leaking Propane Tanks

Recommended Actions

- 1) Position apparatus a minimum of 200 feet uphill and upwind.
- 2) Isolate and deny entry to the area Hot Zone.
- 3) Deploy a minimum of one protection line.
- 4) Secure a continuous water supply if available.
- 5) Have master stream devices available if needed
- 6) Control ignition sources.
- 7) Stop leak if able to complete without significant risk.
- 8) Consider evacuation needs.
- 9) Monitor gas movement and perimeter with detection devices.
- 10) Prevent vapors from spreading through low lying areas such as sewers, confined spaces, etc. using a fog pattern.
- 11) If can be performed safely, turn leaking containers so gas escapes rather than liquid.
- 12) Wait for additional recommendations from the propane company.
- 13) Consider notifying the regional HazMat team if the incident is beyond operations level



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Medical Helicopter	August 25, 2024

Medical Helicopter

Activation:

Metro Dispatch should contact Medical Helicopters when requested by MCFR, Law Enforcement, or EMS Staff.

Activation request should include the incident geographic location with GPS coordinates (when available) landing zone information, landing zone contact person, and radio frequency for communication on approach.

Remember that helicopters may not be able to fly in certain conditions which may include fog, rain, snow, thunderstorms, etc. The pilot will make the final decision if it is safe to fly or not.

Landing Zone Preparation

Landing zone should be 100'x100', clear of overhead wires, from debris, level, and on a firm surface. Cones or LZ lights may be used to mark the LZ, but must be secured to ground or have a weighted base as to not be kicked up by the rotor wash.

The LZ contact person shall report hazards (wires, trees, etc.) to the flight crew. Report the height and location of wires within 300 feet of the LZ. If possible, lightly wet down dirt or sand to help prevent flying debris or brownout. Keep all people and animals out of the LZ during landing and take-off. Be prepared to report wind speed and direction, obstructions, and how the LZ will be marked to the pilot.

The LZ contact person should be positioned in front and upwind of the of the helicopter if possible.

The LZ contact person, at a minimum, should wear a reflective vest, helmet, w/chin strap fastened, and eye protection.



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Medical Helicopter, continued	August 25, 2024

During and after landing

Do NOT radio the helicopter crew during the final 30 seconds before landing, EXCEPT to report an immediate hazard. If an immediate hazard is detected, state “abort landing” or “go around”. During night operations the pilot may request that emergency lights be shut off due to night vision goggles.

Helicopter Safety:

- 1) Never approach the helicopter unless signaled by the crew or pilot.
- 2) Never approach the helicopter from the back.
- 3) Never approach the blind area. (area from the rear of the cabin back)
- 4) Always follow direction of the flight crew when loading and unloading.
- 5) No vehicles within 100 feet of the helicopter.
- 6) Keep landing site 100’x100’ clear of obstacles.
- 7) Keep well clear of landing areas when the helicopter is landing or taking off.
- 8) Turn your back to or shield your eyes when helicopter is landing or taking off.
- 9) Never approach or leave the helicopter from uphill.
- 10) Always approach from the downhill.
- 11) Never throw an object in the vicinity of the helicopter.
- 12) Don’t light flares near the LZ.
- 13) Never open or close the aircraft doors.
- 14) Never carry equipment above shoulder level.
- 15) Secure helmets or hat when working around the main rotor.



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Hostile Operations	August 25, 2024

Hostile Operations

Efficiently responding to an urgent call for service remains our priority. However, responding personnel must exercise safety precautions during threatening conditions. One or more of the following scenarios may be used by Fire/EMS personnel based on past incident history, current developments, and personal judgment.

Scene with past history

- 1) Upon dispatch to an identified hostile area, request law enforcement to be dispatched to the scene.
- 2) Respond NON-CODE and stage, out of sight and sound of the potential threat until the scene is secured by law enforcement. Units may upgrade once the scene has been secured if appropriate.
- 3) Notify Fire Administration or OIC as needed.

Scene judged to present imminent danger on arrival

- 1) Do NOT enter area.
- 2) Request assistance from law enforcement and notify Fire Administration or OIC.
- 3) Stage until scene is secured by law enforcement.

Incident presents imminent danger during service delivery

- 1) Withdraw from area as safely and quickly as possible or seek available shelter.
- 2) Request assistance from law enforcement as soon as possible.
- 3) Do NOT re-enter the scene until it is secured by law enforcement.
- 4) Notify Fire Administration or OIC as time allows.

Based on the frequency, location, and severity of these types of incidents, additional remedial actions may be warranted. Therefore, always report any actual or potential dangerous situation encountered to McKinley County Fire Administrative Staff for follow-up.



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Live Fire Training	August 25, 2024

Live Fire Training

Non-approved facilities must be inspected and approved prior to any live fire training by the County Fire Chief or Deputy Fire Chief.

The objective of live fire training is to provide realistic fire ground training under actual fire conditions.

Training fires will be designed to minimize the risk and to control the fire conditions so that firefighters are not unnecessarily exposed to preventable hazards or injuries. Training fires do, however, present the same hazards as those encountered at actual incidents.

NFPA 1403 and The Incident Command System must be followed while conducting any live fire training. All 1403 forms must be submitted to the Fire Administration upon completion. (See Attachment A – Live Fire Training – On-Site Safety Plan)

(sample checklist)

- Inspect building before use
- Action Plan and instruction given (pre-burn briefing) ○ Safety Officer assigned
- Accountability system reviewed ○ Two means of egress identified
- Two-way communications provided and tested (Tac Channel) ○ Water Supply established
- Back up line of equal size established ○ Incident commander identified
- Rescue responsibilities assigned (RIT) ○ Only Class A materials may be burned
- Only small amounts of uncontaminated diesel fuel or kerosene approved for ignition
- Full protective firefighting clothing including SCBA w/PASS to be worn by ALL personnel engaged in firefighting activities
- Maximum ratio of one instructor to three students
- Post exercise critique to be conducted at the conclusion of each scenario including an accountability check
- A detailed training report submitted upon completion

Signature _____ Date _____



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Meetings	August 25, 2024

Meetings

Each McKinley County Fire Rescue Station shall hold at least 3 regular scheduled monthly meetings/trainings. The first meeting of each month shall be a business meeting. This meeting can be held on the same date as one of the other trainings, but a separate sheet must be done for the meeting and the training. Each station shall have at least one (1) Fire related and one (1) may be EMS related, or another fire training monthly. Sign in sheets with a **detailed description** of the training shall be filled out with a category (i.e. Driver Operator, Officer, Company Training, HazMat, Recruit Training, Pre-Planning, and Facility Training). These categories will be used to document training for ISO purposes. The original shall be kept on file at the station and a copy shall be forwarded to the Fire Administration Office.



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Mayday	August 25, 2024

MAYDAY

The nature of firefighting places the firefighter at risk for becoming lost, trapped, or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander (IC) and the Rapid Intervention Team. The purpose of this guideline is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

Definition

The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

Procedures

The number one basic self-survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost, or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

- 1) All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
- 2) Minimum entry crew size is two members. These members must remain intact and together.
- 3) Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
- 4) Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.



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Mayday, continued	August 25, 2024

Emergency Procedures

When a firefighter(s) become lost, trapped, or experiences an equipment malfunction, the following procedures must be followed.

- 1) Call for help immediately – Report on a portable radio “Mayday – Mayday – Mayday”. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.
- 2) Lost/trapped firefighter(s) should give Command information: LUNAR L = Location (as accurately as possible)
U = Unit ID – (i.e., Eng. 3930)
N = Name (names of lost or trapped crew members)
A = Assignment (assignment crew was working on or assigned to prior to trouble)
R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s)).

THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.

If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.

Radio Channels –

- 1) Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
- 2) After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Incident Commander and/or Safety Officer will stay on the designated channel, until resolution of the incident is achieved.
- 3) All communications will be directed to the RIT/Operations officer. All non-affected companies switch to another channel as assigned by the IC and the communications center.
- 4) All companies shall continue to operate in their originally assigned Division/Group.



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Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications, it may be turned off temporarily. Once messages are completed, the device must again be manually activated.

Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction. Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where lifeline ropes are in use, follow the lifeline to the outside.

Searching for an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breaching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.

Retreat to a Safe Refuge – Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.

Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.

Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.



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Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).

Company or Division / Group Officers – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command, and use Mayday to notify all personnel operating on the scene. When possible, the officer’s report should include who is missing, their last known location, and the actions being taken. Firefighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.

Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication’s center, as to not interfere with direct communication between RIT and effected crew(s).



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Rehab	August 25, 2024

Rehab

The Incident Commander (IC) at an emergency incident or training activity shall be responsible to consider the circumstances of each event and make adequate and early provisions to provide for the rest and rehabilitation of personnel.

Division Officers shall maintain an awareness of personnel operating within their span of control and ensure adequate steps are taken to provide for each person's health and safety. This includes ensuring that appropriate re-hydration and rest for their personnel is accomplished. Each individual is additionally responsible for his/her preparedness prior to an incident, including sufficient rest prior to responding to calls for service, re-hydration during warm weather, proper nutrition, proper dress and ensuring their PPE is in good working order.

During any emergency incident or training activity, all personnel are to advise their supervisor when they believe their level of fatigue or exposure to heat/cold is approaching a level that could affect themselves, their company, or the operation they are involved in. Officers shall assess their crew at least every 45 minutes. All individuals shall remain aware of the health and safety of others within their company.

Establishment of Rehab

The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit. Additional factors that should be considered in the need to establish rehab include:

- 1) Time – including extended use of PPE and exposure to weather conditions.
- 2) Complexity – including crime scenes, specials teams' incidents.
- 3) Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.

The Rehab Manager shall function within the incident command system and report to the Incident Commander (IC) or the Incident Safety Officer (if established).



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Staffing of Rehab

Rehab should be staffed by a minimum of one (1) BLS trained personnel. The minimum level of available care shall be BLS and the IC shall designate an EMT or Paramedic as Rehab Manager. For incidents that escalate to a higher alarm, an Officer should be assigned to the Rehab Group if possible.

- 1) Rehab should be staffed with one (1) EMT or Paramedic for every 10 persons who are being concurrently rehabbed.
- 2) Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed.

When a formal rehab group is being established, the use of designated rehab teams and resources should be notified as early as possible to allow for travel and setup time.

Site location and characteristics

The IC will normally designate the location for rehab. If a specific location has not been designated, the Rehab Manager, if utilized, should select an appropriate location. Multiple rehab locations may be necessary if the incident is large or divided. In the event there is more than one location, it shall be given a geographic designation consistent with the location at the incident.

Rehab should be in a location that will provide physical rest by allowing personnel to recuperate from the demands and hazards of the emergency incident or training activity.

Specific criteria for selecting a rehab location include:

- 1) Be far enough away from the scene that personnel may safely remove PPE and have their vital signs checked while receiving fluids and rest.
- 2) Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
- 3) Large enough to handle the needs of the incident.
- 4) Easily accessible by ambulance.
- 5) Enable personnel to be free from exhaust of apparatus, vehicles or equipment.
- 6) Allow for prompt re-assignment by the Rehab Manager as determined by the IC.
- 7) Should be marked using scene tape and signs and provide a single entry/exit point.



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Rehab efforts should include the following:

- 1) Relief from weather conditions.
- 2) Rest and recovery.
- 3) Active and/or passive cooling or warming as needed.
- 4) Rehydration.
- 5) Calorie and electrolyte replacement for longer duration incidents.
- 6) Medical monitoring.
- 7) Accountability.

Rehab period

- 1) All personnel involved in emergency operations should be routinely evaluated in rehab.
- 2) The following criteria should be used as a general guideline:
 - a) After the use of two 30-minute SCBA cylinders.
 - b) After use of a single 45- or 60-minute SCBA cylinder.
 - c) After 40 minutes of intense work without SCBA.

*However, extreme weather or strenuous working conditions may decrease the intervals.
- 3) Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions.
- 4) Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.
- 5) Personnel requiring more than one hour of rest shall be released from duty and transported to the hospital.



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Hydration

- 1) Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change.
- 2) For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event.
- 3) During heat stress, personnel should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.

Medical evaluation

- 1) EMS personnel assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment. EMS personnel shall be alert for the following:
 - a) Complaints of chest pain, dizziness, shortness of breath, weakness, nausea, or headache.
 - b) General complaints such as cramps, aches, and pains.
 - c) Symptoms of heat or cold related stress.
 - d) Changes in gait, speech, or behavior.
 - e) Changes in alertness and orientation to person, place, time.
 - f) Vital signs considered abnormal based on local EMS protocols.
- 2) Personnel who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation.

Accountability

- 1) Teams shall report to rehab using the department's accountability system. Assignment to rehab is to be considered an order similar to any other incident scene assignment.
- 2) Personnel assigned to rehab should enter and exit the rehab area as a company. The team designation, number of personnel, and the times of entry/exit shall be documented by the Rehab Manager.
- 3) Teams shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC.



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Serious injuries

If one or more of the team members suffer a serious or fatal injury during an incident, all members of the team should be removed from service as soon as possible. Critical Incident Stress Debriefing or other mental health services shall be made available.

Documentation

- 1) Any non-emergent injuries (sprain, strain, laceration etc.) treated in rehab other than fluids, food, and/or rest shall be documented on an appropriate rehab form. The firefighter will fill out a fire department injury report upon returning to quarters.
- 2) All rehab evaluations shall be documented on an appropriate rehab form.
- 3) Any/all rehab reports involving mutual aid or automatic aid personnel should be made available to their respective departments.



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Rapid Intervention Team (RIT)	August 25, 2024

Rapid Intervention Team

Definitions

Rapid Intervention Team (RIT): A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

Qualified Firefighter: Any individual possessing a minimum of a New Mexico State Firefighter I Certification or McKinley County AHJ equivalent and has completed the training requirements as established by the County Fire Chief.

Establishing RIT

- 1) A Rapid Intervention Team (a minimum of 2 qualified firefighters) should be established when operations are being performed in an IDLH atmosphere as soon as is practicable.
- 2) The establishment of a RIT is the responsibility of the Incident Commander and preferably will consist of more than the minimum of two members. The decision will be based on the following:
 - a) Incident type.
 - b) Building construction.
 - c) Size of building.
 - d) Number of personnel operating within the IDLH atmosphere.

*Note: These are not meant to be limiting factors when establishing the RIT.
- 3) If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander should establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- 4) Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
- 5) The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.



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Rapid Intervention Team (RIT), continued	August 25, 2024

RIT Responsibilities

- 1) Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:
 - a) Construction type of the building.
 - b) Building size (large structures may require more than one RIT).
 - c) Structural integrity.
 - d) Access/egress points.
- 2) Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)
- 3) Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
 - a) A complete SCBA (regulator, face piece, air cylinder and frame).
 - b) Lifeline
 - c) Forcible entry, cutting and breaking tools.
 - d) Appropriate lighting.
 - e) Portable radio.
 - f) Small hand tools (pliers, wire cutters...)

*Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.
- 4) When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
- 5) At no time during the incident should members of the RIT be assigned other fire ground tasks unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
- 6) Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- 7) As appropriate, the Incident Commander should assign personnel to assist the RIT with the rescue effort. The Incident Commander should also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.



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Incident Safety Officer	August 25, 2024

Incident Safety Officer

- 1) An Incident Safety Officer should meet the following requirements:
 - a) Will have the knowledge, skill, and ability to manage incident scene safety.
 - b) Will have and maintain a knowledge of safety and health hazards involved in emergency operations.
 - c) Will have and maintain a knowledge of building construction.
 - d) Will have and maintain a knowledge of the Departments Personnel Accountability System.
 - e) Will have and maintain knowledge of incident scene rehabilitation.
- 2) The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.
- 3) At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
- 4) Functions of the Incident Safety Officer will include, but not be limited to:
 - a) Be integrated with the incident management system as a command staff member.
 - b) Shall monitor conditions, activities, and operations to determine whether they fall within the criteria as defined in the Departments risk management plan.
 - c) Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene.
 - d) Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication.
 - e) Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters.
 - f) Shall ensure that a Rapid Intervention Team is available and ready for deployment.
 - g) Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse, and any fire extension in such building(s).



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Injury and Illness Reporting	August 25, 2024

Injury and Illness Reporting

If any member suffers an injury or illness, because of his or her duties while serving as a member of McKinley County Fire Rescue, his/her medical expenses may be covered by the provisions of the Worker's Compensation Act. An injured or ill member must immediately notify his/her Commanding Officer or Fire Captain of the injury/illness and incident and complete appropriate paperwork to include the VFIS Incident form.



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Member Assistance Referral Program	August 25, 2024

Member Assistance Referral Program

McKinley County Fire Rescue has a firefighter referral program set up with VFIS. Members may contact them at to assist any with alcohol or substance abuse, stress, and personal problems. Contact information should be posted at all fire stations and accessible to all members to ensure confidentiality. If any member is unable to find the posted information, they should contact their Station Captain or Fire Administrative Chief Officer for contact information.



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Alcohol and Controlled Substance Misuse	August 25, 2024

Alcohol and Controlled Substance Misuse

McKinley County Fire Rescue believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

McKinley County Fire Rescue maintains a zero-tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance or alcohol.

Definition of Fire Department Functions

- 1) For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:
 - a) Driving and/or operating Department apparatus, vehicles, or equipment.
 - b) Responding to or performing fireground, training, or roof operations.
 - c) Traffic control operations.
 - d) Incident command or fireground sector command.
 - e) Mandatory/non-mandatory drills and testing.
 - f) Participation in fire department training activities
 - g) Participation in any other activity where the member is serving as a
 - h) Representative of the department, either officially or unofficially

Prohibited Conduct

No member shall participate in or perform any functions for or on behalf of the McKinley County Fire Rescue after having consumed any alcoholic beverage within the previous eight-hour period or while under the influence of alcohol.

No member shall participate in or perform any functions for or on behalf of the McKinley County Fire Rescue when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or the County Fire Chief.



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Alcohol and Controlled Substance Misuse, continued	August 25, 2024

Testing Requirements

- 1) To ensure the safe and effective provision of emergency services in our community, and the safety of individual members of McKinley County Fire Rescue, the Fire Department reserves the right to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department.
- 2) The Fire Department may require the collection and testing of samples for the following purposes:
 - a) Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call.
 - b) Investigation of a fireground or training accident.
- c) When there is a reasonable suspicion of alcohol and/or controlled substance use.



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Social Media	August 25, 2024

Social Media

- 1) Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire/EMS service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession. To avoid serious damage to our reputations and to protect the privacy of those we serve:
 - a) Personnel shall not use any personally owned devices (unless provided a stipend for official use) to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of McKinley County Fire Rescue at those scenes. For the purposes of this policy, personally owned devices include but are not limited to: film cameras; digital cameras; video recording cameras and devices, cell phones and cell phone cameras.
 - b) Personnel may photograph, document, or record emergency scenes utilizing department owned devices with proper authorization from the Fire Captain or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident that are collected by any member of the department in this manner is and shall remain property of the department.
 - c) Such electronic media and/or other documentation shall be for internal, investigative, or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing fire investigation as may be necessary as part of the fire investigation process.
 - d) Fire department operations allow us access to situations, investigations, and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPPA and other regulations so as not to jeopardize patient confidentiality; fire, accident, or crime scene investigations; or shine an unprofessional light on the department.
- 2) Members who violate this policy will be subject to disciplinary action, up to and including suspension or termination from the department.



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Travel and Training	August 25, 2024

Travel and Training

The McKinley County Board of County Commission requires all in state travel and training requests using budgeted funds to be approved by the County Fire or Deputy Fire Chief.

Persons requesting travel or training shall submit a completed travel and training request form signed by the member and the appropriate Station Captain to the Fire Administration Office as soon as practical but not less than two (2) weeks prior to the class if funds are going to be expended.

The County Fire Chief or designee shall verify appropriate and adequate funds for the request and approve or disapprove the request.

If a request is denied for any reason the Station Captain and member requesting travel/training shall be promptly notified. County vehicles may be available from the Fire Administration Office for travel outside the area. Call the Fire Administration Office to reserve these vehicles as far in advance of the travel as possible.

After the completion of the travel the attendee needs to provide actual departure and return information, any receipts, and verification of completion of training to the Fire Administration Office. Once all documents have been submitted to the Fire Administration Office, they will be submitted to McKinley County Finance Department and checks will be issued per McKinley County Reimbursement Policy.

McKinley County Fire Rescue will not pay tuition, registration fees or travel costs for any class or training until after the member has completed the initial six-month probationary period and basic initial training (Phases 1 & 2 of New Member Requirements).

If a member fails to attend or complete a class that the County has paid for, that member shall provide full restitution to McKinley County. The member may be placed on academic probation and until restitution is made no further classes will be approved for that member. Restitution may be taken out of nominal fees. If a firefighter fails a course and decides to take the course or test again it shall be the responsibility of the firefighter to pay for the class. Upon passing the course the firefighter shall submit the appropriate paperwork to Fire Administration Office and may be eligible for reimbursement only if prior approval was granted by the County Fire Chief or designee.



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Disciplinary Process	August 25, 2024

Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

1) Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted:

- a) Warning Notice (verbal).
- b) Written Warning.
- c) Suspense and Final Notice.
- d) Removal from the department.

2) There will be three (3) classes of discipline. They are as follows:

- a) Class I: Immediate discharge.
- b) Class II: Written warning, suspension, termination.
- c) Class III: Oral warning, written warning, suspension, termination.

Examples of Class I causes:

- a) Use or under the influence of drugs or alcohol while on duty.
- b) Theft of department property or another member's property.
- c) Intentional destruction of department property.
- d) Falsifying reports.
- e) Gross insubordination such as refusal to work, threatening, abusing, or striking a superior.
- f) Striking or assaulting a firefighter or bystander.
- g) Lying or willfully omitting critical information on an application.

Examples of Class II causes:

- a) Reckless driving of department vehicles.
- b) Negligent or careless use of department equipment.
- c) Failure to comply with published departmental or McKinley County rules or regulations.
- d) Fighting.



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Disciplinary Process, continued	August 25, 2024

Examples of Class III causes:

- a) Foul and/or abusive language.
- b) Inefficient, incompetent, or negligent performance of work.
- c) Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the firefighter, with a copy being kept in their personnel file.



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Firefighter Code of Ethics	August 25, 2024

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- a) Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- b) Accept responsibility for my actions and for the consequences of my actions.
- c) Support the concept of fairness and the value of diverse thoughts and opinions.
- d) Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- e) Be always truthful and honest and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- f) Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- g) Be respectful and conscious of each member's safety and welfare.
- h) Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- i) Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- j) Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- k) Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- l) Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- m) Never discriminate based on race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- n) Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- o) Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.



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Incident Reports	August 25, 2024

Incident Reports

The purpose of this policy is to provide guidance for incident reports. McKinley County Fire Rescue will utilize the New World Fire Records System Software (or current reporting system in place) for all NFIRS and NEMSIS reporting. Incident reports are legal documents. Your narrative should prepare you for a court appearance. All reports **MUST** be completed **AND VERIFIED** using the appropriate reporting system by the **5th of each month for the preceding month** to allow time to export to the National Fire Information System (NFIRS).

Basic Incident Report Narratives

- 1) Each basic incident report narrative should contain the following components:
 - a) Conditions found upon arrival.
 - b) Actions taken to control the incident and by whom (including supporting activities such as ventilation, utility control, etc.)
 - c) Strategies/plans to achieve tactical priorities.
 - d) **NO** unprofessional phrasing or statements.
 - e) One sentence narrative is not acceptable. The average narrative should be five to ten sentences in length. For significant incidents, longer narratives will be necessary.

EMS Report Narratives

- 1) All New Mexico Licensed EMS providers, EMR, EMT, EMT-I, and Paramedics who perform patient assessment or treatment are required to complete a Patient Care Report (PCR). Non licensed personnel should utilize the Incident Type code 661 (EMS call transported by non-FD)
- 2) Each EMS report narrative should contain the following components:
 - a) All pertinent patient information.
 - b) All pertinent injury information.
 - c) All pertinent patient assessment/treatment information conducted by McKinley County Fire Rescue personnel.
 - d) DCHARTE is the preferred method of documentation.
 - e) **NO** unprofessional phrasing or statements. Use medically approved abbreviations only.

For EMS incidents, do **NOT** enter patient information in the Basic Incident Report Narrative, as EMS patient information is private and confidential. Instead write “See EMS report narrative” or “See PCR”. A PCR is not required if a patient assessment is not performed by McKinley County Fire Rescue personnel.



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Cancelled Enroute or Upon Arrival on Scene	August 25, 2024

Cancelled Enroute or Upon Arrival on Scene

If units are cancelled on the way or upon arrival and no actions were performed, a simple "Cancelled Enroute" 611 may be used in the Basic Incident Type may be used in place of a full Fire or EMS narrative.

No Response from Station

Any call that there is no response from McKinley County Fire Rescue personnel should be coded as "Good intent" 600.



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Standard Operating Guideline	Page 108
Leave of Absence	August 25, 2024

Leave of Absence

All leave of absence requests should adhere to the following guideline.

A full member may request, in writing, an extended leave of absence no longer than six months, subject to approval of the Station Captain and County Fire Chief.

Any member on a leave of absence shall return all fire department issued equipment within seven (7) days of the start of their leave. A member, upon return to active status from their leave of absence, shall serve a probationary term not to exceed six (6) months. The length of probation shall be determined by the Station Captain and the County Fire Chief.

Any member who has not participated in department activities for a period of three (3) months can be removed by the Station Captain by notifying the Fire Chief in writing and will be effective immediately.



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Standard Operating Guideline	Page 109
Resignation	August 25, 2024

Resignation

A member may resign (in writing) from the department at any time.

Upon resignation a member shall **immediately** return all Fire Department issued equipment and clothing. Any member who fails to return issued equipment will not be permitted to re-join the department and may be subject to prosecution for theft of equipment.

Any member who resigns and then re-applies for membership after a period of six (6) months or greater, shall be considered a new member. The same procedures shall apply as if he/she had never been a member of McKinley County Fire Rescue.



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Standard Operating Guideline	Page 110
Restricted Duty	August 25, 2024

Restricted Duty

Any member of McKinley County Fire Rescue may be placed on restricted duty when it is deemed necessary by a physician or by the Station Fire Captain (with the approval of the County Fire Chief or designee).

When the member is placed on restricted duty by their physician, that member may only participate in Fire Department activities as long as it does not violate the restrictions set forth by the ordering physician. The member shall submit a written letter signed by the physician to the Station Fire Captain AND McKinley County Fire Administration Office. The member may not return to full active-duty status until the duration of physician statement expires and/or a written statement from the treating physician is submitted to the Station Fire Captain AND the McKinley County Fire Administration Office.

When a member is placed on restricted duty by the Station Fire Captain, approval of the County Fire Chief or designee must be provided. A letter outlining the restrictions and duration shall be provided to the member and placed in their personnel file.



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Standard Operating Guideline	Page 111
Probationary Period	August 25, 2024

Probationary Period

All new members to McKinley County Fire Rescue will be required to serve a probationary period as follows:

Once the new member has cleared the application screening process and been assigned to a Station, the Probationary Member is required to attend Station meetings and trainings as outlined in this and other SOGs. All efforts shall be made to outfit the Probationary Member with appropriate Personal Protective Equipment (PPE) upon completion of New Member requirements. Minimal requirements and incident responses by the Probationary Member can be made based New Member Requirements and at the discretion of the Station Captain. The Probationary Member will NOT be a full member of the fire service until the candidate's home Station affirms the candidate's membership by a ballot vote. The Station must hold a vote on candidates when:

The Probationary Member has been assigned to a home Station for six months.

Or

At a **MINIMUM** of three months, but the Probationary Member has proven dedication by completing at a minimum, Phase 1 and Phase 2 training, McKinley County Task Book Completion, McKinley County Level I Equivalency with Task Book Completion and independent verification, or IFSAC Firefighter I.



McKinley County Fire & Rescue



Standard Operating Guideline	Page 112
Community Risk Reduction	August 25, 2024

Community Risk Reduction

Fire Prevention Activity Report

Purpose:

To report fire prevention activities.

Procedure:

This tool will support reporting needs for fire prevention/public education activities by recording:

- 1) Date.
- 2) Target audience.
- 3) Program conducted.
- 4) Number of contacts.
- 5) Members involved/hours involved.
- 6) Program specifics.
- 7) Handout/giveaways provided.
- 8) Comments.

Form is in the current McKinley County Fire Rescue Online File Library.



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Standard Operating Guideline	Page 113
Small Unmanned Aircraft System (sUAS)	August 25, 2024

Small Unmanned Aircraft System (sUAS/Drone)

Small unmanned aircraft systems (sUAS) can be a valuable tool in Fire-Rescue operations. As McKinley County Fire Rescue continues to adopt these emerging technologies, the department must ensure that sUAS are used properly and all legal requirements are met. The operation of McKinley County Fire Rescue owned sUAS and any privately owned sUAS that are utilized by a MCFR member for official department activities must abide by this SOG.

Any sUAS used on an incident or training must be properly registered with the Federal Aviation Administration (FAA) and on a resource list with McKinley County Fire Rescue. sUAS operations will follow the below SOG's as established by McKinley County Office of Emergency Management having been amended for McKinley County Fire Rescue operations.



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Standard Operating Guideline	Page 114
Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

Definitions

Deployment	Deployment- Any time that the team is requested to support an incident or conduct a training flight. A deployment can be local or out of county.
FAA	Federal Aviation Administration
FW Airframes	Fixed Wing Airframes – A type of drone airframe that consists of a rigid wing that generates lift via aero-foil. Fixed wing aircraft can typically fly for longer durations due to the wing.
Flight	Flight- Any time that the sUAS is flown (take off to landing). A deployment can consist of numerous flights. A training flight with the objectives of multiple take offs and landings will constitute one flight until the battery needs to be swapped or the RPIC declares the flight complete, whichever comes first.
Flight Controller	Flight Controller – A device that receives the inputs from the onboard sensors and remote-control system of the drone and then manages the inputs to the electronic speed controllers and motors.
Flight Currency	Flight Currency – A required amount of time needed to ensure RPICs conduct regular flights to practice skills frequently. The time recorded for proficiency includes time on the flightline pre takeoff, time in air, and time during landing on the flightline.



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Standard Operating Guideline	Page 115
Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

Flight Proficiency	Flight Proficiency – An examination conducted to evaluate the skill of RPICs to ensure they will be able to safely conduct UAS flight operations.
FLIR	Forward Looking InfraRed – A United States company specializing in infrared technology to detect objects in low and zero visibility conditions.
FPV	First Person View – A system in which a drone operator or observer can look through the camera payload on the drone which streams live, typically to a tablet, phone, or goggles.
Geofencing	Geofencing – Technology that uses global position system to establish a virtual geographic boundary to prevent drones from entering specific airspaces.
Gimbal	Gimbal – An electronic system that stabilizes a payload with fine tuned motors which allows the payload to remain level even when moved about.
GSD	Ground Sampling Distance – The GSD is the measurement comparison of the imagery footprint quality vs the flight profile and camera capabilities. The GSD can be calculated via the following equation: to calculate the GSD(w), replace sensor height and image height with the widths. The GSD will show how many pixels in the image equal how many inches on the ground. The higher you are, the higher the GSD (less pixels per inch). The lower you are, the lower the GSD (more pixels per inch).
Gyroscope	Gyroscope – A physical or electronic sensor used to measure and maintain level orientation.
Hexacopter	Hexacopter – A complex airframe drone with 6 propellers.
ICP	Incident Command Post – The physical location where the incident’s commander and command staff will collocate and typically command the incident.



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Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

IMU	Inertial Measurement Unit – An electronic sensor that uses the accelerometers, gyroscopes, and sometimes magnetometers to measure and report specific force, angular rate, and magnetic field of the drone in flight. Typically reports the speed and azimuth of the drone in flight.
IP Rating	IP Rating – A system that classifies the degree of protection that an electrical enclosure has against water and dust.
LiDAR	Light Detection and Ranging – A remote sensing method of detecting, measuring, and mapping using a laser.
LAANC	Low Altitude Authorization and Notification Capability – An integration of drones into the national air space. Allows drones access to controlled airspace in near real-time.
METAR	Meteorological Terminal Aviation Routine Weather Report – A specific format and system for reporting aerodrome weather information.
MSL	Mean Sea Level – Refers to the altitude above the average height of the ocean / sea.
Multicopter	Multicopter – A multirotor airframe drone that typically has two or more propellers.
NOTAM	Notice to Airmen – Is a notice given to warn manned or unmanned pilots of any possible hazards or flight restrictions along a flight route or specific location.
Part 107	Part 107 – These are commercial drone operator regulations created by the FAA to define restrictions and safety standards for commercial drone flight.
Photogrammetry	Photogrammetry – A method of surveying and mapping through stitching photographs together to make one large image.



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Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

Pitch	Pitch – The force of flight that pushes the drone forward or back through a change in speed of the front vs back propellers.
Propeller	Propeller – An angled airfoil blade that creates an area of high and low pressure to provide lift or thrust.
Quadcopter	Quadcopter – A multirotor airframe that uses four propellers to generate lift.
RTH	Return-to-Home – When the pilot in command triggers the function on the remote control or when a drone is automatically set to return to home if battery power is low or signal from the transmitter is lost.
Roll	Roll – The force of flight that pushes the drone left or right through a change in the speed of the left vs right propellers.
RPIC	Remote Pilot in Command – The person who is directly responsible for the complete drone flight operation, before, during, and after, the flight, including all safety.
SGI	Special Governmental Interest Waiver – A waiver process implemented for emergency situations including firefighting, search and rescue, law enforcement, critical infrastructure restoration, damage assessments, and media coverage providing crucial information to the public. The SGI will allow the RPIC to avoid standard Part 107 flight restrictions via the requested waiver.
SOG	Standard Operating Guidelines



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Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

sUAS (UAS)

Small Unmanned Aircraft or Aerial System – The systems that comprises the drone, the operator, control systems, antennae, and other command and control equipment to maintain the safe operations of the drone, which weighs less than 55 pounds.

Telemetry

Telemetry – A two-way digital data stream between the drone and a ground control station that is used to communicate flight data and instructions to control the drone.

TFR

Temporary Flight Restriction – A temporary notice of restriction on a specific area of airspace because of the presence of government VIPs, special events, natural disasters, and other unusual occurrences typically issued through a Notice to Airmen.

Ultrasonic Sensors

Ultrasonic Sensors – Sensors that work in pairs. One sensor will send out a sound pulse, while the other receives the pulse. The difference between the sending and receiving time is used to calculate the height and is used for drone stability.

Uncontrolled Airspace

Uncontrolled Airspace – An area of the airspace where there is not air traffic control services necessary or available.

VLOS

Visual Line of Sight – The operations of any drone in the national airspace requires the pilot in command or an aircrew member to maintain constant visual of the drone during all phases of flight to ensure no aerial hazards interfere with the safe operation of the drone.



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Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

- VO** **Visual Observer** – A crew member trained to monitor and maintain visual contact with a drone to ensure safety.
- VTOL** **Vertical Take-Off and Landing** – VTOL is a capability of aircraft which allows them to ascend and descend on the y-axis without x and z axis movement.
- Waypoints** **Waypoints** – A set of coordinates that define a point in a space, typically used during automated drone flights.
- Yaw** **Yaw** – A force of flight that rotates the drone left to right on a horizontal plane through a change in the opposite propellers across the airframe.

Team Roles

Remote Pilot in Command- Members that are licensed and qualified to operate the sUAS during flight operations are considered Remote Pilot in Command (RPIC). They are directly responsible for the complete sUAS flight operation, before, during and after the flight, including all safety. The RPIC operating the sUAS is in charge of team during flight operations. Additional RPICs on the flight/deployment can serve as a Visual Observer (VO). During prolonged deployments, the deployed qualified RPIC members can rotate through the RPIC and VO positions.

Technical Specialist- The Technical Specialist provides support to the team by managing any data recording equipment and software, communications systems and frequencies, and maintaining appropriate documentation. The Technical Specialist can be a member that is also qualified as an RPIC or they can be a non-flight qualified team member. If trained to do so, the Technical Specialist can serve as a VO on local deployments.



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Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

Deployment Team Composition

For local deployments (within the physical boundaries of McKinley County and portions of Cibola, San Juan, and Apache Counties that are immediately adjacent to McKinley County) the minimum team composition will be as follows.

- Remote Pilot in Command (one per sUAS being flown) - **MANDATORY**
- Visual Observer (can be an RPIC or Technical Specialist that is trained as a VO) (one per sUAS being flown)

In certain emergent situations with no additional Team Members available, the Team Leader, in consultation with the Emergency Manager, can deploy an RPIC as a single resource. The deployed RPIC will work with Incident Command to have someone assigned to serve as an ad hoc VO.

Licensure/Qualifications

Licensure/Qualifications for Remote Pilot in Command

- Have a current FAA Part 107: Small Unmanned Aircraft System RPIC Certificate. (Must be renewed every two years)
- Attend a team training/orientation on the team equipment.
- Log a minimum of two hours of flight time with an instructor or experienced team RPIC before being eligible to deploy as an RPIC trainee.
- Log a minimum of two hours of flight time under the supervision of an experienced team RPIC during deployment flights. A scenario based training or exercise flight can contribute to the two hours, but free flight will not count.
- Log a minimum of one hour of flight time on a team sUAS every six months to remain on active flight status. At least one flight annually must be during a deployment or exercise.

Qualifications for Technical Specialist

- Attends an orientation/training on team remote sensing equipment, computer hardware and software, and data/imagery management.



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Small Unmanned Aircraft System (sUAS), continued	August 25, 2024

Qualifications for Visual Observer

- Have a current FAA Part 107: Small Unmanned Aircraft System RPIC Certificate.
- **Or**
- For local deployments only: Complete a team VO orientation that is compliant with FAA Part 107 and log at minimum one hour as a VO during training. In emergent situations the Team Leader may wave this requirement and the RPIC will provide just-in-time training to someone able to serve as a VO.

Training

As members obtain their FAA Part 107 License, we will hold training to make insure minimum hour requirements are met and everyone is proficient in the operation of the aircraft. Training will be held as needed for VO orientation and practice as needed.

We will follow all other operational policies as set out in the McKinley County Office of Emergency Management Standard Operating Guideline 1001 for sUAS.