

# **Cabot City Council Agenda Meeting**

Cabot City Annex  
February 1, 2016 \* 6:30 p.m.

## **\*Call to Order**

## **\*Public Works – Ed Long**

1. Public Works Community Input

## **\*Budget & Personnel – Ann Gilliam**

1. AHA Reporting Requirement Matthew Hood
2. Purchase Fire New Fire Truck Mayor Cypert
3. Financials Tammy Yocom

(See Last Months Council Packet)

4. Budget & Personnel Community Input

## **\*Police & Fire – Rick Prentice**

1. Fire Dept. Handbook Revisions Chief Robinson
2. Monthly Reports – Fire Department Chief Robinson  
    (See Last Months Council Packet)
3. Monthly Reports – Police Department Chief Davis  
    (See Last Months Council Packet)

4. Police & Fire Community Input

## **\*Community Development – Kevin Davis**

1. Community Development Input

## **\*General Community Input**

## **\*Adjournment**

**Budget**

**&**

**Personnel**

**RESOLUTION NO. \_\_\_\_\_ OF 2016**

**ADOPTING THE LOOK-BACK MEASUREMENT  
METHOD UNDER THE PATIENT PROTECTION AND  
AFFORDABLE CARE ACT**

**WHEREAS**, the Patient Protection and Affordable Care Act (“ACA”) added Section 4980H Shared Responsibility for Employers Regarding Health Care Coverage to Title 26 of the United States Code, the Internal Revenue Code (Section 4980H);

**WHEREAS**, Section 4980H imposes an assessable payment on an applicable large employer when either (1) it fails to offer “substantially all” of its full-time employees (and their dependents) the opportunity to enroll in minimum essential coverage, or it offers full-time employees (and their dependents) coverage that is either not affordable or does not provide minimum value, and (2) a full-time employee is certified to the employer as having received a subsidy for coverage through the exchange (“Assessable Payment”);

**WHEREAS**, the City of Cabot, Arkansas is considered an applicable large employer because it employed an average of at least 50 full-time and/or full-time equivalent employees on business days during the preceding calendar year;

**WHEREAS**, the Department of Treasury issued final regulations regarding Section 4980H, that permit the City of Cabot, Arkansas to adopt a look-back measurement method in order to determine the status of an employee as full-time for purposes of determining and calculating the Assessable Payment 26 CFR Parts 1, 54, and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014); and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CABOT,  
ARKANSAS, THAT:**

**SECTION 1: Adoption of Look-Back Measurement Method** – the City of Cabot, Arkansas hereby adopts the look-back measurement method for purposes of determining employee status under Section 4980H.

**SECTION 2: Administration of Look-Back Measurement Method** – the City of Cabot, Arkansas shall administer the look-back measurement method pursuant to (i) the periods identified in this resolution, and (ii) the guidance set forth in 26 CFR Parts 1, 54, and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014) and other related notices and materials.

**SECTION 3: Ongoing Employees** - the City of Cabot, Arkansas adopts the following periods for purposes of administering the look-back measurement method with regard to all ongoing employees for the 2016 plan year and thereafter:

- a) **Standard Measurement Period** - A 12 month standard measurement period will begin December 1, 2016 and end on November 30, 2016. Subsequent standard measurement periods will begin on December 1<sup>st</sup> and end on November 30<sup>th</sup> each year thereafter.
- b) **Standard Administrative Period** – A 31 day administrative period for ongoing employees will begin on December 1, 2016 and end on December 31, 2016. Subsequent administrative periods for ongoing employees will begin on December 1<sup>st</sup> and end on December 31<sup>st</sup> each year thereafter.

- c) **Standard Stability Period** - A 12 month stability period for ongoing employees will begin on January 1, 2017 and end on December 31, 2017. Subsequent stability periods for ongoing employees will begin on January 1<sup>st</sup> and end on 31<sup>st</sup> each year thereafter.

**SECTION 4: New Employees** - the City of Cabot, Arkansas adopts the following periods for purposes of administering the look-back measurement method with regard to new employees hired on or after December 1, 2015.

- a. **Initial Measurement Period** - A 2 month initial measurement period will start the 1st of the calendar month after the new employee's hire date, unless the hire date is the first of a calendar month in which case the initial measurement period will start on that date.
- b. **Initial Administrative Period** - An administrative period for new employees shall include (i) the period from hire date to the beginning of the initial measurement period, if any, and, (ii) the period following the last day of the initial measurement period through the last day of the first calendar month beginning thereafter. In no event may the administrative period extend past the last day of the first calendar month that begins on or after the one-year anniversary of the employee's start date.
- c. **Initial Stability Period** - A 12 month stability period for new employees will start immediately following the administrative period.

**SECTION 5: Coverage Eligibility and Termination** – Participation in the City of Cabot, Arkansas' health plan shall remain subject to eligibility requirements set forth in the plan document. Furthermore, terminations of coverage for non-payment or under-payment of plan premiums shall continue in accordance with applicable policies or procedures set forth in the plan document, employee handbook, or other pertinent materials.

SPONSOR:  
William A. "Bill" Cypert, Mayor

PASSED:  
DATE:  
APPROVED:

\_\_\_\_\_  
William A. "Bill" Cypert, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Jim Taylor, City Attorney

\_\_\_\_\_  
Tammy Yocom, City Clerk-Treasurer

**ORDINANCE NO. \_ of 2016**

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE FINANCING FOR THE PURCHASE OF A FIRE TRUCK; AUTHORIZING THE SALE OF THE NOTE AND THE EXECUTION OF A NOTE PURCHASE AGREEMENT; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO.**

WHEREAS, the City of Cabot, Arkansas (the "City") is authorized and empowered under the provisions of Amendment No. 78 to the Arkansas Constitution ("Amendment No. 78"), to issue notes and to expend the proceeds thereof to finance the cost of acquiring real property or tangible personal property having an expected useful life of more than one (1) year; and

WHEREAS, the City proposes to purchase a fire truck for the City (the "Fire Truck Project"); and

WHEREAS, it is proposed that the City issue its Promissory Note (Fire Truck Project) in the principal amount of \$450,000.00 (the "Note") under Amendment No. 78 for the purpose of financing the Fire Truck Project; and

WHEREAS, the City has made arrangements with Regions Bank (the "Purchaser") to purchase the Note; and

WHEREAS, a copy of the hereinafter described Note Purchase Agreement has been presented to and is before this meeting;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cabot, Arkansas:

Section 1. The City Council hereby finds that the land to be purchased will have a useful life of more than one (1) year, that the City has only incurred one prior obligation under Amendment No. 78 (a note dated November 16, 2016 in the principal amount of \$431,669.50 issued to Regions Bank), and that the principal amount of the Note and the prior note does not exceed five percent (5%) of the assessed value of taxable property located within the City as determined by the last tax assessment.

Section 2. The issuance of the Note in the principal amount of \$450,000.00 is hereby authorized. The Note shall be dated the date of issuance and shall bear interest on the outstanding principal amount at the rate of 1.72% per annum. Payment of principal and interest shall be monthly, commencing one month from the date the Note is issued. The Note shall be subject to prepayment prior to maturity, in whole or in part, at the option of the City, at any time without penalty.

Section 3. The Note shall be sold to the Purchaser for the purchase price of 100% of par, upon the terms and conditions set forth in a Note Purchase Agreement by and between the City and the Purchaser (the "Note Purchase Agreement"). The Mayor and City Clerk-Treasurer are hereby authorized to execute, acknowledge and deliver the Note Purchase Agreement and the Note for and on behalf of the City. The Note Purchase Agreement and the Note are hereby approved in substantially the form submitted to this meeting, and the Mayor is hereby authorized to confer with the Purchaser in order to complete the Note Purchase Agreement and the Note in substantially the forms submitted to this meeting with such changes as shall be approved by such persons executing the documents, their execution to constitute conclusive evidence of such approval.

Section 4. As provided in Amendment No. 78, the annual debt service payments on the Note in each fiscal year shall be charged against and paid from the general revenues of the City for such fiscal year. For the purpose of making the annual debt service payments, there is hereby, and shall be, appropriated to pay the Note, an amount of general revenues of the City sufficient for such purposes. The City Treasurer is hereby authorized and directed to withdraw from the General Fund of the City and/or from such other sources as may be hereafter directed by the City Council, the amounts and at the times necessary to make the monthly debt service payments on the Note and to make such payments in accordance with the Note Purchase Agreement.

Section 5. (a) The City covenants with the Purchaser that it shall not take any action or suffer or permit any action to be taken or condition to exist which causes or may cause the interest payable on the Note to be included in gross income for federal income tax purposes. Without limiting the generality of the foregoing, the City covenants with the Purchaser that the proceeds of the sale of the Note will not be used directly or indirectly in such manner as to cause the Note to be treated as an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code").

(b) The City represents to the Purchaser that it will not use or permit the use of the Fire Truck Project or the proceeds of the Note, in such manner as to cause the Note to be a "private activity bond" within the meaning of Section 141 of the Code. In this regard, the City covenants with the Purchaser that (i) it will not use (directly or indirectly) the proceeds of the Note to make or finance loans to any person, and (ii) that while the Note is outstanding the Fire Truck Project will only be used by state and local governmental entities and by other persons on a basis as members of the general public.

(c) The Note is hereby designated as a "qualified tax-exempt obligation" within the meaning of the Code. The City represents to the Purchaser that the aggregate principal amount of its qualified tax-exempt obligations (excluding "private activity bonds" within the meaning of Section 141 of the Code which are not "qualified 501(c)(3) bonds" within the meaning of Section 145 of the Code), including those of its subordinate entities, issued in calendar year 2016 will not exceed \$10,000,000.

(d) The City shall pay any arbitrage rebate due the United States Treasury under Section 148 of the Code in connection with the Note from moneys in the General Fund of the City.

(e) The City covenants with the Purchaser that it will not reimburse itself from Note proceeds for any costs paid prior to the date the Note is issued except in compliance with United States Treasury Regulation No. 1.150-2 (the "Regulation"). This Ordinance is an "official intent" within the meaning of the Regulation.

(f) The City covenants with the Purchaser that it will submit to the Secretary of the Treasury of the United States, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Note is issued, a statement concerning the Note which contains the information required by Section 149(e) of the Code.

Section 6. The Mayor and City Clerk-Treasurer, for and on behalf of the City, are hereby authorized and directed to do any and all things necessary to effect the execution and delivery of the Note Purchase Agreement and the performance of all obligations of the City thereunder, the issuance, execution, sale and delivery of the Note, and the performance of all acts of whatever nature necessary to effect and carry out the authority conferred by this Ordinance. The Mayor and City Clerk-Treasurer are hereby further authorized and directed, for and on behalf of the City, to execute all papers, documents, certificates and other instruments that may be required for the carrying out of such authority or to evidence the exercise thereof.

Section 7. The City Clerk-Treasurer is hereby authorized and directed to file in the office of the City Clerk-Treasurer, as a part of the minutes of the meeting at which this Ordinance is adopted, for inspection by any interested person a copy of the Note Purchase Agreement and such document shall be on file for inspection by any interested person.

Section 8. The provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions.

Section 9. All ordinances, resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

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**SPONSOR:**  
William A. "Bill" Cypert, Mayor

**PASSED:** \_\_\_\_\_, 2016.  
**DATE:**  
**APPROVED:**

\_\_\_\_\_  
William A. "Bill" Cypert, Mayor

**PREPARED BY:**

**ATTEST:**

\_\_\_\_\_  
David F. Menz, Bond Counsel

\_\_\_\_\_  
Tammy Yocom, City Clerk-Treasurer

CERTIFICATE

The undersigned, City Clerk-Treasurer of the City of Cabot, Arkansas, hereby certifies that the foregoing pages are a true and perfect copy of Ordinance No. \_\_\_\_\_, adopted at a regular session of the City Council of the City of Cabot, Arkansas, held at the regular meeting place of the City at \_\_\_\_\_ o'clock p.m., on the \_\_\_\_ day of \_\_\_\_\_, 2016, and that the Ordinance is of record in Ordinance Record Book No. \_\_\_\_\_, at page \_\_\_\_\_, now in my possession.

GIVEN under my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
City Clerk-Treasurer

**Police**

**&**

**Fire**

**CABOT FIRE DEPARTMENT HANDBOOK**  
**2016 SUMMARY OF CHANGES**

- 1) Added Battalion Chief Section at ¶ 01.02.03 and made appropriate changes throughout handbook.
- 2) Added Fire Prevention definition at ¶ 01.04.
- 3) Cleaned up promotion qualifications in Section 02.07. Made time in rank requirement for all promotions standard at three years.
- 4) Changed moustache grooming requirement in ¶ 03.01.01.01.
- 5) Changed the tattoo policy in ¶ 03.01.03.
- 6) Added standard for Honor Guard uniform in ¶ 03.02.04.
- 7) Moved rank insignia from shoulder to collar in ¶ 03.02.05.01.04 and made appropriate changes throughout handbook.
- 8) Added shoulder patches to dress coat in ¶ 03.02.05.02.01.
- 9) Added wrist watch to Required Uniform Items in ¶ 03.02.07.
- 10) Added duty shorts as a uniform option in ¶ 03.02.08.07.
- 11) Required a constant escort for station tours in ¶ 03.11.
- 12) Adjusted response districts to account for opening of Station 2 in Section 04.02.12.
- 13) Enhanced Respiratory Protection Program in SOP #4, ¶ 04.04.
- 14) Added SOP #23 Handheld Portable Radios at ¶ 04.23.

# CABOT FIRE DEPARTMENT

## EMPLOYEE HANDBOOK



**2016**

This document supersedes all previous publications of Cabot Fire Department Employee Handbook.

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## **PURPOSE**

This handbook provides for Cabot Fire Department (CFD) organization, administration, and operation. It serves to identify minimum standards for all members of this department and to help ensure fairness to all members at any rank. All firefighters will become familiar with and be held accountable for the provisions herein. General or special orders and operating procedures issued hereafter relating to the operations, duties, or discipline of firefighters shall be recognized and considered as part of this handbook. All CFD employees will sign an acknowledgement of receipt and agreement to abide by the Cabot City Employee Handbook, this Cabot Fire Department Employee Handbook, and each amendment thereafter. Penalties for non-adherence to CFD Policies and Procedures are contained in subsequent paragraphs and/or the City of Cabot Employee Handbook available in the Human Resources Office and on file in the City Clerk's Office.

## **MISSION STATEMENT**

The mission of the Cabot Fire Department is to provide an umbrella of security for our citizens by minimizing the loss of life and property resulting from fires, medical and environmental emergencies, and other disasters.

## **VALUES**

Cabot firefighters value:

INTEGRITY

COURAGE

SERVICE

RESPECT

## **CODE OF ETHICS**

### ***Background***

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the fire service, the highest standards of ethical conduct must be maintained at all times.

The purpose of this National Firefighter Code of Ethics is to establish criterion that encourage fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

*Ethics* comes from the Greek word *ethos*, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land

mines, and the way is obscured. As members of the fire service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished fire service institution, and at the same time ensure that we leave the fire service in better condition than when we arrived.

### **Fire Fighter 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:**

- Conduct myself, on and off duty, in a manner that reflects positively on me, my department, and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests, or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.

- Neither propose nor accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest or the appearance thereof.
- If I choose to drink alcohol, I will do so in a responsible way that will not affect my mental state in such a way that my judgment is impaired, the performance of my duties suffers, or safety is compromised.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Not intentionally harass, intimidate, or threaten fellow members of the service or the public, and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, or the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

## **01. SECTION I – GENERAL POLICIES**

**01.01. Policy #1 – Organization:** The Cabot Fire Department (CFD) shall consist of a Fire Chief as appointed by the Mayor of Cabot. The Fire Chief may then structure the CFD chain of command within the confines of the annual budget approved by the Cabot City Council. The chain of command may include, but is not limited to, assistant chief(s), battalion chief(s), captain(s), lieutenant(s), driver(s), and firefighters. All uniformed personnel within the chain of command will be responsible for the following major functions:

**01.01.01. Fire Prevention:** the prevention of fires through programs, presentations, inspections, pre-planning, and enforcement of the adopted Fire Prevention Code.

**01.01.02. Fire Suppression:** the extinguishment of fire and the conservation of life and property in the event of fire or other emergency.

**01.01.03. Basic Life Support:** basic lifesaving procedures such as artificial ventilation and cardio pulmonary resuscitation.

**01.01.04. Rescue Operations:** removal of individuals from situations hazardous to their health and/or safety.

### **01.02. Policy #2 – Authority**

**01.02.01. The Fire Chief** is appointed by the mayor and is the commanding officer of the CFD. He has the authority to take appropriate actions to exercise his duties in the areas of fire prevention, fire suppression, or other threat to life or property from fire, hazardous materials, explosion, or other emergency. In addition to those duties imposed by ordinances, he will perform the following:

**01.02.01.01.** Enforce compliance with this handbook.

**01.02.01.02.** The uniformed force of the CFD, with the exception of those designated by the Fire Chief, shall be divided into three shifts, which shall perform duty of alternate shifts as now provided by law and ordinances. The hours worked shall be left to the discretion of the Fire Chief within the limits of the law.

**01.02.01.03.** Take action deemed necessary for the maintenance of discipline and order in the CFD.

**01.02.01.04.** Appoint qualified members to positions within the CFD provided by these policies.

**01.02.01.05.** Promote, demote, detail, suspend, or recommend termination of members of the CFD.

**01.02.01.06.** Answer to the governing body of Cabot for proper management and operation of the CFD.

**01.02.02.** The Assistant Fire Chief ranks next below the Fire Chief.

**01.02.02.01.** The Assistant Fire Chief is second in command and shall assume the Fire Chief's duties and responsibilities during the absence of the Fire Chief.

**01.02.02.02.** The Assistant Fire Chief is charged with enforcement of the Policies and Procedures; the supervision and control of the fire suppression force in the absence of, or as directed by, the Fire Chief; and the inspection of stations, apparatus, tools, and equipment to assure proper condition and maintenance.

**01.02.02.03.** The Assistant Fire Chief(s) will perform such other duties as the Fire Chief may direct.

**01.02.03.** Battalion Chief ranks next below the Assistant Fire Chief.

**01.02.03.01.** The Battalion Chief is third in command and shall assume the Assistant Fire Chief's duties and responsibilities during the absence of the Assistant Fire Chief.

**01.02.03.02.** A Battalion Chief directly supervises multiple crews and participates in fire suppression, fire prevention, rescue, and basic life-saving emergency medical response in the City while assisting the fire chief in strategic planning for those activities.

**01.02.03.03.** Provides support and feedback to the fire chief to ensure positive morale and continuous improvement in the fire department.

**01.02.03.04.** Provides input to the fire chief for the development of long-range plans to meet emergency response and fire prevention needs in the City.

**01.02.03.05.** Advises the fire chief on gaps between fire department capabilities and Insurance Services Office requirements.

**01.02.03.06.** Provides quality training and education opportunities for assigned crews ensuring continuous improvement in department emergency response readiness and prevention programs.

**01.02.03.07.** Hold assigned crews accountable for guidance provided in fire department and city handbooks and by the fire chief and assistant fire chief.

**01.02.03.08.** Provides the fire chief with input for preparation of annual and strategic budgeting.

**01.02.03.09.** Responds to multi-company incident scenes, as the incident commander, to direct activities of assigned fire crews, and adheres to the National Incident Management System.

**01.02.03.10.** Proficient in the use of spreadsheet, presentation, word processing, incident reporting, and time accounting software.

**01.02.03.11.** Ensure the physical and mental fitness of assigned crews. Identify potential gaps to the fire chief.

**01.02.03.12.** Coordinate with assistant fire chief to ensure proper staffing for assigned crews.

**01.02.03.13.** Performs firefighter duties and basic life support as required.

**01.02.03.14.** Prepares and reviews incident reports for accuracy and completeness.

**01.02.03.15.** Inspects structures damaged by fire or other disaster to determine safety of the structure.

**01.02.03.16.** Enforces proper facility, equipment, and apparatus maintenance for fire department property.

**01.02.03.17.** All other duties as assigned by the fire chief.

**01.02.04.** Company Officers (Captains) rank next below the Battalion Chief. Company Officers shall rank by date of appointment with Captains ranking above Engineers or as otherwise directed by the Fire Chief.

**01.02.04.01.** Company Officers will ensure required daily training is conducted and documented each shift.

**01.02.04.02.** Company Officers will ensure that all matters of safety receive top priority and focus during all operations.

**01.02.04.03.** Company Officers serve as supervisor to their company personnel.

**01.02.04.04.** Company Officers are responsible for proper maintenance of the station, grounds, CFD property, and personnel.

**01.02.04.05.** Company Officers are in the chain of command and shall enforce compliance with all Cabot and CFD policies and procedures.

**01.02.04.06.** Company Officers will perform such other duties as the Fire Chief may direct.

**01.02.05.** Engineers rank next below Captain. Engineers shall rank by date of appointment and above firefighter or as otherwise directed by the Fire Chief.

**01.02.05.01.** Engineers, under the direction of company officers, shall have full charge and responsibility of his apparatus at all times.

**01.02.05.02.** Engineers shall, when authorized, act as Captain.

**01.02.05.03.** Engineers shall be thoroughly familiar with the tools and equipment carried and the requirements of the basic load.

**01.02.05.04.** Engineers shall assure that each apparatus has the prescribed basic load of water, hose, tools, and other equipment at all times; and, that the apparatus is restored to available service without delay upon return from the fire ground.

**01.02.05.05.** Engineers will complete the daily and/or weekly apparatus checks and inventory reports to include logging completion of checks/inventories in station computers.

**01.02.05.06.** Engineers will inform the company officer of any repairs or supplies required to the apparatus. Any condition that would take the apparatus out of service shall be immediately reported to a chief officer.

**01.02.05.07.** Engineers will perform such other duties as the Fire Chief may direct.

**01.02.06.** Firefighters rank next below Engineers. Firefighters shall rank by date of appointment as otherwise directed by the Fire Chief.

**01.02.06.01.** Firefighters will respond to alarms prepared to obey and execute the orders and instructions of the duly appointed officers of the CFD.

**01.02.06.02.** Firefighters are to adhere to the Policies and Procedures as set forth herein.

**01.02.06.03.** Firefighters are expected to respond and assist, as assigned, to certain medical emergencies and may be exposed to blood or other bodily fluids.

**01.02.06.04.** Any person entering the service of the CFD shall be on a probationary period for a period of one year. During this period, the firefighter will be given abilities tests and examinations to determine his fitness and ability to perform such duties.

**01.02.06.05.** Firefighters will perform such other duties as the Fire Chief may direct.

### **01.03. Policy #3 - Training**

**01.03.01.** In order to ensure safety, maintain proficiency, and operate efficiently, it is critical that CFD firefighters and officers meet periodic training requirements.

**01.03.02.** The CFD training officer schedules and conducts department-wide, shift-wide, and company-level training drills as directed by the Fire Chief.

**01.03.03.** CFD firefighters and officers are required to attend training drills. Members missing drills are required to meet with their company officer for one-on-one training covering the topic of the drill. Members must then meet with a chief officer to ensure all concerns are addressed.

**01.03.04.** All members are encouraged to attend classes at and through the Arkansas Fire Academy, National Fire Academy, and other educational facilities as the CFD budget may allow. They are encouraged to enroll in such courses and programs as to improve their knowledge, technical skills, leadership ability, and professionalism.

**01.03.05.** Firefighters at any rank may be required to attend and successfully complete certain classes.

**01.03.06.** Responsibility for planning and conducting in-house training sessions may be vested in any qualified member. This member shall be appointed by the Fire Chief.

**01.03.07.** Training objectives are related to the levels of proficiency as required by NFPA standards for officers and firefighters.

**01.03.08.** All firefighters (excluding chief officers) will train and document a minimum of two (2) hours per shift while on duty. The training will be correspondent to a training schedule approved by the Fire Chief.

**01.03.09.** While attending any training session, all firefighters will wear the appropriate CFD uniform with required personal protective equipment. Deviations must be approved by a chief officer.

**01.03.10.** CFD personnel will ensure documentation of all training is provided to the CFD training officer who will place it in individual training files.

**01.04. Policy #4 - Fire Prevention:** the prevention of fires through programs, presentations, inspections, pre-planning, and enforcement of the adopted Fire Prevention Code.

**01.04.01.** The Fire Chief, when qualified in accordance with Arkansas Municipal Code, shall remain as the fire marshal until such time as the Fire Chief deems that a separate fire marshal is necessary. The fire marshal shall be appointed by the Fire Chief on the basis of qualifications.

**01.04.02.** The Fire Chief may detail members of the CFD as inspectors/origin and cause investigators as necessary.

**01.04.03.** The CFD is responsible for fire and safety inspections. Any CFD member may be trained and detailed accordingly. Inspectors will be within the CFD chain of command.

**01.04.04.** Inspectors/investigators will conduct themselves as representatives of the CFD in a worthy and professional manner, being neat in appearance, in uniform, with badge visible for identification.

**01.05. Policy #5 – Awards and Decorations**

**01.05.01. Awards Committee:** The awards committee, is comprised of a chief and a minimum of five (5) additional members, two (2) from each shift (A, B, C)

**01.05.02. Nomination Procedure:** Any member of the Cabot Fire Department may nominate another member for an award or commendation. Supervisors will recognize exceptional performance by personnel under their supervision. Whenever a member of the Cabot Fire Department has performed an act or rendered service that qualifies for recognition, the nomination procedure will be as follows:

**01.05.02.01.** A written nomination will be submitted in a timely manner, in standard memorandum format, and must include a detailed and accurate account of the circumstances surrounding the act or incident.

**01.05.02.02.** The nomination will be forwarded through the chain of command to the Fire Chief accompanied by any comments or additional facts.

**01.05.02.03.** After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and recommendation as to the appropriate award such action merits.

**01.05.02.04.** The Awards Committee will submit a recommendation to the Fire Chief for approval.

**01.05.02.05.** Upon approval by the Fire Chief, the Awards Committee will prepare the appropriate award. Presentation of awards will be made during an awards ceremony or other special occasion determined by the Awards Committee.

**01.05.03.** Written appeals regarding recommendations shall be forwarded to the Fire Chief through the chain of command. The Fire Chief shall determine the final disposition of appeals.

**01.05.04. Subsequent Awards:** An employee may earn unlimited awards conceivable provided the firefighter becomes eligible through additional actions or service. Subsequent awards will be designated by a silver Maltese cross displayed on the ribbon or drape of the medal for each subsequent award up to the fifth award. A gold Maltese cross will be displayed in lieu of a sixth award. Devices will be centered on the ribbon or drape and displayed horizontally.

**01.05.05. Awards Criteria Specifications:** There shall be three (3) types of awards/decorations awarded to members of the Cabot Fire Department for exemplary duty. They are Certificate, Ribbon, or Medal and are defined as follows:

**01.05.05.01.** Medal of Valor: Awarded to a Firefighter for performance above and beyond the call of duty at extreme personal risk having been instrumental in rescuing and saving another's life.

**01.05.05.02.** Medal of Gallantry: Awarded to a Firefighter who, at great personal risk, has been instrumental in rescuing and saving another from possible death.

**01.05.05.03.** Medal of Courage: Awarded to a Firefighter who was involved in an act of bravery or who shows initiative and capability.

**01.05.05.04.** Distinguished Service Medal: Awarded to those Firefighters who have performed acts of heroism which are not directly fire related.

**01.05.05.05.** Final Alarm Medal: Presented to the family of a deceased Firefighter during a wake. Awarded to a Firefighter who is laid out, whether in full dress uniform or not, one who is active or life member of a fire company.

**01.05.05.06.** Officer of the Year Medal: Presented to the Officer of the Year, which is chosen from the Officers of the Quarter of the current year. The Officer of the Year is chosen by the Chief.

**01.05.05.07.** Engineer of the Year Medal: Presented to the Engineer of the Year, which is chosen from the Engineers of the Quarter of the current year. The Engineer of the Year is chosen by majority vote with all officers having one Vote.

**01.05.05.08.** Firefighter of the Year Medal: Presented to the Firefighter of the Year, which is chosen from the year's Firefighters of the Quarter of the Year. The Firefighter of the Year is chosen by majority vote with all officers having one vote.

**01.05.05.09.** Service Recognition Medal: Awarded to those Firefighters in acknowledgement of their long and faithful fire service. Rewarded at 10 years, 15 years, and 20 years respectably.

**01.05.05.10.** Unit Citation Ribbons: Awarded to groups of firefighters for team efforts that resulted in quality improvement.

**01.05.05.11.** Campaign Ribbons: Awarded to Firefighters who were present at a large-scale incident that is specified by the Fire Chief or Mayor as deserving of recognition.

**01.05.06.** Display of Awards: When wearing Dress or Class "A" uniform Firefighters will display all decorations received and in a manner prescribed within the guidelines of the Cabot Fire Department.

**01.05.07.** Additional Awards / Decorations: Additional awards / decorations may be added to this standard in the future.

**01.05.08. Order of Precedence:** Medal of Valor, Medal of Gallantry, Medal of Courage, Distinguished Service Medal, Final Alarm Medal, Officer of the Year Medal, Engineer of the Year Medal, Firefighter of the Year Medal, Service Recognition Medal, Unit Citation Ribbon, Campaign Ribbon (most recent campaign has the highest precedence)

## **02. SECTION II - HIRING AND PROMOTION PROCEDURES**

### **02.01. Application Process**

**02.01.01.** Persons desiring employment with the CFD may complete an online application via the City website. A computer is available at Cabot City Hall for those who do not otherwise have access to one.

**02.01.02.** When the fire department schedules a new applicant test, applicants who have completed or updated an online application within the past six months will be notified via email addresses on the application.

**02.01.03.** Applicants must pass written and physical evaluations which may be, from time to time, administered by or through the CFD.

**02.01.04.** Based on the number of open positions, finalists will be interviewed for specific positions.

**02.02.** The CFD does not discriminate against anyone on the basis of race, color, sex, religion, age, national origin, disability, or veteran status.

**02.03.** Full-time firefighters are required to successfully complete the minimum standards class through the Arkansas Fire Academy (unless already certified to AFA standards) within one (1) year of being hired. Exceptions may be made by the Fire Chief, based on class availability and extenuating circumstances.

**02.04.** Full-time firefighters shall successfully complete an accredited Emergency Medical Technician-Basic course, and pass the National Registry of Emergency Medical Technicians exam and be licensed in the State of Arkansas. The applicant will have 12 months from the start of class to successfully pass both the written and practical exams. Failure to successfully complete the course will result in termination from the CFD.

**02.05.** Full-time firefighters shall be certified to a minimum level of HazMat Operations through the State Emergency Response Commission or equivalent.

**02.06.** Part-time firefighters will complete AFA modules 1, 2, 3, 4, 5, 6, 7, and 17 and Arkansas Forestry Commission Wild Land Firefighting before filling shift vacancies or participating in firefighting operations.

### **02.07. Promotion Process**

**02.07.01. Engineer:** Personal qualifications for personnel who wish to promote to the position of Engineer will include the following:

**02.07.01.01.** Possess a valid Arkansas driver's license

- 02.07.01.02.** Be certified as a Firefighter II as recognized by International Fire Service Accreditation Congress (IFSAC) or Pro-Board.
- 02.07.01.03.** Possess current license/certification as an Emergency Medical Technician as recognized by the Arkansas Department of Health and Human Services
- 02.07.01.04.** Have completed three years of full-time service as a firefighter within the Cabot Fire Department
- 02.07.01.05.** Successfully completed IFSAC/Pro-board Driver/Operator course.
- 02.07.01.06.** Received a 5.0 or higher on most recent performance evaluation.
- 02.07.01.07.** Pass written promotional exam with a minimum score of 70%.
- 02.07.01.08.** Pass practical application test.
- 02.07.01.09.** Currently meet the minimum requirements of department physical fitness standards.
- 02.07.02.** Company Officer: Personal qualifications for personnel who wish to promote to the position of Company Officer will include the following:
- 02.07.02.01.** Possess a valid Arkansas driver's license
- 02.07.02.02.** Be certified as a Firefighter II as recognized by International Fire Service Accreditation Congress (IFSAC) or Pro-Board.
- 02.07.02.03.** Possess current license/certification as an Emergency Medical Technician as recognized by the Arkansas Department of Health and Human Services
- 02.07.02.04.** Have completed three years of full-time service as an Engineer within the Cabot Fire Department
- 02.07.02.05.** Successfully completed IFSAC/Pro-board Driver/Operator course.
- 02.07.02.06.** Received a 5.0 or higher on most recent performance evaluation.
- 02.07.02.07.** Pass written promotional exam with a minimum score of 70%.
- 02.07.02.08.** Currently meet the minimum requirements of department physical fitness standards.
- 02.07.02.09.** Have completed three years of service in the position of Engineer with the Cabot Fire Department.

**02.07.02.10.** Successfully completed IFSAC/Pro-Board Fire Officer I & II and Fire Service Instructor I.

**02.07.03.** Battalion Chief: Personal qualifications for personnel who wish to promote to the position of Battalion Chief will include the following:

**02.07.03.01.** Possess a valid Arkansas driver's license

**02.07.03.02.** Be certified as a Firefighter II as recognized by International Fire Service Accreditation Congress (IFSAC) or Pro-Board.

**02.07.03.03.** Possess current license/certification as an Emergency Medical Technician as recognized by the Arkansas Department of Health and Human Services

**02.07.03.04.** Have completed three years of full-time service as a Captain within the Cabot Fire Department

**02.07.03.05.** Successfully completed IFSAC/Pro-board Driver/Operator course.

**02.07.03.06.** Received a 5.0 or higher on most recent performance evaluation.

**02.07.03.07.** Currently meet the minimum requirements of department physical fitness standards.

**02.07.03.08.** Have completed three years of service in the position of Captain with the Cabot Fire Department.

**02.07.03.09.** Successfully completed IFSAC/Pro-Board Fire Officer I & II and Fire Service Instructor I.

**02.07.03.10.** Successfully completed IFSAC/Pro-Board Fire Officer III & IV.

### **03. SECTION III - GENERAL RULES AND DISCIPLINARY PROCEDURES**

#### **03.01. Rule #1 - Personal Appearance**

**03.01.01. Hair:** All CFD personnel will present a neat and clean appearance at all times. No firefighter will present a faddish or extreme appearance. If dyes, tints, or bleaches are used, colors must be natural to human hair or scalp. All firefighters will wear their hair so as not to interfere with proper wear of personal protective equipment and will conform to the following standards.

**03.01.01.01. MALE:** Hair length will not extend below the bottom of the back of the collar, the lowest opening in the ears, or the eyebrows. The bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance or interfere with the wear of Personal Protective Equipment (PPE). Sideburns will not be bushy, pointed, or extend below the lowest part of the exterior ear opening. Facial hair is restricted to moustaches only. Moustache hairs must not come between any sealing surfaces of the SCBA face piece or nose cup. Moustaches must be neatly trimmed. Other than the exception previously mentioned personnel will be clean shaven at the start of their shift, quarterly drill, or training class.

**03.01.01.02. FEMALE:** The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance or interfere with the wear of PPE. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hair holding ornaments (such as, but not limited to, barrettes, pins, clips or bands), if used, must be unadorned and plain and must be transparent or similar in color to the hair, and will be inconspicuously placed. Ornamental items are not authorized. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative, single color, and compliments the uniform.

**03.01.02. Jewelry:** For the safety of CFD personnel, jewelry will be limited to finger rings that do not interfere with glove wear or job related duties. Necklaces will not be visible while in uniform. Earrings and other piercing jewelry will not be permitted while on duty. Visible body piercing while on duty is prohibited. Employees hired prior to the approval date of this publication are hereby grandfathered. Current employees may not add additional piercing.

**03.01.03. Tattoos/Brandings/Body Art -** a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye. A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to scar or mark the skin.

**03.01.03.01.** Tattoos/brands/body markings anywhere on the body that contain the following are prohibited at all times in and out of uniform:

**03.01.03.01.01.** Obscene or profane;

**03.01.03.01.02.** Drug related;

**03.01.03.01.03.** Commonly associated with gangs, extremist, and/or supremacist organizations;

**03.01.03.01.04.** Advocate sexual, racial, ethnic, or religious discrimination;

**03.01.03.01.05.** Undermine the City or Department values

**03.01.03.02.** Any tattoos/brands/body markings above the collarbone, i.e. on the neck, head, face, tongue, lips, and/or scalp, are prohibited. For example, a tattoo/brand that can be seen on the neck while wearing an open collar, front-fastening, uniform is prohibited.

**03.01.03.03.** Brands/Body Markings (Prohibited) Visible brands/body markings while on duty or working an extra duty assignment are prohibited.

**03.01.03.04.** Tattoos (Excessive). Excessive tattoos will not be exposed or visible (includes visible through the uniform) while wearing any/all uniform combination(s). "Excessive" is defined as any tattoos that exceed 1/2 (50%) of the exposed body part and are readily visible when wearing any/all uniform combination(s). The "exposed body part" is defined as the total area, to include front, sides and back of a limb or other body part protruding from a uniform item. For example, a tattoo exclusively on the hand cannot exceed 1/2 (50%) of the exposed hand since the hand is considered a separate body part when wearing a long sleeve uniform item.

**03.01.03.05.** Use the following calculation: (all measurements are to be done in inches; partial inches should be rounded up to the nearest inch). Member will be measured standing at the position of attention. If member has multiple tattoos that are clearly separate, each will be measured separately and the cumulative size cannot exceed 1/2 (50%) of the exposed body part.

**03.01.03.05.01.** Step 1 - Measure the length of the tattoo

**03.01.03.05.02.** Step 2 - Measure the width of the tattoo at its widest point.

**03.01.03.05.03.** Step 3 - Multiply length by width to determine total square inches of the tattoo.

**03.01.03.05.04.** Step 4 - Measure the length of exposed body part.

**03.01.03.05.04.01.** Arm: measure bottom of shirt sleeve to the tip of middle finger.

**03.01.03.05.04.02.** Hand: measure bottom of the long-sleeve shirt to tip of finger.

**03.01.03.05.05.** Step 5 - Determine the widest point within the length of the exposed body part. At that point measure the circumference of the exposed body part. For the hand, this includes both sides.

**03.01.03.05.06.** Step 6 - Multiply #4 by #5 to determine total square inches of the exposed body part.

**03.01.03.05.07.** Step 7 - Divide the total square inches of exposed body part by 2. This figure will be 1/2 (50%) of the exposed body part.

**03.01.03.05.08.** Step 8 - Compare the results of Step 3 and Step 6. If the result of Step 3 is a smaller number than the result of Step 6, the tattoo does not exceed 50% of the exposed body part.

**03.01.03.06.** Any tattoos having the probable expectation of bringing the public image, integrity, or reputation of the Cabot fire department into discredit are explicitly forbidden.

**03.01.03.07.** Intentional body modifications that create an unusual appearance are prohibited. Some examples include, but are not limited to: a split or forked tongue, foreign objects inserted under the skin to create a design, effect, or pattern, or enlarged or stretched out holes in the earlobes.

**03.01.03.08.** The use of gold, platinum, or other veneers or caps for the purposes of dental ornamentation is prohibited. Teeth, whether natural, capped, or veneer will not be ornamented with designs, jewels, initials, etc.

## **03.02. Rule #2 – Uniform**

This rule provides guidance for department-wide uniformity on the multiple classifications of approved uniforms. It includes methods on how to properly wear department uniforms and how to display award citations and insignias.

### **03.02.01. Chief Officers and Captains:**

**03.02.01.01.** Dress uniform – consists of white, long-sleeve dress shirt, blue blazer, blue tie, blue slacks, black belt, polished black shoes, and solid black socks. Insignia and badge are to be gold.

**03.02.01.02.** Class A uniform – consists of white shirt and blue dress pants or blue BDU style pants. Boots may be worn instead of shoes and tie is optional. Visible socks will be black. A white T-shirt will be worn when not wearing a tie. Insignia and badge are to be gold. CFD cap is optional.

**03.02.01.03.** Class B uniform – consists of blue T-shirt with gold CFD emblem and blue BDU style pants. Matching blue sweatshirts may be substituted for T-shirts, although sweatshirts should not be worn under Class A uniform. CFD cap is optional. Class B uniforms will not

be worn away from stations unless responding to emergencies or performing outside chores that have a high potential for soiling clothing.

**03.02.01.04.** Daily Work Polo Shirt – Captain and above shall wear white polo shirts with the name (first letter of first name and whole last name) and rank embroidered on the front right side with gold stitching and department patch embroidered on the left side. The Daily Work Polo Shirt may be worn when any personnel leave the station with the exception of official business as determined by the Captains or higher on duty. The Class A uniform will be worn in all occurrences where official business is being performed. The exceptions of this would be events such as School demonstrations or other activities as determined by the Captains on duty. This Daily Work Polo Shirt will be worn as a crew. All personnel will be in like uniforms.

**03.02.01.05.** Winter Jackets or zippered pull-overs are acceptable outer garments for Class B uniforms. Winter jackets will be the only acceptable outer garment for Class A uniforms.

**03.02.02. Engineers:**

**03.02.02.01.** Dress uniform – consists of blue, long-sleeve dress shirt, blue blazer, blue tie, blue slacks, black belt, polished black shoes and solid black socks. Insignia and badge are to be silver.

**03.02.02.02.** Class A uniform – consists of blue shirt and blue dress pants or blue BDU style pants. Boots may be worn instead of shoes and tie is not required. Visible socks will be black. A blue T-shirt will be worn when not wearing a tie. Insignia and badge are to be silver. CFD cap is optional.

**03.02.02.03.** Class B uniform – consists of blue T-shirt with white or silver CFD emblems and blue BDU style pants. Matching blue sweatshirts may be substituted for T-shirts, although sweatshirts should not be worn under Class A uniform. CFD cap is optional. Class B uniforms will not be worn away from stations unless responding to emergencies or performing outside chores that have a high potential for soiling clothing.

**03.02.02.04.** Daily Work Polo Shirt – Engineers shall wear black polo shirts with the name (first letter of first name and whole last name) and rank embroidered on the front right side with white stitching and department patch embroidered on the left side. The Daily Work Polo Shirt may be worn when any personnel leave the station with the exception of official business as determined by the Captains or higher on duty. The Class A uniform will be worn in all occurrences where official business is being performed. The exceptions of this would be events such as School demonstrations or other activities as determined by the Captains on duty. This Daily Work Polo Shirt will be worn as a crew. All personnel will be in like uniforms.

**03.02.02.05.** Winter Jackets or zippered pull-overs are acceptable outer garments for Class B uniforms. Winter jackets will be the only acceptable outer garment for Class A uniforms.

### **03.02.03. Firefighters:**

**03.02.03.01.** Dress uniform – consists of blue, long-sleeve dress shirt, blue blazer, blue tie, blue slacks, black belt, polished black shoes and solid black socks. Insignia and badge are to be silver.

**03.02.03.02.** Class A uniform – consists of blue shirt and blue BDU style pants. Boots may be worn instead of shoes and tie is not required. Visible socks must be black. A blue T-shirt will be worn when not wearing a tie. Insignia and badge are to be silver. CFD cap is optional.

**03.02.03.03.** Class B uniform – consists of blue T-shirt with white CFD emblems and blue BDU style pants. Matching blue sweatshirts may be substituted for T-shirts, although sweatshirts should not be worn under Class A uniform. CFD cap is optional. Class B uniforms will not be worn away from stations unless responding to emergencies or performing outside chores that have a high potential for soiling clothing.

**03.02.03.04.** Daily Work Polo Shirt – Firefighters shall wear navy blue polo shirts with the name (first letter of first name and whole last name) and rank embroidered on the front right side with white stitching and department patch embroidered on the left side. The Daily Work Polo Shirt may be worn when any personnel leave the station with the exception of official business as determined by the Captains or higher on duty. The Class A uniform will be worn in all occurrences where official business is being performed. The exceptions of this would be events such as School demonstrations or other activities as determined by the Captains on duty. This Daily Work Polo Shirt will be worn as a crew. All personnel will be in like uniforms.

**03.02.03.05.** Winter Jackets or zippered pull-overs are acceptable outer garments for Class B uniforms. Winter jackets will be the only acceptable outer garment for Class A uniforms.

**03.02.04. Honor Guard Dress Uniform** – consists of double-breasted blue blazer, blue tie, white or blue, rank-specific, long-sleeve dress shirt, blue slacks with red stripe down each leg, black belt, polished black shoes, and solid black socks. Insignia and badge are to be gold or silver also rank specific. A blue Bell cap with appropriate hat device and color for rank. A black all-weather double-breasted trench coat may also be worn in inclement weather.

### **03.02.05. Uniform Specifications**

#### **03.02.05.01. Dress Shirt:**

**03.02.05.01.01.** Left Sleeve: Department Patch is to be sewn ¾” below shoulder seam. Align the vertical centerline of the department patch with the back edge of epaulet.

**03.02.05.01.02.** Right Sleeve: American Flag Patch to be sewn ¾” below shoulder seam. Align the vertical centerline of the American flag with the back edge of epaulet.

**03.02.05.01.03.** EMT or Paramedic patch to be sewn ½” below the American flag, centered beneath the American Flag.

**03.02.05.01.04.** Collars: Firefighters and Engineers C.F.D. Collar brass to be pinned 1 ½” from point of collar positioned at angle. C.F.D. should be between stitching of collar. Captains and above, bugles will be centered on the collar with the bottom of the bugle being pinned 1 ½” from the point of the collar.

**03.02.05.01.05.** Name Badge: Fire Department name badge to be centered over right breast pocket, pinned grounded to the top edge of the pocket flap.

**03.02.05.01.06.** Medal and Ribbon Bars: Ribbons are worn in descending order of precedence from the wearer’s right to left and top to bottom. No more than three ribbons are worn in any one row. The ribbons will be centered over the left breast pocket and grounded to the top edge of the pocket flap.

**03.02.05.01.07.** Badge: Cabot Fire Department badge pinned to badge tab over left breast pocket.

**03.02.05.02.** Dress Coat:

**03.02.05.02.01.** Both Sleeves: Department Patch is to be sewn ¾” below shoulder seam. Align the vertical centerline of the department patch with the back edge of epaulet. Rank stripes sewn 3” above the bottom of right and left sleeve. Additional rank stripes are sewn ¼” above the upper-most rank stripe. Honor Guard members are authorized to wear an Honor Guard tab above the patch on the left sleeve. The black, all-weather, double-breasted trench coat shall have the same patches, stripes, Maltese Crosses and insignia as the dress coat.

Firefighter ---- 1 Silver Stripe	Battalion Chief ----- 3 Gold Stripes
Engineer ----- 2 Silver Stripes	Assistant Chief ----- 4 Gold Stripes
Captain ----- 2 Gold Stripes	Chief: ----- 5 Gold Stripes

**03.02.05.02.02.** Maltese Crosses for longevity to be sewn ¼” above the top rank stripe on the left sleeve only. Each Maltese Cross indicates 3 years of service. Multiple crosses will be worn horizontally above the rank stripes and centered on the outside of the sleeve. Crosses will be worn in rows of four.

**03.02.05.02.03.** Medals and Ribbons: When medals are authorized, they will be pinned ½” above the left breast pocket so that the medal drags over the pocket. When no medals are authorized, but ribbon bars are, they will be pinned so that the bottom of the bar is ¼” above the left breast pocket. Medals and ribbon bars will not be worn simultaneously. Medals or ribbon bars will be worn in descending order of precedence from the wears right to left and top to bottom.

**03.02.05.02.04.** Badge: Cabot Fire Department badge pinned on badge tab on left front.

**03.02.05.02.05.** Epaulets: Appropriately ranked shoulder boards will be worn on each epaulet. Firefighter shoulder boards are embroidered with silver stripes on opposing ends of board. Officer shoulder boards are embroidered with gold stripes on opposing ends of board and officer rank centered on board.

**03.02.05.03.** Daily Work Polo Shirt: All Polo-style shirts will be uniform in appearance. All embroidery shall be standardized on all polos. Department short or long sleeve polo shirts will be worn as appropriate to the time of year and color dependent on rank. Shirts shall remain tucked in with a minimum of one button (starting from bottom) closed at all times.

**03.02.05.04.** Cold Weather Coat:

**03.02.05.04.01.** Left Sleeve: Department patch is to be sewn  $\frac{3}{4}$ " below shoulder seam. The vertical centerline of the patch will be aligned with the back edge of the epaulet.

**03.02.05.04.02.** Right Sleeve: American Flag Patch to be sewn  $\frac{3}{4}$ " below shoulder seam. Center point for American flag patch is back seam of epaulet.

**03.02.05.04.03.** EMT or Paramedic patch to be sewn  $\frac{1}{2}$ " below American flag patch centered on back seam of epaulet.

**03.02.05.04.04.** Badge: Cabot Fire Department badge, with colored state seal, pinned to badge tab over left pocket.

**03.02.05.04.05.** Epaulet: Officer Rank to be pinned on the center of right and left epaulets with the bugles pointing toward the shoulder.

**03.02.05.04.06.** Name Tape: Name tape is to be centered and sewn 4" above right pocket.

**03.02.05.04.07.** Embroidery and Buttons: Embroidery and buttons on winter coats are rank specific. Silver embroidery and buttons are indicative of Firefighters and Engineers. Gold embroidery and buttons are indicative of Captain and above.

**03.02.06.** All Personnel

**03.02.06.01.** All personnel will be in a minimum of a Class B uniform, with proper grooming standards met, by the start of their shift.

**03.02.06.02.** CFD personnel will not wear CFD uniform items outside their homes or fire stations while off duty (no more than one hour prior to the start of their shift or one hour after the completion of their shift) unless they are representing the CFD in an official capacity authorized by the Fire Chief. Exception: CFD cap may be worn at all times as long as it presents a neat appearance.

**03.02.06.03.** Uniformed fire department personnel will be issued two department badges. Additional badges are available for purchase, but must be turned in before leaving employment with the CFD. For those additional badges, personnel will be reimbursed one half of the current cost of badges when they are turned in.

**03.02.06.04.** Full-time CFD personnel are expected to maintain a minimum of one Dress and three Class A/Class B combinations. At the beginning of their shift, firefighters must have at least one clean/pressed Class A shirt and one Class B uniform in their locker. This is in addition to the one being worn at the beginning of the shift.

**03.02.06.05.** All CFD personnel are to wear uniforms with respect and discretion so as to not disgrace the CFD. Class A shirts are to be tucked in and all buttons buttoned (except collar button, unless a tie is worn, then it too will be buttoned). Class B shirts are to be tucked in. Sleeves will not be worn rolled up on any level of uniform.

**03.02.06.06.** CFD personnel are expected to keep uniforms in serviceable and presentable condition. Faded, torn, ripped, tattered, or otherwise unsightly uniforms will not be worn and will be replaced.

**03.02.06.07.** Full time CFD personnel are provided with a uniform allowance. The intent of the uniform allowance is to assist personnel with the cost associated with maintaining serviceable uniforms. That cost includes purchasing, laundering, alterations, or any services necessary to maintain a professional appearance.

**03.02.06.08.** Station wear will consist of CFD T-shirt and solid blue CFD gym shorts or sweats as authorized by the Fire Chief. Station wear is authorized during physical fitness training and between 1700 and 0659. All responses while in station wear will be made with turnout pants on. Turnout pants & boots must always be kept clean enough to keep from soiling homes during calls other than fires. Tank tops may only be worn during periods of exercise and are not to be worn during an emergency response. Shoes for physical fitness training do not have to be black.

**03.02.06.09.** The CFD has in place a Uniform Committee. All uniforms will be reviewed by the Uniform Committee and presented to a Chief Officer for approval. Any requested changes will be submitted to the Uniform Committee for approval.

**03.02.06.10.** Long-sleeve Class A shirts will be worn from the 1st of November to the 31st of March. Short-sleeve Class A shirts will be worn the rest of the year.

**03.02.07. Required Uniform Items:**

**03.02.07.01.** One Dress uniform (Must be purchased within the first year of employment)

**03.02.07.02.** Three class “A” and “B” uniforms (Class “A” and “B” utilize the same pants so only three pairs are needed).

**03.02.07.03.** Solid black shoes or boots, heels not be longer than 1 ½ from the bottom of the heel to the sole.

**03.02.07.04.** Black belt. Silver buckle for firefighter and engineer. Gold buckle for Captain and Chief.

**03.02.07.05.** Department name tag, collar devices, rank insignia (If applicable), and two badges.

**03.02.07.06.** Appropriate ribbons/medals.

**03.02.07.07.** Department (Navy Blue) winter jacket

**03.02.07.08.** CFD PT Shorts

**03.02.07.09.** Tennis Shoes for PT

**03.02.07.10.** Wrist Watch

**03.02.08.** Optional Uniform Items:

**03.02.08.01.** Department Ball Cap & Watch Cap (Winter Wool Cap): These are baseball style hats and toboggans or watch caps. Hats and caps may be worn on or off duty by all personnel. Hats and caps are not allowed to be worn while in Dress uniforms. Hats and caps are allowed to be worn when wearing the department polo. All fire department hat etiquette rules apply to hats and caps equally. When inside, hats and caps are to be removed from the head. All designs shall be standard on the front of the hat as determined by the uniform team and approval by the chief. There is no standard of hat style. They can be fitted or other styles. Names are authorized to be placed on the back of the hats or caps.

**03.02.08.02.** Safety Yellow Winter Jacket/Inclement Weather Clothing: The following does not in any way supersede, nor change any policy regarding the wearing of safety clothing. The intention is that inclement weather clothing may only be worn in adverse weather conditions (icy temperatures, rain, or snow). Because adverse weather can expose parts of the body to extremely cold or wet conditions, clothing appropriate for the work being done may be worn. The intent is to comply with present policy as much as possible allowing personnel to remain warm and protected and prevent further injury and or illness.

**03.02.08.03.** Department Zippered Pullover

**03.02.08.04.** Department Sweat Shirt

**03.02.08.05.** Department Sweat Pants

**03.02.08.06.** Jewelry

**03.02.08.07.** Duty Shorts:

**03.02.08.07.01.** Duty Shorts can be worn in lieu of duty pants from April 1 to October 31. The duty shorts are to be a navy blue BDU style. The cuff of the shorts will fall between the top of the knee cap and two inches above the knee cap. Duty shorts may be worn with the Class B Uniform, as well as the CFD Polo-style shirt. They are not to be worn with Class A or Dress Uniform.

**03.02.08.07.02.** Footwear while wearing duty shorts will be solid black tennis shoe or a duty boot no taller than 6”.

**03.02.08.07.03.** Socks will be black or white worn at least 2” above the shoe or boot and no higher than mid-calf.

**03.02.08.07.04.** As with all other uniform combinations, crews should make every effort to dress alike while on duty.

### **03.03. Rule #3 - Protective Clothing**

**03.03.01.** Personal protective equipment will be issued to all firefighters and will be certified as meeting NFPA standards or Federal (OSHA) specifications. All items should be identified with the member's name. Each member will use only their assigned equipment, unless cleared by the Fire Chief.

**03.03.02.** Minimum protective clothing for each member includes:

**03.03.02.01.** Helmet

**03.03.02.02.** Hood

**03.03.02.03.** SCBA Mask

**03.03.02.04.** Turnout Coat

**03.03.02.05.** Gloves

**03.03.02.06.** Turnout Pants

**03.03.02.07.** Turnout Boots

### **03.04. Rule #4 - Care of Property**

**03.04.01.** CFD personnel are responsible for equipment cleanliness and reporting equipment maintenance discrepancies.

**03.04.02.** Unserviceable equipment will be reported for replacement.

**03.04.03.** CFD property issued to firefighters will be signed for when issued and signed in when returned. The assistant Fire Chief is responsible for completing and maintaining these accountability forms.

**03.04.04.** CFD members will be held financially responsible for the replacement of their issued equipment that is lost, stolen, or damaged as a result of carelessness.

**03.04.05.** CFD property, including all facilities, apparatus, and equipment, is subject to inventory and inspection by chief officers without advanced notice.

#### **03.04.06. CFD Computers**

**03.04.06.01.** In this day of increasing technology, our computers, to include the use of the Internet, have become critical resources that make our time on the job much more productive.

We use our computers to write letters, organize data, research fire service topics, etc. With the availability of those resources, comes a great deal of responsibility. At the top of the list of those responsibilities is abstinence from improper use. The following paragraph outlines the CFD policy on the use of CFD computer resources.

**03.04.06.02.** Limit your use of our computer resources and Internet access to activities that enhance the Cabot Fire Department or the individual. These activities may include Internet research for grants, searches for fire service related information, or for personal growth that makes you a more valuable resource to the fire service. There are many prohibited uses for our computer resources. Some of these are: use of computer resources to view adult-oriented, gambling, game, or non-fire service-related web sites. The bottom line: use all of our resources only for purposes that positively reflect on our department and expand our value to the citizens we serve. Any misuse of our computers, or any other resources, will be met with appropriate levels of discipline to include termination.

**03.04.07.** Weapons are strictly forbidden at any fire station. Exception: the Fire Chief, Assistant Fire Chief, and Fire Marshall, after all training requirements are met, may carry CFD side arms in the performance of investigative duties.

### **03.05. Rule #5 - Release Of Information**

**03.05.01.** The Fire Chief is the Public Information Officer for the CFD and all press releases to radio, television, and news media will be made or authorized by him/her. The Fire Chief may delegate these duties to one specific individual for the CFD. All requests for statements or releases by the media will be referred to the Fire Chief or to the Incident Commander in the Fire Chief's absence. CFD personnel will not publicly speculate as to causes of fires which are of suspicious nature to anyone without proper authority. This is not an attempt to deny information to any organized source, but places the release of information in a centralized location and with one individual who can gather all the facts.

**03.05.02.** The Incident Commander is responsible for completing the Field Report and entering basic information in NFIRS. When there is a need for other CFD personnel to enter supplemental information in a report (EMS notes, investigation notes, etc.), the firefighter who gathered the information will complete that part of NFIRS. In the instance that command is transferred on scene, the initial Incident Commander is responsible for the basic information. Subsequent commands will enter supplemental information in NFIRS. Except in extreme cases where time does not permit, all NFIRS entries will be complete before the end of the shift.

**03.05.03.** Personal information (e.g. home phone #s, birth dates, home emails, family member names, etc.) you have access to by virtue of being employed with Cabot Fire Department, is CONFIDENTIAL information. This information is not to be distributed to anybody outside the fire department. Specifically, the list of contact information in the "Shared Documents" folder is to be kept strictly internal to the fire department. It is okay to give out department emails, station phone numbers, and CFD employee names. Other than that, it is the

individual's right to be consulted prior disseminating any additional information. This confidentiality is extremely critical. Please help protect that information.

**03.06. Rule #6 – Off-Duty Conduct:** CFD members represent the CFD and City of Cabot 24 hours a day. It is essential to the operation of the CFD that assigned personnel conduct themselves in a manner that reflects positively on the CFD. Any conduct, on or off duty, that reflects negatively on the CFD will not be tolerated.

**03.07. Rule #7 – Residency:** At times, it may become necessary to call off-duty personnel to duty (structure fires, natural disasters etc.). When these times arise, we count on a timely response from all of our firefighters, on- and off-duty. For that reason, it is beneficial to fellow firefighters and the City of Cabot for all firefighters to live as close as possible to the Cabot city limits. Please make this one of your considerations in making your choice for a place of residence.

**03.08. Rule #8 - Infection Control:** CFD leadership takes prevention of disease and illness very seriously. For that reason, the CFD has an Infection Control Program administered by the CFD Medical Control Team. Members of the Medical Control Team are appointed by the Fire Chief. As part of the Infection Control Program, each member will be given an opportunity to accept or refuse the Hepatitis A and Hepatitis B Vaccination. They will also be offered an Influenza vaccine once a year and may take a Tetanus shot every five years at no expense to the firefighter. The CFD also requires all firefighters to have a T.B. test annually.

**03.09. Rule #9 - Disciplinary Procedures:** Violation of policies or procedures contained in this handbook, City of Cabot Employee Handbook, local ordinances, state law, or federal law may subject CFD personnel to disciplinary action. Disciplinary actions and procedures are contained in the City of Cabot Employee Handbook. In the event that a CFD employee is suspended, he/she is barred from any CFD activity and from CFD property until that suspension is expired unless otherwise approved by a chief officer.

**03.10. Rule #10 – Visitation:** Visiting hours at CFD stations are 0700-2200. Outside these hours, CFD personnel are the only people allowed in CFD stations. Violation may cause a loss of visitation privileges.

**03.11. Rule #11 - Station Tours:** When conducting a tour at a fire station, there must be one employee designated to remain with the public if an emergency response occurs.

### **03.12. Rule #12 - Telephone Use**

**03.12.01.** CFD telephones are for non-emergency business use. Personal calls are allowed, but should be limited to a five-minute maximum from 0700 to 1700 and a ten-minute maximum from 1700-2100.

**03.12.02.** Family and friends should be discouraged from calling any firehouse after 2100. All incoming phone calls after 2100 should be limited to emergencies only.

**03.12.03.** Use of personal cellular phones is permitted as long as it does not interfere with work. CFD customers and visitors take priority over all non-emergency personal phone calls.

**03.12.04.** Excessive use of any telephone may result in loss of privileges for all phones.

**03.12.05.** In certain situations, it may be necessary to recall all personnel to duty. For this reason, it is crucial that all CFD personnel have a personal telephone, either hard wired or cellular. Personnel must provide and keep current their phone number and address to both CFD administration and to Cabot Human Resources.

### **03.13. Rule #13 – Tobacco Use**

**03.13.01.** The Arkansas Clean Indoor Air Act prohibits smoking in Cabot city buildings and vehicles. The City of Cabot Employee Handbook also addresses the Cabot smoking policy. In addition to the previously mentioned sources of guidance, CFD policy adds the following:

**03.13.01.01.** Neither smoking nor smokeless tobacco use is permitted inside CFD facilities or vehicles.

**03.13.02.** All tobacco use outside CFD facilities is restricted to designated smoking areas. Those areas are as follows:

**03.13.02.01.** Central Station – Lean-to on north end of the building.

**03.13.02.02.** Station 2 – north (C-Side) of the building.

**03.13.02.03.** Station 3 – Shelter northwest of the living quarters.

**03.13.02.04.** Station 4 – Lean-to north of the outside storage room.

**03.13.03.** Tobacco use is not permitted at any incident scene unless waived on site by a chief officer, and then only in an inconspicuous location.

**03.13.04.** All tobacco residues, regardless of location, are to be collected and disposed of in a proper trash receptacle.

### **03.14. Rule #14 - Physical Fitness Program**

**03.14.01. Purpose:** The purpose of this program is to define the minimum physical requirements for all CFD personnel to maintain an appropriate level of fitness to safely perform their assigned duties.

**03.14.02. Scope and Application:** The job of a firefighter is one of the most physically demanding occupations in the world. Above average aerobic capacity, flexibility, strength, and muscular endurance are all necessary attributes to perform the job of firefighter in a safe

and efficient manner. It is the responsibility of each CFD member to maintain peak physical and mental fitness to meet the demands of their respective position.

**03.14.03. Physical Fitness Team:** A team shall be established to administer the physical fitness program, proctor physical fitness and FEAT (Firefighter Endurance and Agility Test) testing, and monitor individual fitness.

**03.14.03.01.** The CFD Physical Fitness Team will consist of the CFD physician, one captain as team leader, and one firefighter per shift to assist in team duties.

**03.14.03.02.** New team members will be recommended by existing members and appointed by the Fire Chief.

**03.14.03.03.** The team leader will be the spokesperson for the team. In absence of the team leader, the team will elect an acting leader who will directly report to the assistant chief.

**03.14.03.04.** The CFD Physical Fitness Team duties:

**03.14.03.04.01.** Develop the physical fitness program for the CFD.

**03.14.03.04.02.** Proctor physical fitness test and yearly FEAT test.

**03.14.03.04.03.** Monitor individual's progress in the physical fitness program (suggest plan for individuals not meeting minimum requirements).

**03.14.03.04.04.** Report flaws and improvements needed for physical fitness program.

**03.14.03.04.05.** Any other relevant assignments by the chief, assistant chief, or CFD Physical Fitness Team leader regarding physical fitness.

**03.14.04. Program Guidelines**

**03.14.04.01.** CFD personnel must exercise a minimum of one hour per duty day at their assigned duty station or other facility as scheduled by the station captain.

**03.14.04.02.** A physical fitness test will be administered each February, May, and August while on-duty. The test will be scheduled and administered by CFD Physical Fitness Team.

**03.14.04.03.** An Annual FEAT will be scheduled and administered by the CFD Physical Fitness Team annually during November.

**03.14.04.04.** The physical fitness test and annual FEAT test will consist of both cardiovascular and strength measurement.

**03.14.04.05.** Blood Pressure, Heart Rate, and Weight will be documented during the physical fitness test. The test will be administered only to individuals with diastolic blood pressure

reading below 100 mmHg.

#### **03.14.05. Exercise Routine**

**03.14.05.01.** To maximize the benefits of the physical fitness program, CFD personnel should focus on cardiovascular, strength, and flexibility training on a regularly scheduled basis, both on and off duty.

**03.14.05.02.** Station captains are tasked with providing opportunity each shift for CFD personnel to exercise. Exercise times and routines are flexible based on all required activities for the shift. Exercise routines, to be effective, require activity while off duty. CFD personnel are responsible individually for maintaining that routine when they are not on duty.

#### **03.14.06. General Exercise Guidelines**

**03.14.06.01.** Warm Up: All CFD personnel should do approximately five minutes of warm up. Such activities consist of walking, biking or slow jogging. This should be followed by stretching all major muscle groups for at least five minutes.

**03.14.06.02.** Cardiovascular Exercise: CFD personnel are encouraged to do 20-30 min of cardiovascular exercise during physical fitness time followed by a five-minute cool down. It is permissible to utilize parks or other open areas in a station's 1st response area for running or walking, unless otherwise approved with station captains on duty.

**03.14.06.03.** Strength Training: The remaining time can be used doing strength training. This will vary between individuals depending on abilities, personal goals, and any contraindications. There should be a five- to ten-minute stretch and cool down after strength training.

#### **03.14.07. Physical Fitness Testing**

**03.14.07.01.** All CFD personnel will complete a physical fitness test as listed in paragraph 03.13.04 above. Exceptions due to extenuating circumstances must be approved by the chief. The physical fitness test will consist of pushups, sit-ups, vital sign measurements, and a 1.5-mile run/walk.

**03.14.07.02.** Individuals who are unavailable for testing at the time their crew tests will be scheduled to test as soon as possible.

**03.14.07.03.** The fitness proctor will assign a quick response team that will respond to emergencies during testing. That team's apparatus will be parked as close to the track as possible.

**03.14.07.04.** All CFD crews will begin the run/walk together at the Cabot High School track.

**03.14.07.05.** In case of inclement weather, the physical fitness test will be conducted on next scheduled duty day.

**03.14.07.06.** All three sections (walk/run, push-ups, and sit-ups,) will be completed on the same day.

**03.14.07.07.** Everyone will be allowed to do a warm up and cool down lap.

**03.14.07.08.** Push-ups and sit-ups will be completed before the walk/run.

**03.14.07.09.** Results from testing will be reviewed by Fitness Team leader, assistant chief, and chief.

**03.14.07.10.** In the event that a CFD member is absent for five or more consecutive shifts due to an extended illness/injury, he/she will be scheduled for a make-up test no sooner than 45 days from the date of release back to full duty.

**03.14.08. Annual Feat Testing**

**03.14.08.01.** All CFD personnel will complete an annual FEAT during the month of November. Exceptions due to extenuating circumstances must be approved by the chief. The FEAT consists of five stations: stair climb, maneuvering around obstacles, Keiser sled activity, 100-foot hose drag, and 100-foot victim movement.

**03.14.08.02.** Individuals who are unavailable for testing at the time their crew tests will be scheduled to test as soon as possible.

**03.14.08.03.** All personnel will perform FEAT test individually at their assigned time at the Cabot High School track.

**03.14.08.04.** The fitness proctor will assign a quick response team that will respond to emergencies during testing. That team's apparatus will be parked as close to the track as possible.

**03.14.08.05.** In case of inclement weather, the FEAT will be conducted on next scheduled duty day.

**03.14.08.06.** All five stations must be completed sequentially in 7:00 minutes or less.

**03.14.08.07.** All stations will be performed while wearing CFD firefighting helmet, firefighting gloves, and 50-pound weight vest. Exercise clothing is permitted.

**03.14.09. Physical Fitness Standards**

AGE	MINIMUM STANDARD		
	(Years)	PUSHUPS (No. in 1 min)	SITUPS (No. in 1 min)

21-29	22 or more	30 or more	15:00 or less
30-39	18 or more	26 or more	16:00 or less
40-44	14 or more	22 or more	17:00 or less
45-49	12 or more	18 or more	18:00 or less
50-54	9 or more	14 or more	19:00 or less
55-62	6 or more	10 or more	20:00 or less
62+	5 or more	8 or more	21:00 or less

\*\* Members choosing to walk will have 24:00 min to complete 1.5-mile walk.

\*\* Members who elect to walk ARE NOT allowed to run at any time during test.

### **03.14.10. Fitness Training Responsibilities**

**03.14.10.01.** All fire personnel are required to respond to emergency calls as appropriate during fitness training times, unless previously cleared through the station captain. Members are not to exceed their personal limitations which could prevent, or in any way hinder, their immediate response to an emergency.

**03.14.10.02.** The station captain is responsible for the daily oversight of fitness training. However, it should be noted that each individual is responsible for obeying safe practices and all rules of the workout area being used. Any injuries and/or accidents shall be reported to employee's immediate supervisor or as current City of Cabot policy dictates.

**03.14.10.03.** All CFD personnel shall participate in mandatory fitness assessment following medical clearance by the CFD physician. Once the fitness assessment is completed, the CFD Physical Fitness Team will provide feedback to each individual, the assistant chief, the chief, and when necessary to the CFD physician regarding the individual's current level of fitness.

**03.14.10.04.** A CFD member's ability to perform the duties of a firefighter WILL NOT be determined by the CFD Physical Fitness Team.

**03.14.11. Fitness Improvement Plan:** If a CFD member does not meet the minimum standard in any timed event (i.e. pushups, sit-ups, 1.5 mile run/walk or FEAT) during the quarterly tests, he/she will be placed into the following Fitness Improvement plan:

**03.14.11.01.** 1st Failure - Verbal warning.

**03.14.11.02.** 2nd Failure - Written reprimand, probation, and no extra shifts

**03.14.11.03.** 3rd Failure – 24-hour suspension without pay, continued probation, no extra shifts, and schedule changed to 12-hour weekday shift with documented daily workouts. A fitness test or FEAT (depending on which one was failed) will be administered every 30 days. With the exception of the quarterly tests, any failures during the 30-day tests will not constitute successive failures. The purpose of the 30-day tests is to provide a gauge for progress toward the goal of successful test completion.

**03.14.11.04.** 4th Failure - An evaluation for retention will be completed by the CFD member's immediate supervisor and the assistant chief. This evaluation will consist of a review of the CFD member's entire fitness record with consideration given to individual effort, progress, inputs from supervision and medical director, etc. Results of this evaluation will be presented to the chief who will then make a determination to retain the CFD member or make a recommendation to the mayor for termination from the fire department.

**03.14.11.05.** Unless deemed unfit for duty by the CFD physician or Fire Chief, CFD members will continue their normal duties during the period of probation.

**03.14.11.06.** Successful completion of any monthly or quarterly evaluation, at or better than the minimum standard, returns a CFD member to regular status and clears him/her from probation.

### **03.15. Rule #15 - Time-off Request**

**03.15.01.** Stations must be staffed as specified in our staffing guidelines. Within those guidelines, time-off requests submitted prior to January 15th will be approved based on longevity. After the 15th of January, time-off requests will be approved on a first-come, first-served basis. This procedure serves as a reward for long-term commitment to the city and department by allowing consideration for longevity in planning time off. It also ensures consistency and allows for planning on the part of our firefighters. Determination of longevity, for the purpose of this procedure, is consistent with the rules for vacation accrual rate. The only exception to time-off request priority is Christmas Eve and Christmas Day. If your shift is scheduled for Christmas Eve or Christmas Day, longevity becomes secondary to a rotation based on past years when you were granted time off on either of those holidays. The term "time off" applies to any time you were scheduled to work one of those holidays and were not present.

**03.15.02.** All leave will be requested by submitting a Time-off Request (TOR) through the Empower program.

**03.15.03.** TORs will be approved/declined by the employee's immediate supervisor. It is the requestor's responsibility to advise their immediate supervisor of any submissions of TORs ASAP to ensure a timely response. In the absence of their immediate supervisor firefighters will contact a company officer assigned to their shift, company officers will contact the chief for approval.

**03.15.04.** By the 15th day of each month, each full-time employee will submit TORs for projected absences for the following month. Department officers will approve or decline the TORs and ensure any approvals are included on the shift calendar.

**03.15.05.** Any request that was not projected by the 15th of the prior month (short notice leave) will be honored only in extenuating circumstances. Examples of Extenuating

circumstances include, but are not limited to, illness, family illness, unpredictable family issues, changes in scheduling for other activities, etc.

**03.15.06.** On the 16th day of each month the calendar of available shifts will be disseminated to all part-time employees via department e-mail. They will be allowed no more than five days to notify the scheduler of their availability to fill vacancies via department e-mail.

**03.15.07.** In the event vacancies cannot be filled to minimum staffing, the scheduler will disseminate the calendar of available shifts to all full-time employees. Full-time employees will be allowed no more than five days to notify the scheduler of their availability to fill vacancies.

**03.15.08.** The scheduler will sequence staffing vacancies in the following priority: part-time, full-time short pay period, full-time long pay period. Personnel will be prioritized to fill vacancies on a list based on the number of hours worked on a 3-month rolling count. The fewer the hours worked, the higher the priority on the list.

**03.15.09.** The scheduler will notify all part-time and full-time employees of extra shift assignments via department e-mail.

**03.15.10.** If a vacancy is still present and the shift is not at minimum staffing, a salaried fire officer will fill the vacancy.

**03.15.11. Swap-Time**

**03.15.11.01.** Purpose: Establish guideline for exchanging work time between CFD employees.

**03.15.11.02.** Scope: Applicable to all CFD personnel scheduled for 12- or 24-hour shifts.

**03.15.11.03.** Law Reference: "Employees may agree to substitute, during scheduled hours, for another employee. Employees may substitute for one another where the substitution is voluntarily undertaken and agreed to solely by the employees, and approved by the employer. The hours worked by the substituting employee shall be excluded from any overtime calculation in accordance with 29 U.S.C. Section 207(p) (3)." - Fair Labor Standards Act (FLSA).

**03.15.11.04.** Swap-time is permitted as a contract between individuals of equal rank and qualifications, because it is recognized by FLSA as providing no liability to the City or to the Fire Department and it incurs no impact on staffing levels.

**03.15.11.05.** Procedure: An employee requesting a swap shall submit a completed Swap-Time Agreement form, to include all required signatures to his/her immediate supervisor. That supervisor shall review the form, checking for equal rank, qualifications, and any potential conflicts. If finding no reason to reject the request, the requesting employee's immediate supervisor shall make the correct entry into the Shared Shift Calendar and file the signed form in the Company Officer's office.

**03.15.11.06. Accountability:** When an employee is scheduled to work for swap or repayment and the employee fails to appear for work on the scheduled date, the employee failing to appear under the agreement shall be considered for discipline.

**03.15.11.07. Prior Notification:** Employees requesting a swap shall submit the completed Swap-Time Agreement form to his/her supervisor 72 hours prior to the beginning of the swap period.

**03.15.11.08. Minimum Swap Time:** Any employee requesting a period of swap time shall request no less than 8 hours. Swap time of less than 8 hours does not require a swap form and can be approved by the company officers on duty. Ensure proper coordination when working back-to-back shifts so that proper coverage at each station is not compromised.

**03.16. Rule #16 - Routine Purchases:** In order to ensure budget compliance, all purchases must be preapproved by the Mayor or his/her designee. All requests for Purchase Orders will be submitted through the City's Purchase Order software. The CFD "PO Request" spreadsheet must be completed. The purchase order number generated from the purchase order software must be entered in the "PO Request" spreadsheet and written on the receipt at the time of purchase. The completed receipt must be turned in to City Hall.

**03.17. Rule #17 - Personnel Evaluations:** One of the key elements of self-improvement is performance feedback. There is probably no greater supervisory responsibility than ensuring his/her subordinates reach their maximum potential. Performance evaluations provide the feedback necessary for individuals to improve their performance. All Performance Evaluations will be conducted as outlined in The City Employee Handbook.

#### **04. SECTION IV – STANDARD OPERATING PROCEDURES**

CFD standard operating procedures are those procedures the CFD will use in preparing for and responding to incidents and use for operations while on scene. This section identifies possible responses and details initial courses of action for CFD members. It is not designed to replace sound judgment based on facts and experiences. References include, but are not limited to: National Fire Protection Association (NFPA) Standards, Occupational Safety and Health Administration (OSHA) regulations, and other portions of this handbook. This handbook is one of our primary sources of training material. It cannot, nor is it intended to, provide a solution to every situation that may arise in this organization. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the obligations and duties of the members of the CFD.

These SOPs will evolve as the needs and requirements of the CFD change. The “Request for Change to CFD SOP” on the following page is intended to assist in collecting and tracking these changes. Any CFD personnel may submit a request for changes to our standard operating procedures. Fill out the form and forward the completed copy to the Chief of the Department. The Chief and/or SOP Team will evaluate the recommendation(s) and reply.

**CABOT FIRE DEPARTMENT**

**Request for Change to CFD SOP**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To: Chief of the Department

From: \_\_\_\_\_

Subject: \_\_\_\_\_

Reason for this request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Improvements expected by making this change (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References that you used in developing this change (laws, policy, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **04.01. SOP #01 General Procedures**

**04.01.01.** For purposes of these SOP's, all nouns and pronouns of one gender shall include both genders.

**04.01.02.** All CFD members are expected to adhere to these SOPs to the maximum extent possible. Situations may arise, however, that require slight variations from these SOPs. The IC is authorized to carry out these deviations and is accountable to the chief for justifying that decision.

**04.01.03.** The fire department chain of command shall be that which is designated previously in this handbook. Personnel shall obey the orders and instructions in accordance with ICS and the CFD chain of command.

**04.01.04.** In the event of a bomb threat, the department shall not assist in the search for any explosive devices related to a bomb threat, but shall assist in the evacuation of the area or structure if requested.

**04.01.05.** The evacuation signal to evacuate any structure will be through communication over the radio and three long blasts over an apparatus air horn. Once the signal is given all personnel will immediately evacuate the structure, begin PAR procedures, and continue outside activities unless otherwise tasked.

**04.01.06.** Personnel shall follow the radio procedures of the Cabot Fire and Police Dispatch system. All radio communications will utilize plain text. With the exception of "10-4", TEN Codes will NOT be used. Radio traffic during an emergency incident will be limited to essential communications.

**04.01.07.** CFD vehicles will not be used for other than their intended purpose, except by specific approval of the chief.

**04.01.08.** All fire apparatus will be issued unit numbers and will be referred to as such during radio communications.

**04.01.09.** During radio communications, company officers will be referred to by their assignment. (e.g. Captain 1, Captain 3, Captain 4, Ventilation)

**04.01.10.** Personnel contacted by the media or any other non CFD member for information concerning any CFD incident or activity shall refer that person to the Chief, incident commander (IC), or Public Information Officer (PIO). Personnel shall not discuss CFD incident-related activities outside the chain of command.

**04.01.11.** Apparatus will be inventoried and function checks performed in a timely manner at the beginning of each shift. Radio checks will be initiated and conducted by one of the Captains in a uniform and organized manner at or about 0800 each morning.

**04.01.12.** Equipment used on all calls will be cleaned after each use and apparatus will be made clean for the oncoming shift. Exception: During freezing or inclement weather every attempt should be made to leave apparatus as clean as possible.

**04.01.13.** All stations will be secured to the maximum extent possible when unoccupied.

**04.01.14.** Every effort will be made to conserve energy at all stations. Electrical appliances need to be off when not in use; e.g., lights, fans, televisions. Thermostats will be no lower than 72 for air conditioning and no higher than 70 for heating. Bay heaters will be turned off when bay doors are left open for extended periods of time.

**04.01.15.** When a human death is discovered at any fire scene, the IC will be notified immediately. The IC will immediately notify the Fire Chief of the jurisdiction where the body is discovered. When possible, a paramedic will assess the patient. If obvious death is determined, the IC will request the coroner respond to the scene. The IC will request that the coroner send the body to the Arkansas State Crime Lab. Every effort should be made to ensure that the body is not unduly moved, contaminated, further traumatized, or exposed to the general public. The incident commander will also notify the appropriate law enforcement agency. It will not be the responsibility of any CFD member to decide if the death occurred prior to or as a result of the fire.

**04.01.16.** In any firefighter line-of-duty death (LODD), the coroner will be notified and a request will be made to have the body sent to the Arkansas State Crime Lab. When possible, a paramedic will assess the patient. **NO RADIO TRAFFIC WILL BE CONDUCTED IN REFERENCE TO THE DEATH.**

**04.01.16.01.** In the case of any LODD, notifications will be made to the Fire Chief, mayor, and department chaplain. This should be done as soon as the situation allows.

**04.01.16.02.** In the case of any LODD, the firefighters LODD packet should be retrieved from his personnel file, as soon as the situation allows to ensure that the appropriate steps for his/her care are taken.

**04.01.16.03.** In the case of a firefighter's LODD, the next of kin will be notified via a personal visit from the Chief and/or Company Officer and the Department Chaplain and/or local minister.

**04.01.17.** CFD personnel are responsible for the care and maintenance of issued PPE, within the realm of their training and ability. Each firefighter is accountable for his/her issued PPE. Firefighters are required to pay up to 100 percent of the cost to repair or replace issued items that are lost or damaged as a result of carelessness or improper use on their part.

**04.01.18.** Equipment will be used off of the first two arriving engines at a scene unless otherwise directed by the IC.

**04.01.19.** All incident reports will be completed before the end of the shift on which the incident occurred. Exceptions: a report or parts of a report cannot be completed because of

technical difficulties, inability to obtain pertinent information, ongoing investigations, or time constraints as approved by the shift commander. In these situations every attempt should be made to complete as much of the report as possible before the shift ends.

## **04.02. SOP #02 Apparatus Response**

**04.02.01. Purpose:** To provide for the safe, orderly, and appropriate response of fire department apparatus to the scene of emergency incidents.

**04.02.02.** Only qualified personnel shall operate any apparatus. Personnel involved in driver training may operate apparatus with the approval of an officer.

**04.02.03.** Operators shall maintain control of their apparatus at all times. Drivers will obey all Arkansas traffic laws and regulations during non-emergency operations. During emergency responses, drivers will maintain their apparatus at safe speeds not to exceed 5 miles per hour over the posted speed limit. Additionally, drivers will bring their apparatus to a full stop at all stop signs and red traffic lights, ensuring all other traffic is honoring the request for emergency vehicles to proceed through intersections.

**04.02.04.** Every attempt should be made to avoid backing fire department apparatus. If it is necessary to back an apparatus, it will be done with extreme caution using a spotter equipped with an operable portable radio. The spotter will place him/herself at the rear of the vehicle maintaining eye contact with the driver via rear-view mirrors. The spotter will not be on the vehicle while it is moving.

**04.02.05.** If responding to a dispatched emergency, a firefighter responding in a fire engine or fire truck as the sole firefighter on board will inform dispatch and IC that he/she is responding as a "limited crew."

**04.02.06.** All personnel shall be seated on the apparatus at all times and shall wear available seat belts. No person shall ride on the outside or rear step of any apparatus.

**04.02.07.** In the event of an accident involving apparatus, follow the procedures outlined in the CFD Policies and Procedures. The apparatus and personnel shall discontinue their response to the incident, and shall notify dispatch that the apparatus has been involved in an accident and will not be responding.

**04.02.08.** The first arriving engine at reported fires will proceed to the incident. The second arriving engine will be responsible for securing water supply, if not already done, from the closest fire hydrant to the scene and then report to Staging. Subsequent arriving apparatus will be tasked by the IC. All manpower shall report to Staging (initially located at the rear of the first arriving engine) with appropriate tools and equipment, ready to deploy, unless otherwise directed. Appropriate tools and equipment will include PPE.

**04.02.09.** It is the ultimate responsibility of the Engineers to determine the correct location and best route of travel before responding to an incident. Once en route, the senior officer of

the apparatus shares a responsibility to direct the apparatus to the correct location and to position the apparatus according to fire department guidelines. The Engineers retains the responsibility to operate the apparatus safely and according to CFD guidelines. The radio operator shall request confirmation of exact location if there is any question or confusion.

**04.02.10.** CFD personnel will initiate an automatic response, with appropriate units and equipment, to all emergency and dispatched calls within the city limits of Cabot. The only exception to this rule will be that we will not respond to non-emergency medical calls to medical facilities unless requested by dispatch or on-scene emergency personnel.

**04.02.11.** Responding units cannot be cancelled en route except by on-scene fire or EMS personnel. When cancelled en route to a fire alarm, the appropriate engine will continue their response in a non-emergency mode to obtain the nature of the alarm and report information.

**04.02.12. Response Districts**

**04.02.12.01.** Response districts will be designated on maps located at each fire station.

**04.02.12.02.** In the event Station 3 or Station 4 responds into District 1 for non-structure fire incidents, the railroad tracks will be the boundary. E-3 will respond to incidents with addresses west of the tracks. Station 4 will respond to incidents with addresses east of the tracks.

**04.02.12.03.** Station 1 will respond with Station 3 up to but not including Douglas Rd.

**04.02.12.04.** Station 4 will respond with Station 3 to the portion of three's district in the area of Exit 16, Hwy 5, AJ Patton, Gateway, etc.

**04.02.12.05.** Station 2 will respond with Station 3 in the remainder of their district up to and including Douglas Rd and any area accessed via Douglas Rd.

**04.02.12.06.** These guidelines apply to two engine responses into Station 3's district and single engine responses when Station 3 is out of service (on a previous call, etc.)

**04.02.13.** Standard response to any single- or two-family residential structure fires within the city limits will consist of a minimum of four companies, shift commander, chief officer, and all available off duty personnel.

**04.02.14.** Standard response to any commercial or multi-family structure fire within the city limits will consist of a minimum of four companies, shift commander, chief officer, and all available off duty personnel.

**04.02.15.** Standard response to all MVCs, natural gas leaks, and vehicle fires within the city limits will consist of two engines and a Battalion Chief.

**04.02.16.** Standard response to all grass fires within the city limits will consist of two engines, Battalion Chief and the brush truck responsible for that response district. Brush 2 will cover district 2 and district 3. Brush 4 will cover district 4 and district 1.

**04.02.17.** Standard response for all other calls within the city limits will be one engine.

**04.02.18.** Additional resources can be dispatched as needed.

**04.02.19.** All CFD personnel, when operating on or near vehicle traffic ways, will utilize high visibility safety vests.

**04.02.20.** All responding units will utilize audible and visual warning devices (emergency mode) when responding to emergency incidents. The exceptions to this procedure are listed below.

**04.02.21. Natural Gas Leak**

**04.02.21.01.** First-Due Engine – Emergency mode.

**04.02.21.02.** Second-Due – Non-emergency mode.

**04.02.22. Commercial/Residential Fire Alarm Called In By Alarm Monitoring Company.**

**04.02.22.01.** First-Due Engine – Emergency mode.

**04.02.22.02.** Second-Due Engine – Non-emergency mode.

**04.02.22.03.** Third-Due Engine – Non-emergency mode.

**04.02.22.04.** Fourth-Due – When Requested by IC.

**04.02.23. Grass/Brush Fire**

**04.02.23.01.** First-Due engine – Emergency mode.

**04.02.23.02.** Second-Due engine – Non-emergency mode.

**04.02.23.03.** Brush 1 or Brush 2 – Emergency mode in their respective response districts

**04.02.24. Motor Vehicle Collision**

**04.02.24.01.** First-Due Engine – Emergency mode.

**04.02.24.02.** Second-Due – Non-Emergency mode

**04.02.25. Vehicle Fire**

**04.02.25.01.** First-Due Engine – Emergency mode.

**04.02.25.02.** Second-Due – Non-Emergency mode.

**04.02.26.** Medical Evaluation – Non Emergency

### **04.03. SOP #3 Personnel Response**

**04.03.01.** Purpose: To provide for the safe, orderly, and appropriate response of fire department personnel to the scene of emergency incidents.

**04.03.02.** Available off-duty firefighters will respond to all dispatched structure fires, wild land fires, or 2nd alarms.

**04.03.03.** Off-duty personnel responding to reported fires will respond to the closest fire station to obtain an apparatus and continue their response unless directed otherwise by the IC. The priority for responding apparatus for off-duty personnel will be R-1, reserve engine. A brush truck will be the priority for reported wild land fires.

**04.03.04.** Firefighters driving to fires in department apparatus should respond in a minimum of turnout pants and boots. All other personnel responding in department apparatus, response time permitting will be in full PPE upon arrival. The officer and the driver of the first-in engine may proceed without donning the face mask. The engine officer must still have his/her air pack on and face mask in their possession as they dismount the engine. The firefighters in the back seat, however, will be fully turned out, including SCBA, when they arrive at the scene. All other engine crews with the exception of the drivers are to respond in full turnout gear and SCBA.

**04.03.05.** When responding to an emergency, all POV's shall be operated in compliance with the Arkansas Motor Vehicle Laws.

**04.03.06.** No response should be made to an EMS call by off-duty personnel unless it is witnessed or they are within the immediate vicinity.

**04.03.07.** When responding directly to an emergency scene via POV, do not block the road way or block any emergency vehicle. POV's will be parked at least 200 feet from the emergency scene.

**04.03.08.** Once on scene, report immediately to staging area in complete PPE ready to deploy.

### **04.04. SOP #4 Respiratory Protection**

**04.04.01.** Purpose: This respiratory protection program is designed to provide a standard operating policy for the Cabot Fire Department. This policy is designed to insure that all firefighters engaged in the emergency operations will be provided personal protection

equipment to eliminate respiratory hazards. These hazards include, but are not limited to, by-products of combustion such as smoke, heat, toxic gasses, and oxygen-deficient environments, which present a working environment that is Immediately Dangerous to Life and Health (IDLH). This policy establishes when respiratory protection shall be used and shall meet the intent of the Arkansas Department of Labor, OSHA 1910 Subpart I-Personal Protective Equipment, NFPA 1404 and amendments. The use of Self Contained Breathing Apparatus (SCBA) shall be worn in all IDLH atmospheres. Engineering controls, such as ventilation, may be used when the Incident Commander (IC) is able to determine, by metering, that no respiratory hazard exists. Metering must be specific and the IC must be certain that no respiratory hazard exists before respiratory protection can be removed. Ventilation during structural firefighting shall NOT be considered as a substitute for the use of respiratory protection.

#### **04.04.02. Scope & Application**

**04.04.02.01.** This program shall apply to all employees who may be or are required to wear respiratory protection during firefighting or other emergency operations where an IDLH or other respiratory hazard exists.

#### **04.04.03. Responsibilities**

##### **04.04.03.01. Fire Chief**

**04.04.03.01.01.** The Fire Chief shall have the overall responsibility of the administration of the Respiratory Protection Program including:

**04.04.03.01.01.01.** Development of the Respiratory Protection Program

**04.04.03.01.01.02.** Development of policies, rules and regulations.

**04.04.03.01.01.03.** Developing and implementing a budget to administer the Respiratory Protection Program.

**04.04.03.01.01.04.** Appointment of the Respirator Program Administrator.

**04.04.03.01.01.05.** Determining those individuals required to participate in the program.

**04.04.03.01.01.06.** Assist the program administrator in the Respiratory Protection Program.

##### **04.04.03.02. Program Administrator**

**04.04.03.02.01.** The program administrator is responsible for administering and overseeing the Respiratory Protection Program. The program administrator may delegate certain responsibilities and duties to other company officers. Duties of the program administrator shall include:

- 04.04.03.02.01.01.** Identify work areas or operations that require individuals to wear respirators.
- 04.04.03.02.01.02.** Select the respiratory protection options.
- 04.04.03.02.01.03.** Develop and implement the respiratory protection program.
- 04.04.03.02.01.04.** Ensure that all individuals expected to use respirators are given a medical evaluation.
- 04.04.03.02.01.05.** Provide a copy of the program and Job Task Analysis to the PLHCP.
- 04.04.03.02.01.06.** Ensure that physical exams are conducted if required by the PLHCP.
- 04.04.03.02.01.07.** Implement a fit testing schedule for all individuals expected to wear a respirator.
- 04.04.03.02.01.08.** Institute a respirator training and retraining program.
- 04.04.03.02.01.09.** Ensure proper storage and maintenance of respirators.
- 04.04.03.02.01.10.** Develop and maintain all respirator training and respirator records.
- 04.04.03.02.01.11.** Evaluate and update the program as needed.
- 04.04.03.02.01.12.** Shall ensure that the compressed air maintains Grade D quality, or OSHA 1910.134 requirements, and that the air compressor is serviced and tested at least annually.
- 04.04.03.03.** Company Officers
- 04.04.03.03.01.** Company Officers are responsible for ensuring that the Respiratory Protection Program is implemented. In addition to being knowledgeable about the program requirements for their own protection, Company Officers shall ensure that the program is understood and followed by all individuals under their charge. Duties of Company Officers include:
- 04.04.03.03.01.01.** Ensure that individuals under their supervision have received appropriate training, fit testing and medical evaluations according to the established schedule.
- 04.04.03.03.01.02.** Ensuring the availability of SCBA for all personnel working in and IDLH atmosphere.
- 04.04.03.03.01.03.** Enforcing the proper use of SCBA when necessary.

**04.04.03.03.01.04.** Ensuring that SCBAs are properly cleaned, maintained and stored according to the Respiratory Protection Program.

**04.04.03.03.01.05.** Continually monitoring work areas and operations to identify respiratory hazards.

**04.04.03.03.01.06.** Report to the Program Administrator or Deputy Administrator of any individual having difficulty wearing or when using SCBA.

**04.04.03.03.01.07.** Ensure that all Personnel operating in IDLH incidents follow the Department SOP.

**04.04.03.04.** Employees

**04.04.03.04.01.** Shall wear his/her SCBA when and where required and in the manner in which they were trained.

**04.04.03.04.02.** Shall make sure that SCBAs are properly cleaned, maintained and stored.

**04.04.03.04.03.** Shall inform the Company Officer if the SCBA face piece no longer fits well and requests to be refitted with the proper fitting face piece.

**04.04.03.04.04.** Inform the Company Officer should you have difficulty when wearing or using an SCBA.

**04.04.03.04.05.** Inform the Company Officer or Program Administrator of any respiratory hazards that you feel are not adequately addressed in the workplace and any other concerns that you have regarding the program.

**04.04.04. PROGRAM ELEMENTS**

**04.04.04.01.** Selection of Respirator Procedures

**04.04.04.01.01.** The Cabot Fire Department currently uses Scott brand SCBAs, and Adapter Assembly Twin Cartridge filter respirators. The Scott 2.2, and filter respirators are certified by NIOSH and shall be used in accordance with the certification. Personnel shall be fit tested annually. Should the individual require a different mask than the standard, the Department shall issue the proper fitting mask to the individual.

**04.04.05.** Hazard Evaluation Where SCBA Will Be Required

**04.04.05.01.** Structural Firefighting

**04.04.05.01.01.** Due to the unknown respiratory hazards posed by structural firefighting, all members of the Cabot Fire Department engaged in interior structural firefighting shall use SCBAs. The SCBA shall remain in use until overhaul is complete and the fire is determined to be out by the Incident Commander, or the respiratory hazard had been eliminated and deemed safe by the use of meters.

**04.04.05.01.02.** Firefighters who are performing exterior operations at a structural fire may be required to use SCBA, depending on the operation and the potential respiratory hazard as determined by the Incident Commander, Safety Officer or Company Officer.

#### **04.04.05.02. Vehicle Fires**

**04.04.05.02.01.** Vehicle fires are known to produce toxic gasses that may be IDLH. Firefighters who are engaged in vehicle firefighting operations shall use SCBA while performing this operation.

#### **04.04.05.03. Dumpster Fires or Trash Container Fires**

**04.04.05.03.01.** These fires (if not classified as a structure fire) when involved in a fire, shall require firefighters to wear SCBA while performing these operations.

#### **04.04.05.04. Hazardous Materials Incidents**

**04.04.05.04.01.** Firefighters who respond to or operate at a hazardous materials incident may be exposed to a variety of known and unknown respiratory hazards. SCBA shall be worn by all personnel operating in the Hot Zone, Warm Zone, and Decontamination Zone as determined by the Incident Commander.

#### **04.04.05.05. Special Rescue Situations**

**04.04.05.05.01.** Special situations may include below grade, confined space, and other areas where the Incident Commander cannot ensure the quality of the atmosphere. In these cases, personnel shall be required to wear SCBA. Engineering controls such as ventilation may be used with constant monitoring and may ensure with certainty the quality of the atmosphere in the rescue environment.

#### **04.04.05.06. Other Respiratory Hazards**

**04.04.05.06.01.** Nothing in this policy is intended to restrict the Incident Commander, Safety Officer, or Company Officer from requiring personnel to use SCBA when he/she suspects a potential respiratory hazard. Officers are encouraged to adequately size up the situation and consider the safety of personnel when making decisions regarding SCBA. When in doubt, order SCBA on.

#### **04.04.06. Medical Examination**

**04.04.06.01.** All new hires shall be required to complete a Medical Evaluation form, Appendix C of 29 CFR 1910.134. New hires must receive a PLHCP certification that they are able to wear an SCBA. Any new hire refusing a Medical Evaluation will be terminated.

**04.04.07. Medical Evaluation**

**04.04.07.01.** Personnel who may be subject to or required to wear SCBA must pass a medical evaluation before being permitted to wear SCBA in training or on the job. Personnel are not permitted to wear SCBA until a PLHCP has determined that they are medically able to do so. Any personnel refusing a medical evaluation will not be allowed to work in an area requiring SCBA.

**04.04.07.02.** A PLHCP from North Cabot Family Medical Clinic will provide the medical evaluation. Medical evaluation procedures are all follows:

**04.04.07.02.01.** The medical evaluation will be conducted using a questionnaire provided in Appendix C of the respiratory protection standard.

**04.04.07.02.02.** All affected employees will be given a copy of the medical questionnaire to fill out and give to the Department PLHCP.

**04.04.07.02.03.** Follow-up medical evaluations will be provided to employees as required by this standard, or as required by the PLHCP.

**04.04.07.02.04.** All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.

**04.04.07.02.05.** After an employee has received clearance and begun to wear SCBA, additional medical evaluations will be provided under the following circumstances:

**04.04.07.02.05.01.** Annually after age 40.

**04.04.07.02.05.02.** Every two years between the ages of 35 & 39.

**04.04.07.02.05.03.** Every five years up to age 34.

**04.04.07.02.06.** Or:

**04.04.07.02.06.01.** The employee reports signs and/or symptoms related to their ability to use an SCBA, such as shortness of breath, dizziness, chest pains, or wheezing.

**04.04.07.02.06.02.** The PLHCP or supervisor informs the Program Administrator that the employee needs to be reevaluated.

**04.04.07.02.06.03.** Information from the program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.

**04.04.07.02.06.04.** A change occurs in the workplace that may result in an increased physiological burden on the employee.

**04.04.07.03.** All examinations, evaluations and questionnaires are to remain confidential between the employee and the PLHCP.

**04.04.08.** Fit Testing

**04.04.08.01.** Fit testing is required for all employees wearing SCBA.

**04.04.08.02.** Fit testing will be conducted in accordance with the following schedule:

**04.04.08.03.** Prior to being allowed to wear SCBA.

**04.04.08.04.** Annually

**04.04.08.05.** When there are changes in the employee's physical condition that could affect respiratory fit (obvious changes in body weight, facial scarring, etc.).

**04.04.09.** Employees will be fit tested with the make, model, and size SCBA that they will actually use.

**04.04.10.** The Program Administrator or assignee will conduct fit tests following the QLFT protocol found in Appendix A of 29 CFR 1910.134 of the OSHA Respiratory Protection Standard

**04.04.11.** General Procedures

**04.04.11.01.** Employees will use their SCBAs under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the SCBA shall not be used in a manner for which it was not certified by NIOSH or by its manufacturer.

**04.04.11.02.** All employees shall conduct "User Seal Checks" each time they wear their SCBAs or respirators. Employees shall use either positive or negative pressure check (depending on which test works best for them) as specified in Appendix B-1 of the Respiratory Protection Standard.

**04.04.11.03.** Employees who detect operational problems with, or experience failure of, the SCBA shall immediately notify their supervisor, sound their PASS Alarm, and leave the hazardous environment with their partner.

**04.04.11.04.** Employees are not permitted to wear any jewelry, ear protection, eyeglasses, or protective hoods in a manner that may interfere with the face to face piece seal. Facial hair or any other hairstyle may not interfere with the face to face piece seal.

#### **04.04.12. Air Quality**

**04.04.12.01.** The Program Administrator shall ensure that the compressed air maintains Grade D quality, or OSHA 1910.134 requirements, and that the air compressor is serviced and tested at least annually.

#### **04.04.13. Cleaning**

**04.04.13.01.** SCBA are to be cleaned and disinfected after each use. The cleaning policy to be as follows:

**04.04.13.01.01.** Disassemble SCBA, removing cylinder, mask and PASS device.

**04.04.13.01.02.** Wash the face piece and associated parts in mild detergent with warm water.

**04.04.13.01.03.** Disinfect the face piece with a diluted bleach solution.

**04.04.13.01.04.** Rinse completely in clean warm water.

**04.04.13.01.05.** Air-dry in a clean area.

**04.04.13.01.06.** Reassemble the SCBA, test the function, and replace any defective parts, test function.

**04.04.13.01.07.** Place back on apparatus, masks are to be stored in a protective bag, or within an enclosed cab.

**04.04.13.02.** Field cleaning of SCBA is to be done using 70% Isopropyl Alcohol wipes. There will be no sharing of SCBA masks in the field without proper field cleaning.

**04.04.13.03.** The Program Administrator will ensure an adequate supply of cleaning and disinfecting material at the fire station, as well as field cleaning material. If supplies are low, employees should notify their supervisor who will, in turn, notify the Program Administrator.

#### **04.04.14. Maintenance**

**04.04.14.01.** SCBA are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employees. 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 be made beyond those recommended by the manufacturer, except by those trained by the manufacturer to do such repairs. Repairs beyond the scope of our trained personnel will be conducted by the manufacturer or their designee.

**04.04.14.02.** The following items are to be checked after each use and weekly. The findings of these checks are to be properly recorded in the SCBA Maintenance Log:

- 04.04.14.02.01. Face piece**
  - 04.04.14.02.01.01. Cracks, tears, or holes**
  - 04.04.14.02.01.02. Face piece distortion**
  - 04.04.14.02.01.03. Cracked, loose, or damaged lens**
- 04.04.14.02.02. Head straps**
  - 04.04.14.02.02.01. Breaks or tears**
  - 04.04.14.02.02.02. Broken buckles**
- 04.04.14.02.03. Valves**
  - 04.04.14.02.03.01. Residue or dirt**
  - 04.04.14.02.03.02. Damage to valve or valve material**
  - 04.04.14.02.03.03. Gauges, regulators & Air Lines**
  - 04.04.14.02.03.04. Damage to or inaccuracy**
  - 04.04.14.02.03.05. Leak**
- 04.04.14.02.04. PASS Alarm**
  - 04.04.14.02.04.01. Operation**
  - 04.04.14.02.04.02. Battery condition**
- 04.04.14.02.05. Body Harness**
  - 04.04.14.02.05.01. Tears, rips, fraying or otherwise damaged straps**
  - 04.04.14.02.05.02. Broken buckles**
- 04.04.14.02.06. Cylinder**
  - 04.04.14.02.06.01. Air supply full**
  - 04.04.14.02.06.02. Hydrostatic test date**
  - 04.04.14.02.06.03. General cylinder condition**

**04.04.15.** SCBA that are defective or that have defective parts shall be taken out of service immediately. If during an inspection or during use, an employee discovers an SCBA with a defect he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective SCBA to the Program Administrator. The Program Administrator will decide whether to:

**04.04.15.01.** Temporarily take the SCBA out of service until it can be repaired

**04.04.15.02.** Perform a simple repair on the sport.

**04.04.15.03.** Dispose of the SCBA or part due to irreparable condition.

**04.04.15.04.** When a respirator is taken out of service, it will be appropriately RED tagged indicating the problem, date, and by whom it was taken out of service. Store the SCBA until it can be repaired or sent out for service.

**04.04.16.** Storage

**04.04.16.01.** Storage of SCBA shall be in their designated place on the apparatus. Masks shall be stored in protective bags, or enclosed apparatus cabs to prevent exposure to road dirt or other contaminants.

**04.04.17.** Training

**04.04.17.01.** Annually, each employee shall attend and successfully complete SCBA training that is based on current NFPA Standards. Training will be both knowledge and hands-on based. Training will include:

**04.04.17.01.01.** The need for respirator use, and how improper fit, usage, or maintenance can compromise the protective effectiveness of the SCBA.

**04.04.17.01.02.** Limitations and capabilities of SCBA

**04.04.17.01.03.** How to effectively use SCBA

**04.04.17.01.04.** How to inspect, don, doff, use, and perform proper seal checks.

**04.04.17.01.05.** Procedures for maintenance field cleaning and storage.

**04.04.17.01.06.** How to recognize medical symptoms that may compromise the safety of the wearer.

## **04.05. SOPs #05 Incident Command**

**04.05.01. Purpose:** To provide a systematic approach for establishing a chain of command and division of responsibilities at any given incident.

**04.05.02.** CFD personnel will implement the Incident Command System (ICS) for all emergency incidents to which CFD personnel respond.

**04.05.03.** The IC is ultimately responsible for all aspects of the emergency incident and will scope the command structure based on the size and complexity of the incident.

**04.05.04.** The senior person assigned to the first arriving apparatus shall establish command and become the IC. He/she shall remain in command until he/she either transfers or terminates command.

**04.05.05.** Upon establishing command, the IC shall transmit a brief report over the radio. The report shall include: description of the situation, his/her intended actions, and any obvious safety concerns (e.g., “Engine-1 on scene, establishing Panther Command. We have smoke showing at the BC corner window of a single family residence. We are preparing for a fast interior attack. Arriving companies beware of low-hanging electric line on the C-side”).

**04.05.06.** ICs shall report one of the three command modes.

**04.05.06.01.** Investigation Mode: These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally the IC should go to check while utilizing a portable radio to command the incident.

**04.05.06.02.** Fast Attack Mode: The IC may determine that the incident necessitates him/her both commanding and providing physical work.

**04.05.06.03.** Command Mode: Due to size and/or complexity, the incident requires the IC be dedicated to command.

**04.05.07.** At the discretion of the IC, a command post may be established in a vehicle or area with lighting, communications, and some limited isolation from noise and distractions.

**04.05.08.** The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Command" in this procedure refers jointly to both the person and the function.

**04.05.09.** The transfer of command will be regulated by the following procedures:

**04.05.09.01.** The Incident Commander assuming Command will communicate with the person being relieved by radio or preferably face-to-face on arrival.

**04.05.09.02.** The person being relieved will brief the Incident Commander assuming Command indicating the following:

**04.05.09.02.01.** General situation status

**04.05.09.02.02.** Fire location, extent, conditions

**04.05.09.02.03.** Effectiveness of control efforts

**04.05.09.02.04.** Safety considerations including name of safety officer

**04.05.09.02.05.** Deployment and assignments of operating resources.

**04.05.09.02.06.** Appraisal of needs for additional resources at that time.

**04.05.09.03.** The arrival of a ranking officer on the fire ground does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed.

**04.05.09.04.** The person relieved of Command will be tasked to best advantage by the officer assuming Command.

**04.05.09.05.** In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that person to continue as Incident Commander. In these cases, the arriving ranking Incident Commander may assume a supportive role in the overall command functions.

**04.05.10.** For multi-jurisdictional, multi-agency incidents NIMS will be implemented.

#### **04.06. SOP #6 Fire Alarm Sprinkled Structures**

**04.06.01.** Purpose: To establish efficiency in responses and procedure to fire alarms at commercial structures that are sprinkled.

**04.06.02.** First-Due Engine is to:

**04.06.02.01.** Position for initial fire attack

**04.06.02.02.** Establish command

**04.06.02.03.** Determine fire condition

**04.06.02.04.** Determine and initiate initial actions

**04.06.02.05.** Determine if any additional resources will be needed

**04.06.03.** Second-Due Engine is responsible for staging at the sprinkler system. If smoke is showing or when ordered by the IC, the engine will supply the system.

**04.06.03.01.** The engine crew must establish its own supply (5-inch supply hose from hydrant).

**04.06.03.02.** A minimum of two 3” hoses from engine to fire department connection.

**04.06.03.03.** The sprinkler system will be charged to 150 psi.

**04.06.04.** Third-Due Engine is responsible for water supply to fire attack apparatus.

**04.06.05.** Fourth-Due Engine staged at IC’s discretion.

#### **04.07. SOP #7 Structure Fires**

**04.07.01.** Purpose: To establish efficiency in responses and procedures to structure fires residential and commercial.

#### **04.07.02. Residential Fires**

**04.07.02.01.** Response to a reported fire in a one- or two-family residential dwelling inside the City of Cabot for a reported fire will consist of, but not be limited to, 3 pumpers and a chief officer when possible. One ALS ambulance will be on standby at the incident location.

**04.07.02.02.** The first arriving engine company can consider providing their own water supply if the on-scene situation warrants it or the next available engine experiences an excessive delay. The Engineers for the engine will engage the pump and assist in deploying 2 – 1 ¾ attack lines, positive pressure ventilation fan and any other equipment deemed necessary by the IC. All personnel will don all protective equipment to include SCBA. The officer of the engine will have the thermal imager with him/her when entering the structure.

**04.07.02.03.** The second arriving engine will secure a water supply, if not already done, utilizing the nearest hydrant to the scene or one designated by the IC. The plug man will flush the hydrant prior to attaching the supply hose to the hydrant. He will attach the hose and wait for the command to charge the hydrant. The Engineers will attach the supply hose to the attack engine and advise the plug man to charge the line by using the radio or siren of the engine. The crew will be in full protective equipment to include SCBA’s. They will report to Staging.

**04.07.02.04.** The third and fourth arriving engine crew will report to staging in full protective equipment to include SCBA and await assignments from the IC.

**04.07.02.05.** All additional units will report to staging and await assignments from the IC. At no time will anyone leave the staging area without the approval of the staging officer or the IC.

**04.07.02.06.** All off-duty personnel will report to staging in full PPE to include SCBA ready to deploy.

**04.07.02.07.** Once on scene of a structure fire, all personnel must remain on scene until released by the IC. The IC is the only person that can terminate the incident once all objectives have been met.

**04.07.02.08.** It will be the priority to return apparatus to service (hose loaded, water tank and air packs filled, equipment cleaned and returned, etc) once released from any scene.

**04.07.03. Commercial/ Multi Family Residence Fires (Non-Sprinkled)**

**04.07.03.01.** Response to a commercial structure fire inside the City of Cabot will consist of, 3 pumpers, including 1 Truck Company and a chief officer when possible. One ALS ambulance will be on standby at the incident location.

**04.07.03.02.** The first arriving engine company can consider providing their own water supply if the on-scene situation warrants it or the next available engine experiences an excessive delay. The Engineers for the engine will engage the pump and assist in deploying, at a minimum of 2 – 1 ¾ attack lines, positive pressure ventilation fan and any other equipment deemed needed by the IC. All personnel will don all protective equipment to include SCBA. The officer of the engine will have the thermal imager with him/her when entering the structure.

**04.07.03.03.** The second arriving engine will secure a water supply, if not already done, utilizing the nearest hydrant to the scene or one designated by the IC. The plug man will flush the hydrant prior to attaching the supply hose to the hydrant. He will attach the hose and wait for the command to charge the hydrant. The Engineers will attach the supply hose to the attack engine and advise the plug man to charge the line by using the radio or siren of the engine. The crew will be report to staging in full PPE, to include SCBA, ready to deploy.

**04.07.03.04.** The third arriving engine crew will report to staging in full protective equipment to include SCBA's and await assignments from the IC.

**04.07.03.05.** The truck company will position the apparatus as directed by the IC. The crew will report to staging in full PPE, to include SCBA, ready to deploy.

**04.07.03.06.** All additional units will report to staging and await assignments from the IC. At no time will anyone leave the staging area without the approval of the staging officer or the IC.

**04.07.03.07.** All off-duty personnel will report to staging in full PPE, to include SCBA, ready to deploy.

**04.07.03.08.** Once on scene of a structure fire, all personnel must remain on scene until released by the IC. The IC is the only person that can terminate the incident once all objectives have been met.

**04.07.03.09.** It will be the priority to return apparatus to service (hose loaded, water tank and air packs filled, equipment cleaned and returned, etc) once released from any scene.

#### **04.08. SOP #8 Vehicle Fires**

**04.08.01. Purpose:** To establish efficiency in responses and procedures to vehicle fires.

**04.08.02.** The engine whose district in which the vehicle fire occurs and Second-Due engine will respond. One ALS ambulance will be on standby.

**04.08.03. Rail Vehicles** – all first out Engines will respond in an emergency mode.

**04.08.04.** All personnel involved in extrication activities will be in full PPE.

**04.08.05.** Anytime extrication is to be performed a minimum 1 3/4” hose line will be deployed and charged.

**04.08.06.** Every effort will be made to stabilize vehicles as early into operations as possible. Switch the ignition to the off position and place transmission in park if possible.

**04.08.07.** If vehicle is immobile, disconnect battery cables.

**04.08.08.** The first arriving engine company can consider providing their own water supply if the on scene situation warrants. The Engineers for the engine will engage the pump and assist in deploying 1– 1 ¾ attack line and any other equipment deemed necessary by the IC. All personnel will don all protective equipment to include SCBA.

**04.08.09.** The second arriving company will have all protective equipment to include SCBA. They will await assignments from the IC.

**04.08.10.** The IC will request additional units as needed. Personnel will report to staging in full PPE, to include SCBA, ready to deploy.

#### **04.09. SOP #9 Brush/Wildland Fires**

**04.09.01.** Purpose: To establish efficiency in responses and procedures to brush/wild land fires.

**04.09.02.** Brush fires often present a large area of rapidly spreading fire. The critical decision is often where to attack the fire to the best advantage.

**04.09.03.** The IC will establish what area to aggressively stop the forward progress of fire whenever possible. A direct water attack is the fastest control evolution available to counteract wildfire spread.

**04.09.04.** Protection of exposures is the primary goal when immediate control is not possible. Seriously exposed structures should be kept wet.

**04.09.05.** During interface fires involving brush and structures, be prepared to initiate structural firefighting. Assigned crews will be turned out and equipped to carry out interior structural firefighting.

**04.09.06.** On large open grass fires, personnel will take advantage of natural fire barriers that will assist in control measures, such as: dry sandy washes, roads, trails, rock outcroppings, patch fuels, etc.

**04.09.07.** The following is a list of size-up considerations that greatly affect tactics and strategy.

**04.09.07.01.** Location of fire head or heads. The fast moving part of the fire.

**04.09.07.02.** Pertinent burning conditions--weather, time of day, etc.

**04.09.07.03.** Type of fuel--light, heavy fuel.

**04.09.07.04.** Exposures--improvements, buildings, crops, etc.

**04.09.07.05.** Size of fire and rate of speed.

**04.09.07.06.** Special hazards--hot spots, spot fires, developing heads.

**04.09.07.07.** Manpower needs.

**04.09.07.08.** Fuel continuity.

**04.09.07.09.** Accessibility into fire area.

**04.09.07.10.** Water resource--tenders, hydrants, etc.

**04.09.07.11.** Line of retreat. How can I escape?

#### **04.10. SOP #10 Hazardous Materials Response Procedures**

**04.10.01. Purpose:** To provide for the safe operation of fire department personnel at the scene of hazardous materials incidents.

**04.10.02.** Only personnel with current Hazardous Materials Awareness, Operations, and/or Technician certification shall operate within identified hazardous zones.

**04.10.03.** Upon identification of a hazardous materials incident, personnel shall refer to the Emergency Response Awareness First Responder Handbook and take appropriate actions.

**04.10.04.** Whenever possible, the first-arriving apparatus shall approach the incident from uphill and upwind. The first arriving apparatus crew shall utilize binoculars to survey the scene and provide dispatch with a size-up before approaching. All personnel shall wear appropriate PPE, including SCBA where required, before approaching.

**04.10.05.** The first-arriving IC shall establish a staging area and inform all responding units of safe approach paths.

**04.10.06.** Upon beginning operations, the IC shall establish a Hot Zone, Warm Zone, Decontamination, and Rehab area.

**04.10.07.** No entry operations will begin until the decontamination station is established and manned.

#### **04.11. SOP #11 Motor Vehicle Collisions**

**04.11.01. Purpose:** To establish efficiency in responses and procedures to motor vehicle collisions.

**04.11.02.** In order to avoid any unnecessary emergency response, the IC will advise responding units to upgrade, down-grade, or return to service.

**04.11.03.** The engine whose district in which the MVC occurs and second-due will respond.

**04.11.04. MVC on US 67/167,** E-3 and E-1 will respond.

**04.11.04.01.** Confirmed location - both units respond to scene.

**04.11.04.02.** Unconfirmed location - E-3 responds via AR Hwy 5 to Exit 16 and E-1 responds to Exit 19.

**04.11.05. Road Freight** – Same as above.

**04.11.06. Rail Vehicles** – All first-out pumpers and second-due respond in an emergency mode.

**04.11.07.** All personnel involved in extrication activities will be in full PPE.

**04.11.08.** Anytime extrication is to be performed a minimum 1 3/4" hose line will be deployed and charged.

**04.11.09.** Every effort will be made to stabilize vehicles as early into operations as possible. Switch the ignition to the "off" position and place transmission in park if possible.

**04.11.10.** If vehicle is immobile, disconnect battery cables.

#### **04.12. SOP #12 Emergency Medical Services**

**04.12.01. Purpose:** To establish efficiency in responses, procedures and safety to emergency medical service calls.

**04.12.02.** CFD personnel will initiate an automatic response, with appropriate units and equipment, to all emergency and dispatched medical calls within the City of Cabot. CFD personnel are not required to respond to non-emergency medical calls to medical facilities (doctor offices, nursing homes, clinics, etc.) unless requested by EMS or medical facility personnel.

**04.12.03.** Every effort will be made to obtain the nature of the call prior to the first unit's arrival. This is done not only to ensure that the appropriate equipment is deployed for the emergency but to also ensure personnel safety in potentially unsafe situations.

**04.12.04.** When dispatched to an emergency EMS incident located at and initiated by staff at a doctor's office, medical clinic, or nursing and rehabilitation center, one engine will respond emergency mode. Upon arrival, the IC alone or his designee will make contact with facility staff and the patient. All other members of the crew will remain at the engine unless summoned by the firefighter rendering care to the patient. This firefighter will also be the liaison between the patient, facility staff, and the ALS crew. The IC is responsible for ensuring the firefighter making entry is appropriately equipped.

**04.12.05.** Supplies used on any medical response will be replaced as soon as the situation allows.

**04.12.06.** Any release of patient information will be in compliance with Health Insurance Portability and Accountability Act (HIPAA) guidelines.

**04.12.07.** Any suspected contamination with a communicable disease will be immediately reported to your direct supervisor.

**04.12.07.01.** The supervisor will contact the department physician or, if after hours, a hospital emergency room. Arrangements will be made for the personnel of a suspected contamination to be seen and appropriate screening/immunizations provided as soon as possible.

**04.12.07.02.** Workman's Compensation paperwork will be completed and returned to the City of Cabot Human Resources Department within 24 hours of suspected contamination.

**04.12.07.03.** Potentially contaminated CFD personnel will follow up with any scheduled appointments related to the exposure.

**04.12.08.** At the paramedic's request, one firefighter will be allowed to assist the ambulance crew by riding with the ambulance to the hospital. Every effort will be made by the firefighter to return to service in a timely manner.

**04.12.09. Infection Control Policy**

**04.12.09.01.** Purpose: To provide a comprehensive infection control system that maximizes protection against communicable diseases for all members, and for the public that they serve.

**04.12.09.02.** Scope: This policy applies to all CFD members, career and part-time, providing rescue or emergency medical services.

**04.12.09.03.** Cabot Fire Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health and welfare of each member is a joint concern of the member, the officers and this department. While each member is ultimately responsible for his or her own health, the department recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all members with guidance for protection from occupationally acquired communicable disease.

**04.12.09.04.** It is the policy of this department:

**04.12.09.04.01.** To provide rescue and emergency medical services to the public without regard to known or suspected diagnosis of communicable disease in any patient.

**04.12.09.04.02.** To regard all patient contacts as potentially infectious. Standard precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material.

**04.12.09.04.03.** To provide all members with the necessary training, immunizations, and personal protective equipment (PPE) needed for protection from communicable diseases.

**04.12.09.04.04.** To recognize the need for work restrictions based on infection control concerns.

**04.12.09.04.05.** To prohibit discrimination of any member for health reasons, including infection and/or seroconversion with HIV/HBV virus.

**04.12.09.04.06.** To regard all medical information as strictly confidential. No member's health information will be released without written consent of the member/patient.

**04.12.10. Cabot Fire Department Exposure Control Plan**

**04.12.10.01. PURPOSE:** To identify those tasks and corresponding job classifications for which it can be reasonably anticipated that an exposure to blood, other body fluids, or other potentially infectious materials may occur, to establish a schedule for implementation of the department's infection control plan, and to identify the procedure for the evaluation of circumstances surrounding exposure incidents.

**04.12.10.02.** The following tasks are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials:

**04.12.10.02.01.** Provisions of emergency medical care to injured or ill patients.

**04.12.10.02.02.** Rescue of victims from hostile environments, including burning structures or vehicles, water contaminated atmospheres, or oxygen deficient atmospheres.

**04.12.10.02.03.** Extrication of persons from vehicles, machinery, or collapsed excavations or structures.

**04.12.10.02.04.** Training, as in CPR, First aid, etc.

**04.12.10.02.05.** Recovery and/or removal of bodies from any situation cited above.

**04.12.10.02.06.** Response to hazardous materials emergencies involving potentially infectious substances.

**04.12.10.03.** The following job classifications are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious substances in a performance of their duties:

**04.12.10.03.01.** Job classifications with high probability of contact with infectious substances:

**04.12.10.03.01.01.** All EMS Responders

**04.12.10.03.01.02.** Vehicle Operators

**04.12.10.03.01.03.** Rescue Personnel

**04.12.10.03.02.** Job classifications with low to moderate probability of contact with infectious substances:

**04.12.10.03.02.01.** Observers

**04.12.10.03.02.02.** Administrator

**04.12.10.03.02.03.** Clerical Staff

**04.12.10.03.02.04.** Implementation

**04.12.11.** The Infection Control Program is applicable to all members, career, and volunteer, providing rescue or emergency medical services. It is effective immediately. The Infection Control Program consists of a policy statement, identification of roles and responsibilities, Standard Operating Procedures (SOPs), training, and record keeping. SOPs identify specific procedural guidelines for all aspects of response and station environments where disease transmission can be reasonably anticipated, as well as training, administrative aspects of the program, and post-exposure evaluation and investigation.

**04.12.12.** Health Maintenance

**04.12.12.01.** No member will be assigned to emergency response duties until appropriate medical personnel have performed a physical assessment. At a minimum, this will consist of a health history, vital signs, and lung sounds.

**04.12.12.02.** Work restrictions for reasons of infection control may be initiated by the Medical Director, The Administrator, or the Infection Control Officer. These may be temporary or permanent. As an example, members with extensive dermatitis or open skin lesions on exposed areas may be restricted from providing patient care or handling and/or decontamination of patient care equipment.

**04.12.12.03.** All members will be offered immunization against Hepatitis B. The risks and benefits of immunization will be explained to all members, and informed consent obtained prior to immunization, this will be done by Human Resources.

**04.12.12.04.** Members may refuse immunization, or may submit proof of previous immunization. Members who refuse immunization will be counseled on the occupational risks of communicable disease, and required to sign a refusal of immunization form. Members who initially refuse immunization may receive immunization upon request.

**04.12.12.05.** Any member returning to work following a debilitating injury, illness, or communicable disease (occupational or non-occupational) will be cleared by the Medical Director or designee prior to resuming emergency response duties.

**04.12.13.** The Infection Control Officer and Medical Director will maintain records. Member participation in the Infection Control Program will be documented, including:

**04.12.13.01.** Name of Member

**04.12.13.02.** Immunization records

**04.12.13.03.** Circumstances of exposure to communicable disease

**04.12.13.04.** Post-exposure medical evaluation, treatment, and follow-up

**04.12.13.05.** Infection control records will become part of the member's personal health file and will be maintained for the duration of employment.

**04.12.13.06.** Medical records are strictly confidential. Medical records will be maintained in the office of the Infection Control Officer, and will not be kept with personnel records. Medical records will not be released without the signed written consent of the member. There will be no exceptions to this policy for Department Administration, Governmental Administration (with the exception of court orders), or insurance companies.

**04.12.13.07.** Records of participation in member assistance programs or critical incident stress debriefing are considered medical records.

**04.12.13.08.** Infection Control Training - All members providing emergency services will be required to complete:

**04.12.13.08.01.** Initial infection control training at the time of assignment to tasks where exposure may occur. (ex- EMT school, department orientation program) Refresher infection control training at least annually thereafter.

**04.12.13.08.02.** Training will comply with NFPA 1581 and shall include: A general explanation of the epidemiology and symptoms of blood borne diseases; an explanation of the modes of transmission of blood borne pathogens; an explanation of the department exposure control plan and how the employee can obtain a copy. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;

**04.12.13.08.03.** Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

**04.12.13.08.04.** An explanation of the basis for selection of personal protective equipment;

**04.12.13.08.05.** Information on the hepatitis B vaccine, including its efficacy, safety, and the benefits of being vaccinated, notification that the vaccine and vaccination will be provided at no charge.

**04.12.13.08.06.** Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

**04.12.13.08.07.** Opportunity for interactive questions and answer.

**04.12.14.** Station Environments

**04.12.14.01.** Storage, decontamination, and disposal areas will be designated for:

**04.12.14.01.01.** Equipment decontamination and disinfection (laundry/dirty utility area).

**04.12.14.01.02.** Storage of clean patient care equipment and infection control personal protection equipment (EMS cabinets).

**04.12.14.01.03.** Storage of biohazard waste (specially marked waste receptacles & bags)

**04.12.14.01.04.** Under no circumstances will kitchens, bathrooms, or living areas be used for decontamination or storage of patient care equipment or infectious waste.

**04.12.14.01.05.** Decontamination of all contaminated work surfaces will be done with an appropriate disinfectant. This must take place immediately or as soon as feasible when surfaces are contaminated and at the end of the work shift if the surface may have been contaminated since the last cleaning.

#### **04.12.15. Personal Protective Equipment**

**04.12.15.01.** Standards for personal protective equipment will be developed by the Infection Control Officer and be updated or modified as needed, and will meet or exceed all Arkansas Department of Health Standards.

**04.12.15.02.** The department is responsible for the supply, repair, replacement, and safe disposal of infection control PPE.

**04.12.15.03.** The Infection Control Officer will determine proper stock levels of PPE both for stations and for response vehicles.

**04.12.15.04.** Available PPE will include disposable gloves, facemasks, eye protectors, full-face shields, fluid-impervious gowns, and leak proof disposal bags.

**04.12.15.05.** Disposable gloves will be constructed of latex rather than plastic, unless precluded by allergies. While both types provide equal protection, latex is more durable during on scene operations.

**04.12.15.06.** Pocket masks with one-way valves will be carried on every response vehicle and stocked at the station.

**04.12.15.07.** Emergency response often is unpredictable and uncontrollable. While blood is the single most important source of HIV and HBV infection in the workplace, in the field it is the safest to assume that all body fluids are infectious. For this reason, PPE will be chosen to provide barrier protection against all body fluids.

**04.12.15.08.** No standard operating procedure or PPE ensemble can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal PPE.

**04.12.15.09.** Disposable latex gloves will be worn during any patient contact when potential exists for contact with blood, body fluids, non-intact skin or other infectious material. All members will carry extra pairs of disposable gloves in turnout coats and/or EMS jackets.

**04.12.15.10.** Gloves will be replaced as soon as possible when soiled, torn, or punctured. Hands must be washed after glove removal.

**04.12.15.11.** Disposable latex gloves will not be reused or washed and disinfected for reuse.

**04.12.15.12.** Where possible, gloves should be changed between patients in multiple casualty situations. Hands should be cleaned with sanitizer that is immediately available in each emergency response vehicle and in the station.

**04.12.15.13.** Structural firefighting gloves, rescue gloves, or leather gloves will be worn in situations where sharp or rough edges are likely to be encountered. Latex gloves are to be worn in conjunction with any of the above.

**04.12.15.14.** Heavy-duty gloves may be used for handling, cleaning, decontamination, or disinfection of potentially contaminated patient care equipment.

**04.12.15.15.** Facial protection will be used in any situation where splash contact with the face is possible. Facial protection may be afforded by using both a facemask and eye protection, or by using a full-face shield. When treating a patient with a suspected or known airborne transmissible disease, a facemask will be used. The first choice is to mask the patient, if this is not feasible, mask the member(s).

**04.12.15.16.** Fluid resistant gowns are designed to protect clothing from splashes. Turnout gear and jackets also protect clothing from splashes and are preferable in fire, rescue, or vehicle extrication activities. Gowns may interfere with, or present a hazard to, the members in these circumstances. The decision to use the type of protection will be left to the member. Turnout gear and helmets will always be worn for vehicle extrications.

**04.12.16. Summary:**

**04.12.16.01.** If it is wet, it is infectious-use gloves.

**04.12.16.02.** If it could splash onto your face, use eye shields and mask or full face shield.

**04.12.16.03.** If it is airborne, mask the patient or yourself

**04.12.16.04.** If it could splash on your clothes, use a gown, turnouts, or jacket

**04.12.17. Scene Operations**

**04.12.17.01.** The blood, body fluids, and tissues of all patients are considered potentially infectious, and Standard Precautions/Body Substance Isolation procedures will be used for all patient contact.

**04.12.17.02.** The choice of PPE is specified in SOP # 4. Members are encouraged to use maximal rather than minimal PPE for each situation.

**04.12.17.03.** Hand washing is the most important infection control procedure. Members will wash hands:

**04.12.17.03.01.** After removing PPE

**04.12.17.03.02.** After each patient contact

**04.12.17.03.03.** After handling potentially infectious materials

**04.12.17.03.04.** After cleaning or decontaminating equipment

**04.12.17.03.05.** After using the bathroom

**04.12.17.03.06.** Before and after eating

**04.12.17.03.07.** Before and after handling or preparing food

**04.12.17.04.** Hand washing with soap and water will be performed for at least fifteen seconds. If soap and water are not available at the scene, a waterless hand wash may be used, provided that a soap and water wash is performed immediately upon return to quarters or upon arrival at the hospital.

**04.12.17.05.** Disposable resuscitation equipment will be used whenever possible. For CPR, the order of preference is:

**04.12.17.05.01.** Disposable bag-valve mask.

**04.12.17.05.02.** Disposable pocket mask with a one-way valve

**04.12.17.05.03.** Mouth-to-mouth resuscitation. (only as a last resort)

#### **04.12.18.** Post-Exposure Protocols

**04.12.18.01.** Any member exposed to potentially infectious material will immediately wash the exposed area with soap and water, or saline wash if the eyes are involved.

**04.12.18.02.** Any member having an occupational communicable disease exposure will immediately report the exposure to the Infection Control Officer, shift commander if unavailable. The member will fill out the communicable disease exposure report within

twenty-four hours, also will contact the Human Resource Dept for any of the following exposures:

**04.12.18.02.01.** Needle stick injury

**04.12.18.02.02.** Break in skin caused by a potential contaminated object

**04.12.18.02.03.** Splash of blood or other potentially infectious material onto eyes, mucous membranes, or non-intact skin

**04.12.18.02.04.** Mouth-to-mouth resuscitation without pocket mask/one-way valve

**04.12.18.02.05.** Other exposure that member may feel is significant

**04.12.18.03.** The report will include details of the task being performed, the means of transmission, the portal of entry, and the type of PPE in use at the time.

**04.12.18.04.** The Infection Control Officer will review the report for exposure hazards. If a possible exposure occurred, medical evaluation by the Medical Director or designee will be arranged by no later than 48 hours post-exposure. If no exposure took place, the Infection Control Officer will counsel the member on exposure hazards. The Infection Control Officer will complete the communicable disease exposure report, indicating disposition of medical management, and file the report in the members personal health file.

**04.12.18.05.** The source patient will be traced to the receiving medical facility by the Infection Control Officer. The Infection Control Officer will notify the facility that an exposure took place, and request an infectious disease determination, as provided under the Ryan White Act of 1990. The receiving facility staff will make requests for consent to test the source patient for HIV and HBV. The source patient has the right to refuse such testing under present laws.

**04.12.18.06.** The Medical Director or designee will provide appropriate diagnostic workup and treatment of members with communicable disease exposures. Services may include long-term follow-up and member or spousal counseling.

**04.12.18.07.** Under the Ryan White Act, medical treatment facilities will notify the Infection Control Officer of any patient transported by members of the department with a diagnosis of an airborne transmissible disease. When so notified, the Infection Control Officer will contact members involved and schedule medical evaluation with the Medical Director

#### **04.12.19. Program Evaluations**

**04.12.19.01.** The Infection Control Program will be reevaluated at least annually by the Infection Control Officer and Chief to ensure that the program is both appropriate and effective.

**04.12.19.02.** In addition, the Infection Control Program will be reevaluated as needed to reflect any significant changes in assigned tasks or procedures; in medical knowledge related to infection control; or regulatory matters.

**04.12.19.03.** The Medical Director will actively participate in the program reevaluations to ensure that the program remains state of the art.

### **04.13. SOP #13 Aircraft Landing Zone**

**04.13.01. Purpose:** To provide for the safe establishment and operation of temporary landing zones for helicopters providing emergency services. (Med Flight or Air Evac)

**04.13.02.** The transport of a patient(s) by helicopter should be considered under the following conditions:

**04.13.02.01.** Ground transportation to the appropriate care facility will exceed thirty minutes.

**04.13.02.02.** The helicopter can be airborne and transport to the designated hospital quicker than ground transportation can transport the patient(s) to the nearest appropriate hospital.

**04.13.02.03.** Ground Transportation is compromised.

**04.13.02.04.** A proper helicopter-landing zone is available.

**04.13.02.05.** A multiple casualty incident (MCI) threatens to overload local capabilities.

**04.13.02.06.** Difficult access situations.

**04.13.02.07.** Penetrating injury to the chest, abdomen, head, neck or groin.

**04.13.02.08.** Amputation above the ankle or wrist.

**04.13.02.09.** Paralysis

**04.13.02.10.** Chest injury with multiple rib fractures, flail segment or sucking wound.

**04.13.02.11.** Injuries involving two or more body systems.

**04.13.02.12.** Fractures of three or more long bones.

**04.13.02.13.** Major burns with or without trauma.

**04.13.02.14.** Fall of 15 ft or greater.

**04.13.02.15.** Patient ejected from vehicle.

**04.13.02.16.** Pedestrian struck by vehicle.

**04.13.02.17.** MVC with :

**04.13.02.17.01.** Extrication time greater than 20 minutes

**04.13.02.17.02.** Passenger space invaded by 1ft or more.

**04.13.02.17.03.** Death of other occupants.

**04.13.03.** The response to a landing zone assignment shall consist of at least two personnel.

**04.13.03.01.** The personnel shall establish a landing zone area in accordance with air ambulance guidelines. The minimum safe area shall be at least 100x100 foot clear space in dark or 75x75 foot clear space in daylight.

**04.13.03.02.** Upon contact with the helicopter, the LZC (Landing Zone Coordinator) will supply the location of the landing zone (including latitude and longitude if known). The LZC shall identify any obstructions in the area by compass point (such as high-tension wires ¼ mile to the north or trees 100 yards to the east) and any other factors that might be useful.

**04.13.03.03.** Upon making visual contact with the helicopter, the LZC will advise the pilot of the landing zone location relative to the helicopter either by clock point (we are at your ten o'clock position) or by reciprocal compass heading, if available.

**04.13.03.04.** The LZC shall advise dispatch when the helicopter is on the ground. No personnel shall approach the helicopter unless directed to do so by the helicopter crew.

**04.13.03.05.** After helicopter departs, the LZC will advise dispatch. The personnel shall break down the landing zone markers (if any). Personnel will switch back to the operations channel to determine, from the IC, its new assignment.

#### **04.14. SOP #14 Mutual Aid**

**04.14.01.** Purpose: To establish efficiency in responses and procedures to mutual aid fires.

**04.14.02.** Standard response for mutual aid will consist of a single engine, unless otherwise requested. (ie Hwy 5 outside city limits)

**04.14.03.** Upon request for mutual aid, refer to mutual aid response map located at each station to determine responding unit.

**04.14.04.** If special equipment or additional personnel are requested, the responding company will dispatch the appropriate equipment and/or personnel.

**04.14.05.** In the event the City of Cabot requests mutual aid, the IC will be specific as to the required resources and the reporting location (staging).

#### **04.15. SOP #15 Ventilation**

**04.15.01.** Purpose: To ensure safety and establish ventilation standards.

**04.15.02.** Ventilation will be closely coordinated with suppression activities.

**04.15.03.** All ventilation efforts should be initiated as soon as possible and appropriate.

**04.15.04.** The IC will determine the need for and type of ventilation and assign the task to the appropriate personnel.

**04.15.05.** For incidents that meet the criteria, positive pressure attack will be utilized for interior attacks.

**04.15.06.** If horizontal ventilation involving windows is called for, every effort shall be made to open the window, rather than breaking it, as long as this operation does not jeopardize or hinder operations.

**04.15.07.** During vertical ventilation, natural roof openings should be used first, if practical, and in an effective location.

**04.15.07.01.** All vertical ventilation cuts should provide a minimum of a 4'x 4' hole.

**04.15.07.02.** A minimum of two personnel will be utilized to perform vertical ventilation.

**04.15.07.03.** A minimum of a 1 ¾", charged, safety line will be deployed to the roof area to be opened.

**04.15.07.04.** A secondary means of egress from the roof will be established for all vertical ventilation.

**04.15.07.05.** As with all fire fighting activities, PPE including SCBA will be worn.

#### **04.16. SOP #16 Personnel Accountability/Personnel Accountability Report**

**04.16.01.** Purpose: To improve firefighter safety and provide a method to track all personnel working at emergency scenes.

**04.16.02.** The Personnel Accountability System (PAS) will be implemented as a tool to provide the incident command organization staff a means to track and account for all personnel and their whereabouts within the danger area. The PAS will be implemented when any personnel are working in an anticipated or actual danger area.

**04.16.03.** The danger area will be defined as any area that requires an SCBA, charged hose line, and special protective clothing or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, brush/forest fire, confined space or trench rescue, etc.

**04.16.04.** All firefighters will be provided with an accountability tag to be attached to their helmet until put into use.

**04.16.05.** Accountability boards will be maintained in all first-out units until put into use.

**04.16.06.** The Staging Officer will be responsible for maintaining the accountability board at incidents and advising the IC of any accountability discrepancies.

**04.16.06.01.** It is the individual firefighter's responsibility to ensure the Staging Officer receives his/her tag as well as any change in personal status on the scene (entering building, ventilation, utilities, etc.).

**04.16.06.02.** The Staging Officer will be responsible for conducting "roll calls" for Personnel Accountability Reports (PAR).

**04.16.07.** PAR's should be given face-to-face to the company, division, or group commanders; shall confirm the number of personnel assigned to that company, division, or group; be reported to the Staging Officer by the individual commanders; and should be required in the following situations:

**04.16.07.01.** When the Incident Commander feels there is a need to confirm the location and assignment of any company/ personnel at an incident.

**04.16.07.02.** At 30 minutes elapsed time of a working incident and every 30 minutes thereafter until Command advises the incident is stabilized, the Staging Officer shall advise Command of:

**04.16.07.02.01.** The elapsed time.

**04.16.07.02.02.** Any report of missing or trapped fire personnel.

**04.16.07.02.03.** When an evacuation is ordered.

**04.16.07.02.04.** Any change from an offensive to a defensive mode of operation.

**04.16.07.02.05.** Any sudden hazardous event at the incident (flashover, back draft, explosion, or collapse).

## **04.17. SOP #17 Rapid Intervention Team**

**04.17.01. Purpose:** To establish the procedures for a Rapid Intervention Team (RIT) within the framework of the incident command system.

**04.17.02.** A RIT will be established at the earliest opportunity for all incidents deemed by the IC to be a threat to the life or safety of personnel operating on the scene.

**04.17.03.** All RIT members will be trained to a minimum standard of Firefighter II.

**04.17.04.** The RIT will be immediately available to assist any emergency services personnel who become trapped or are in distress and will be deployed by the IC.

**04.17.05.** At the onset of operations, when only one team is actively involved in firefighting operations, the RIT may be split with one member on standby and another member assigned to other duties. That assignment must be one that can be discontinued immediately without affecting the safety of any firefighter on the scene. When more than one team is involved in firefighting operations, at least two RIT members must be together and ready to deploy.

**04.17.06.** The RIT will be located within verbal communications distance from the command post/ IC.

**04.17.07.** The RIT will equip themselves with full PPE, at least one portable radio, forcible entry tools (irons), and one thermal imager and RIT bag. They will monitor radio traffic and changing conditions on the scene at all times. If RIT is to be utilized as part of the two-in, two-out team they will also have at least a 1 ½” charged hose line.

**04.17.08.** Beyond initial onset, when adequate personnel are available and other than two-in, two-out and/or safety, RIT will not be used for any other on-scene activities.

**04.17.09.** If the RIT is placed into service by the IC another RIT will be established. The RIT will continue search and rescue operations until the missing or trapped firefighter(s) is/are located and removed, the RIT is relieved, or the RIT is ordered to terminate the operation.

**04.18. SOP #18 Severe Weather/Natural Disasters** - Refer to City of Cabot Severe Weather Threat Response Policy

#### **04.19. SOP #19 “MAYDAY” Operations**

**04.19.01. Purpose:** To identify the roles and responsibilities of all the parties involved at an incident where a “MAYDAY” has been transmitted. This is a general guideline for personnel should they become lost, trapped, disoriented, down due to an injury, or otherwise in need of emergency assistance during fire ground operations and emergency incidents.

**04.19.02. Procedure:** Prior to entering a hazard zone personnel should verify that at least one team member has a radio with on-scene channel selected and that each team member’s PASS device is working properly. The officer in charge is responsible to ensure that these tasks are handled.

**04.19.02.01.** When the emergency button of any radio is activated, but no voice communication is established, the IC will immediately contact dispatch to determine identity of radio activated. IC will work in conjunction with staging and on-scene officers to determine the last known location of the firefighter in distress.

**04.19.02.02.** “MAYDAY” RADIO MESSAGE will be used by firefighters to report their status as being lost, trapped, or injured and needing rescue. Any member may use "MAYDAY" to report a lost firefighter. Any report of "MAYDAY" will receive priority radio traffic. The term will be reserved ONLY to report a lost, trapped, or injured firefighter. The firefighter should immediately initiate a MAYDAY via radio and activate his/her PASS when they are in need of assistance (Trapped/Missing/Injured, etc.) announcing his/her situation, location, and report if possible. If possible initial call should include the amount of air remaining. The important thing is to not delay the MAYDAY message. Time may become an important issue in the safety of the firefighter involved.

**04.19.03.** All significant firefighting operations will have a RIT assigned. This team should be fully outfitted with protective clothing, SCBA, etc., and monitoring all tactical radio traffic. Upon report of a missing firefighter, the incident commander has fresh crew/crews fully outfitted, available for commitment to an immediate search and rescue of the last known area of the missing fire fighter(s). The RIT or any fresh crew(s) in staging must be immediately sent to the rescue area.

**04.19.04.** An additional Safety Officer should be assigned to the rescue area to help control the risk. The officer shall conduct an assessment of the hazards allowing time for the rescue officer to concentrate on the critical rescue effort.

**04.19.05.** Fire combat positions should be reinforced to protect the rescue operations and additional companies should be sent to priority positions to assist in the confinement.

**04.19.06.** It is imperative to the operations that the remaining individuals operating at the incident follow directions from their superiors and continue with their assigned tasks unless otherwise directed. Freelancing will not be tolerated and can create additional rescue needs.

**04.19.07.** Every member on the scene should listen specifically for a “MAYDAY” as fire ground noise could cover a MAYDAY call.

**04.19.08. Injured Or Lost Firefighter Responsibilities**

**04.19.08.01.** Stay Calm and Preserve Your Air Supply. Firefighters must control and pace their physical exertion activities in order to extend their air supply. This is your most critical limitation absent direct trauma or flame impingement.

**04.19.08.02.** Activate PASS. As soon as a firefighter recognizes he/she is or they are in trouble, the PASS device must be manually activated to sound the audible tone. If possible, the PASS device should be silenced only briefly to transmit radio information.

**04.19.08.03.** Situation/Problem Reporting. Firefighter should attempt to communicate their exact location if unknown, members should attempt to describe their surroundings (e.g., E-1 to command, I'm trapped on second floor, in a bedroom near the rear of the structure.) In addition, if the firefighter hears the rescue teams getting close or hears other sounds that could assist with finding their location, he/she should broadcast this information.

**04.19.08.04.** Stay Together if Lost or Trapped as a Crew. Crews that stay intact enhance their chances of being rescued and allow for an easier, more efficient rescue operation.

**04.19.08.05.** Search for an Exit. Firefighters should always attempt to get 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.

**04.19.08.06.** Follow a Hose line to Safety. Crews should stay with a hose line and follow it out whenever possible. All firefighters must remember and be continually trained in the self-survival of coupling identification with gloves on. The female side of the couplings, when felt first, point toward the pump – EXIT. The male side of the coupling, when felt first, point toward the nozzle – FIRE.

**04.19.08.07.** Horizontal Positioning. If a firefighter cannot get out, he/she should assume a position on the floor that maximizes the audible effects of the PASS device. Proper positioning is dependent on the surrounding conditions (e.g., heavy heat environment, place your face in a corner with your hands shielding your face from exposure with your back facing outward thereby enhancing the directional projection of the PASS device). Try not to trap the pass device between your body and the floor or wall.

**04.19.08.08.** Flashlights/Tapping If assuming a position to await rescuers, firefighter(s) should attempt to position his/her flashlight toward the ceiling and/or continue rotating the beam side to side to signal potential rescuers. If possible, the firefighter should also attempt to create tapping noises to assist rescuers in locating him/her (e.g., hitting a tool against a metal roll-up door, floor, or hard surface within the immediate area).

## **04.20. SOP # 20 Hose Testing Procedures**

**04.20.01.** All CFD personal must read and understand the hose tester manual for the hose tester before testing hose.

**04.20.02.** Performing a service test, the hose should be examined for jackets defects, coupling damage, and worn or defective gaskets. Any defects should be corrected if possible. If damage is not repairable, the hose should be taken out of service.

**04.20.03.** Test Site Preparation: Hose should be tested in a place that has adequate room to lay out the hose in straight runs, free of kinks or twists. The site should be isolated from traffic and clear of vehicles and personnel. The test area should be smooth and free of dirt and

debris. A slight grade to facilitate the draining of the water is helpful. A water source sufficient for filling the hose is also necessary.

**04.20.03.01.** All CFD Personnel Operating in the Area of the Pressurized Hose Will Wear a Helmet as a Safety Precaution.

**04.20.04.** Service Testing Fire Hose

**04.20.04.01.** Hose will be tested in accordance to NFPA 1962.

**04.20.04.02.** Connect hose sections (check the gasket for serviceability before connecting).

**04.20.04.03.** Tighten each connection with spanners.

**04.20.04.04.** Attach a nozzle to the open end of each test length.

**04.20.04.05.** Fill each hose line with water.

**04.20.04.06.** Open Nozzles to permit all the air in the hose to discharge. Discharge the water away from the test area.

**04.20.04.07.** Mark on the hose jackets against each coupling.

**04.20.04.08.** Check that all hose is free of kinks and twists and that no couplings are leaking.

**04.20.04.09.** Any hose found to be leaking from behind the coupling should be taken out of service, tagged, and repaired before being tested.

**04.20.04.10.** Retighten any couplings that are leaking.

**04.20.04.11.** Close each hose test gate valve.

**04.20.04.12.** Increase the pressure to the required test pressure of 250 psi for hose less than 4 “and 200 psi for greater than 4”.

**04.20.04.13.** Turn off Hose Tester.

**04.20.04.14.** Closely monitor the connections and couplings for leakage and slippage as the pressure is maintained for 5 minutes.

**04.20.04.15.** Recheck all couplings.

**04.20.04.16.** Open each nozzle slowly to bleed off pressure in the test lengths.

**04.20.04.17.** Break all hose connections and drain water away from the test area.

**04.20.04.18.** Observe marks placed on the hose at the couplings. If a coupling has moved during the test, tag the hose section for re-coupling. Tag all hose that has leaked or failed in any other way.

**04.20.04.19.** All tagged hose with defects will include location/type of defect, date, and testers printed name.

**04.20.04.20.** Record the test results for each section of hose in fire programs.

#### **04.21. SOP # 21 Aerial Apparatus Operations**

**04.21.01. Purpose:** To establish operations of a telescoping aerial device.

**04.21.02.** No personnel should be on the aerial ladder while the aerial device is being elevated. Personnel are subject to injury caused by a loss of footing and the resulting fall. No personnel should be on the aerial ladder while the aerial device is being rotated. Personnel are subject to injury caused by a loss of footing and the resultant fall. No personnel should be on the aerial ladder while the aerial device is being extended. Personnel are subject to crushing injuries should a limb be caught between the moving ladder rungs or cross braces. No personnel should be on the aerial ladder while the aerial device is being retracted. Personnel are subject to crushing injuries should a limb be caught between the moving ladder rungs or cross braces.

**04.21.03.** The Engineers must be knowledgeable of the grade requirements for the aerial device being operated. Failure to understand these restrictions may result in aerial device failure and resulting injury or death to personnel working on or around the apparatus.

**04.21.04.** External fire attacks utilizing master streams must never be performed when crews are working inside the building. The disturbance of the interior thermal balance, the large volume of steam created, the possibility of being struck by the stream, and the additional weight added to the building by external master stream attacks pose a serious threat to firefighters working in the building.

**04.21.05.** If it becomes necessary to exit an apparatus in contact with electrical lines, personnel should jump clear of the energized apparatus to reduce the risk of being electrocuted. At no time should they be in contact with the truck and the ground at the same time.

**04.21.06.** Pump platform will be used when personnel are operating the pump.

**04.21.07.** Personnel on the turntable or climbing the ladder are required to wear a life belt.

**04.21.08.** Before performing operations from the ladder, personnel will be locked to the ladder by the safety belt.

**04.21.09.** Stabilizer pads will be used beneath the stabilizer boots every time the stabilizers are deployed.

**04.21.10.** If possible, avoid placing stabilizers on curbs, sidewalks, parking blocks, water valve covers, or other obstructions.

#### **04.22. SOP # 22 Dive Team**

**04.22.01. Mission Statement:** It is the primary mission of the Cabot Fire Department Dive Team to assist law enforcement agencies with underwater search, recovery, and evidence processing and documentation of the underwater crime scene. Our secondary missions include: providing services to individuals, non-profit organizations, governments, community service groups, public service agencies, and other entities with; underwater archeology, scientific dive operations, underwater survey and photography, water sampling, recovery, and other underwater related operations that provide benefits to the community as needed. We will respond throughout the State of Arkansas.

**04.22.02. Call for Service:** When the team receives a request for services by a requesting agency, individual or entity, information will be obtained from the requesting entity as to the location, nature of the call, circumstances of the incident, type of services requested, urgency, and the names and call back phone numbers of contact persons. Divers will respond when requested by a law enforcement agency, governmental agency, fire department, or emergency medical services entity (Public Service Agency).

**04.22.03. Initiating a Response:** Unless dire circumstances exist, our operations will be scheduled for daylight hours, during suitable weather, and under conditions which minimize the risk to our personnel. All team members will be called and notified of each operation unless special circumstances exist. Unless otherwise directed, team personnel should wear Cabot Fire Dept. Class "B" uniforms (BDU pants or BDU short) and meet the designated time and place indicated. Whenever possible, EMS personnel having jurisdiction at the operation location will be notified of the operation. EMS will be requested to "standby" on location throughout the teams operation. Vehicle and boat operations will be performed by those members who are in good standing and have shown proficiency in the operation of such equipment.

**04.22.04. Scene Assessment:** On location, team personnel will report to assigned staging area. Team members will gather intelligence information from witnesses, the requesting agency, and/or other sources to determine the risk/benefit factor and type of operation to be performed. The benefits of the evidence and recovery operation are balanced against the risk of the dive operation to determine if the operation is safe to perform with minimum acceptable risk to team personnel. Usual hazards include petroleum products from vehicles, entanglements, depth, darkness, fishing lines and hooks, debris, black water visibility, contaminated water, wildlife, and currents and other hazards not listed. Since each operation is unique, a risk benefit factor is performed at each scene to determine if the team will perform the operation. The on scene dive commander will have the final decision as to the operations of team personnel.

**04.22.05. Operations:** If the risk benefit factor is in favor of the operations, team leaders will conduct a pre-dive briefing with team personnel to plan and coordinate the operation. Each team member participating in the operation will have a specific assignment. Assignments will be determined by the on scene commander according to the skill level of the diver or support person, special qualifications, necessary equipment, and needs of the operation. The operation is then initiated under the direction of the dive team leaders. The entire operation will be performed using the established SOP's and general rules of evidence as a guideline for the specific type of operation.

**04.22.06. Post Operation Debriefing:** At the conclusion of the operation, team personnel will conduct a post-operation debriefing to discuss details of the operation, obtain necessary information about the operation, and report any injuries to team personnel, return equipment, and make suggestions for future improvements. At the discretion of the dive team leaders, this debriefing may include the requesting agency and other on scene personnel.

**04.22.07. Reports:** A written report will be completed by the dive team leader(s) within 24 hours of the conclusion of the operation. This report will be made available to the requesting agency. This report will include the facts of the operation, descriptions of the articles, evidence, persons recovered, reported injuries, and all names of the participating team members. Dive team leaders may speak with representatives of the media and make a written press release with the approval of the Department Chief. Written reports will include digital photos, video taken at the scene of the incident, and newspaper clippings of the event.

**04.22.08. General Protocol**

**04.22.08.01.** Safety shall be the first and foremost consideration in all dive operations. The Dive Team, with the approval of the Dive Team Leader, decides when to dive. A Risk/Benefit assessment of the mission shall be discussed prior to initiating any dive.

**04.22.08.02.** The Dive Team Leader has the authority to suspend missions he/she is charged with that he/she deems unsafe or unwise.

**04.22.08.03.** The ultimate responsibility for safety rests with the individual team member.

**04.22.08.04.** It is the diver's responsibility to refuse to dive if, in his/her judgment, conditions are unfavorable or unsafe, or if he/she would violate the method of their training or department SOP's.

**04.22.08.05.** No diver shall ever be forced or coerced to dive or be penalized for not diving when he/she wishes not to dive for any reason.

**04.22.08.06.** A minimum of one primary diver, one rescue diver and one tender are required to initiate a tended operation. The tender can function as incident commander should a normal incident commander be unavailable.

**04.22.09.** This document shall be reviewed by the Dive Team on an annual basis and recommendations forwarded to the Dive Team Leader for review and approval.

**04.22.10. Personnel Classifications**

**04.22.10.01. Qualified PSD Divers**

**04.22.10.01.01.** Team members who are certified by a recognized agency such as SSI, PADI, NAUI, etc. and are certified in PSD diving.

**04.22.10.01.02.** These Team members are eligible to fulfill the function of Team Leader on a temporary basis as deemed necessary by either the chief or Team Leader.

**04.22.10.01.03.** Must adhere to and support all of the procedures and guidelines set forth by Cabot Fire Department Dive Team.

**04.22.10.02. Tenders**

**04.22.10.02.01.** Dive Team members who have received training, instruction, and field experience in line tending and diving communication equipment utilized by the dive team.

**04.22.10.02.02.** All tenders will attend ground training before being cleared to tend for a diver during water training or an official operation.

**04.22.10.02.03.** They shall be able to demonstrate proficiency in this area.

**04.22.10.02.04.** They are ultimately responsible for their diver's location and direction.

**04.22.10.02.05.** They are responsible for their divers safety, physical and mental condition etc. throughout the operation.

**04.22.10.02.06.** Must adhere to and support all of the procedures and guidelines set forth by Cabot Fire Department Dive Team.

**04.22.10.03. Support Personnel**

**04.22.10.03.01.** Support personnel are the only "non Team Member" persons that will be permitted into an operational area.

**04.22.10.03.02.** They will be approved by either the Incident Commander or the Dive Team Leader prior to or during an incident.

**04.22.10.03.03.** They will be restricted during an operation to do no more than "gopher" type duties, and will never take on any responsibilities that have a direct or indirect effect on the outcome or safety of an operation.

#### **04.22.11. Medical Standards**

**04.22.11.01.** Any time a diver has an injury, extended illness, or develops any other condition that could precipitate a physical hazard when performing any diving function; the diver may be suspended from diving duty by the Dive Team Leader until he/she is cleared to resume duty by a licensed physician.

**04.22.11.02.** No diver shall be allowed to dive following Decompression Sickness, Arterial Gas Embolism, or other dive related malady excluding equalized squeezes, and Nitrogen Narcosis unless he/she has received medical clearance by a licensed physician who is informed in the aspects of diving physiology and medicine. Divers who have experienced mild hypothermia or hyperthermia should not dive until fully recovered but are not required to obtain medical clearance.

**04.22.11.03.** Any diver who suffers any ill effects subsequent to a diving mission will report such effects to the Team Leader on the scene that will notify the chain of command at the scene immediately and take appropriate action. The Fire Chief will also be notified.

**04.22.11.04.** Divers shall report any missed required decompression stops immediately to the Team Leader on the scene who will take appropriate action.

**04.22.11.05.** Hyperbaric chamber locations: Northwest Medical Center: Springdale Northwest Medical Center: Bentonville

#### **04.22.12. Dive Safety**

**04.22.12.01.** It is the responsibility of the tender to keep track of his diver at all times. Should he/she receive an emergency line pull signal from the diver or the line is released, the tender shall declare an emergency, dispatch the rescue diver equipped with an independent compressed air source with its own regulator (or octopus) for the troubled diver, and notify the Incident Commander. The ninety-percent diver shall come to the ready. The Team leader will be notified immediately. The backup diver shall surface and report as soon as practical.

**04.22.12.02.** Other divers in the water may be recalled as needed to assist. Spare air tanks should be placed at the ready in case they are needed. Paramedics, air fill facilities or vehicle, and recompression facilities should be notified as needed.

#### **04.22.13. Lost Communications Procedures**

**04.22.13.01.** Use line pull signals at once.

**04.22.13.02.** Check for rising bubbles of air. A cessation or marked decreases in bubbles could be a sign of trouble.

**04.22.13.03.** If sounds are heard thru the headset and the diver does not respond to signals or voice, assume the diver is in trouble and deploy the Safety Diver

**04.22.14. Entanglement/Entrapment**

**04.22.14.01.** Diver signals tenders that he is entangled.

**04.22.14.02.** Diver will attempt to free himself (if knife is used, leave knife behind). If unable to free himself, diver signals tender that help is needed.

**04.22.14.03.** Tender immediately deploys the safety diver and notifies the diving supervisor.

**04.22.14.04.** Safety diver (tended) hooks into the primary divers tending line and proceeds to the entangled diver's position.

**04.22.14.05.** Upon arrival the safety diver will assess the following:

**04.22.14.05.01.** Remaining air

**04.22.14.05.02.** Nature of Entanglement/Entrapment

**04.22.14.05.03.** Determines if additional resources are needed

**04.22.14.05.04.** Reports status to Dive Leader

**04.22.14.06.** The entangled/entrapped diver will grasp the safety diver's hands and perform two circles (either clock direction) and places safety divers hands near or on the entanglement.

**04.22.14.07.** Safety diver will attempt to free the diver using all means available.

**04.22.14.08.** Both divers will proceed to the surface in a controlled manner.

**04.22.15. Loss of Air**

**04.22.15.01.** The diver signals tenders that he needs help.

**04.22.15.02.** The tender immediately notifies the diving supervisor and deploys the safety diver.

**04.22.15.03.** Safety diver hooks into the primary divers tending line and proceeds to the entangled diver's position.

**04.22.15.04.** Upon arrival the safety diver will assess the following:

**04.22.15.04.01.** Remaining air

**04.22.15.04.02.** Determines if additional resources are needed

**04.22.15.04.03.** Reports status to Dive Leader

**04.22.15.05.** The diver will grasp the safety diver's hands and perform two circles (either clock direction) and places safety divers hands near or on his regulator.

**04.22.15.06.** The safety diver will provide diver with octopus

**04.22.16.** Lost Diver

**04.22.16.01.** Initiate diver recall. Wait 2 minutes for diver response.

**04.22.16.02.** Deploy lost diver buoy in last known location.

**04.22.16.03.** Brief and deploy standby diver. Chase bubbles.

**04.22.16.04.** Circle search expanding from lost diver buoy.

**04.22.16.05.** Conduct sonar search if applicable.

**04.22.16.06.** Notify ships/boats in area to look for lost diver

**04.22.17.** Diver Safety Protocol

**04.22.17.01.** Divers shall not work below nor exceed 100 Feet Sea Level and shall not exceed the No Decompression Limit.

**04.22.17.02.** Divers shall carry at least two cutting devices at all times one set of shears (required) and one dive knife.

**04.22.17.03.** Divers shall immersion ready themselves in waters below 70 degrees Fahrenheit to prevent shock upon entering the water.

**04.22.17.04.** Divers shall not loan or provide department gear to others outside of the Dive Team unless actively participating in a training session or callout. It is the responsibility of the team members to ensure the return of any equipment loaned or provided to any party by him/her.

**04.22.17.05.** Divers shall maintain a log of their department dives and are encouraged to log their other dives.

**04.22.17.06.** Only Dive Team members in good standing can dive on a dive operation or training.

**04.22.17.07.** A diver's flag (red with white diagonal stripe) shall be displayed prominently while diving operations are being conducted.

**04.22.17.08.** During a decent from all dives exceeding 80 feet in depth, a mandatory “safety stop” will be completed for 3 to 5 minutes.

**04.22.17.09.** At least one set of decompression tables must be present at every dive site.

**04.22.17.10.** A dive shall be terminated while there is sufficient tank pressure to permit the diver to safely reach the surface and inflate his flotation device to full capacity using his auto-inflator (500 psi).

**04.22.18. Tender Safety Protocol**

**04.22.18.01.** Wear a PFD at all times within the search area or within 20 feet of the water.

**04.22.18.02.** Ensure for the safety of his diver at all times noting the diver down time, depth, direction and distance, tank PSI, and physical condition in and out of the water.

**04.22.18.03.** Complete a pre-dive check of the diver and his/her equipment prior to the dive.

**04.22.18.04.** Maintain dive profiles as needed.

**04.22.19. Support Personnel**

**04.22.19.01.** Wear a PFD at all times while within the search area or 20 feet of the water.

**04.22.19.02.** Assist with equipment handling, and scene management.

**04.22.20. Enclosed or Confined Spaces and Night Diving**

**04.22.20.01.** When an enclosed or confined space that is not large enough for two (2) divers, a diver shall be stationed at the underwater point of entry and direct contact shall be maintained with the penetrating diver by use of a tending line.

**04.22.20.02.** Night diving shall only be permitted after a detailed description of the proposed procedures have been reviewed and approved.

**04.22.21. Line Signals**

**04.22.21.01. One Pull**

**04.22.21.01.01.** Tender to Diver- “Are you OK”

**04.22.21.01.02.** Diver to Tender- “I’m OK”

**04.22.21.02. Two Pulls**

**04.22.21.02.01.** Tender to Diver- “Change direction”

**04.22.21.02.02.** Diver to Tender- “Give me more Line”

**04.22.21.03.** Three Pulls

**04.22.21.03.01.** Tender to Diver- “Surface”

**04.22.21.03.02.** Diver to Tender- “Help”

**04.22.22.** Boat Use

**04.22.22.01.** Boat 1 will be started and batteries checked for charge every Thursday and the last Thursday of the month will be put in the water.

**04.22.22.02.** All operators of Boat 1 will have knowledge of the boat operations.

**04.22.22.03.** PFD will be worn at all times while on Boat 1

**04.22.22.04.** Extreme caution shall be used when operating a vessel within the vicinity of divers.

**04.22.22.05.** Divers shall not be towed by a vessel but shall re-board as necessary to change diving locations.

### **04.23. SOP #23 Handheld Portable Radio**

**04.23.01.** Purpose: To establish daily routines & procedures for handheld portable radios & batteries.

**04.23.02.** Batteries should be charged and rotated daily to ensure each battery has a complete charge at the beginning of any given shift. Rotating the batteries with spares to ensure maximum battery life span is achieved. It is recommended NOT to charge handheld portable radio batteries with the Radio, to allow for the use of all handheld portable radios at any given time.

**04.23.03.** When new batteries are placed into service each battery should be clearly marked with the in service date to ensure life span of the battery.

**04.23.04.** All handheld portable radios with freshly charged batteries should be placed in designated area on first out apparatus each day, to ensure that all Cabot Fire Department handheld portable radios are on any given emergency incident scene.

**04.23.05.** Handheld portable radios should be re-located to staging to be accessible to active emergency personnel while on scene of large incidents.

**04.23.06.** On scene personnel in staging with SCBA that have the potential to enter a hazardous environment are responsible to locate a handheld portable radio for their use during incident operations. All personnel that are involved in operations on scene are also responsible to ensure that they have a handheld portable radio in their possession to ensure personal safety during incident operations.

**04.23.07. Charging**

**04.23.07.01.** Spare batteries should be charged daily and rotated for daily usage on radios by Engineers.

**04.23.07.02.** Charge spare batteries instead of placing handheld portable radios on charger.

**04.23.08. Storing**

**04.23.08.01.** Handheld Portables should be stored in first out apparatus to ensure all spare CFD handheld portable radios are on any / all incidents.

**04.23.08.02.** See CHARGING for recommended battery rotation.

**04.23.09. On Scene Usage**

**04.23.09.01.** All extra handheld portable radios should be located at Staging during large incidents.

**04.23.09.02.** Handheld portable radios are a personal protective accountability item that is required when entering a hazardous area for communications ie. Each individual with an air pack should have a handheld portable radio.

## DEFINITIONS/ACRONYMS

**AIR-PURIFYING RESPIRATOR** -Means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

**ALS** ----- Advanced Life Support

**APPARATUS** ----- Any vehicle operated by CFD personnel.

**BACKUP DIVER**----- A diver fully equipped to enter the water immediately to assist troubled divers in the water

**BASIC LOAD**----- A full booster tank and those items of hose, tools, equipment, and other items carried on a specific piece of apparatus.

**BUDDY SYSTEM** ----- Operating in teams of two or more firefighters. Under this system, no single firefighter shall be assigned a task to perform alone in an IDLH atmosphere. Members operating under the Buddy System shall maintain voice or visual contact with the other team member(s).

**CABOT** ----- City of Cabot, Arkansas.

**CANISTER or CARTRIDGE**----- Means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

**CFD**----- Cabot Fire Department.

**A CHIEF** ----- The Chief of the Department, Assistant Chief, or Battalion Chief.

**THE CHIEF** ----- The Chief of the Cabot Fire Department.

**CLASS-A PUMPER** ----- Fire apparatus with pumping capacity of at least 1000 GPM.

**CREW** ----- The personnel on the apparatus available to perform the activities on a particular incident.

**DECOMPRESSION SICKNESS** ---- Any condition resulting from the supersaturating of tissues of the diver causing the formation of bubbles in the tissues following diving activities.

EMERGENCY GAS SUPPLY ----- Any redundant air source completely independent of the primary air source such as a pony bottle with first and second stages.

EMPLOYEE----- Any member of the CFD, regardless of salary or hourly status

EMS (Emergency Medical Service)- This can refer to the pre hospital emergency medical crew (service provider) or a medical incident.

FIRE APPARATUS ----- Any fire department vehicle with firefighting capability.

FIRE FIGHTER ----- Any employee, full- or part-time, of the Cabot Fire Department who is trained or in training to hold a firefighter certification.

FIRE GROUND----- The scene of fire operations.

FIRE OFFICER ----- Any chief or line officer of the fire department.

FIRE PREVENTION CODE----- The Arkansas Fire Prevention Code which has been adopted by Cabot City ordinance.

FIT TESTING-----A test conducted on each individual who is expected to wear an SCBA. The fit test will be done using the face piece selected for that individual, to insure a proper seal. Fit testing shall meet the QLFT (qualitative fit testing) protocol found in Appendix B of 29 CFR 1910.134 OSHA Respirator Protection Standard.

FULL PPE ----- Boots, trousers, coat, hood, gloves, helmet.

GOVERNING BODY----- Mayor and City Council of Cabot, Arkansas.

HIRE----- To make a member of the Cabot Fire Department.

HOT ZONE----- The area of imminent hazard around a working incident as established by the Incident Safety Officer.

IC----- Incident Commander.

ICS ----- Incident Command System.

IDLH ----- Immediately Dangerous to Life and health, means an atmosphere that poses an immediate threat to life, would cause the irreversible adverse health effects, or would impair an individual’s ability to escape from a dangerous

atmosphere. This would include structural fire, chimney fire, dumpster fires, hazardous material incidents, vehicle fires, or any other operations which may pose a respiratory hazard.

- INCIDENT----- Any emergency or training drill to which the fire department has been dispatched, called, or assigned.
- INTERIOR FIREFIGHTER ----- A firefighter specifically trained and physically capable of firefighting activity from inside a structure.
- ISO (Incident Safety Officer)----- A temporary position in the Incident Command System assigned to identify and halt unsafe activity on an incident scene.
- LAST-SEEN-POINT ----- Where the victim or object was last seen based on Witness Interviews, Use of Reference Points and Reference Objects, and Physical Evidence.
- LINE OFFICER ----- The Captains or Lieutenants of the CFD.
- LODD ----- Line-Of-Duty Death
- LZC ----- Landing zone coordinator.
- MAYOR ----- The Mayor of Cabot.
- MEMBER----- Any employee of the Cabot Fire Department.
- MEDICAL EVALUATION ----- Shall mean the completion of the attached Medical Questionnaire form found in Appendix C of 29 CFR 1910.134: OSHA Respirator Protection Standard, and reviewed by a Professional Licensed Health Care Provider (PLHCP).
- MEDICAL EXAMINATION ----- Shall mean a physical examination by a PLHCP, selected by the Cabot Fire Department.
- MUTUAL AID----- Assistance given to, or received from, any other fire department.
- MVC ----- Motor Vehicle Collision.
- NFPA ----- National Fire Protection Association.
- NIMS ----- National Incident Management System.

NINETY PERCENT DIVER----- A diver partially equipped and at the ready in an environmentally protected location standing by to assist a backup or troubled diver.

OFF-ROAD----- Off paved surfaces and away from established drives, lanes, or trails.

OSHA ----- Occupational Safety and Health Administration.

PAR----- Personnel Accountability Report.

PAS ----- Personnel Accountability System.

PASS ----- Personal Alert Safety System.

PFD ----- USCG approved Personal Floatation Device (Lifejacket).

PHYSICIAN or other licensed health care professional (*PLHCP*) -- an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by paragraph (e) of OSHA 1910.134.

PIO----- Public Information Officer.

POV----- Privately Owned Vehicle.

PPE ----- Personal Protective Equipment designed and supplied to CFD personnel to ensure his/her personal safety while operating in hazardous or potentially hazardous environments.

PSD ----- Public Safety Diver.

PUMPER----- Apparatus with a minimum of 750 GPM pumping capacity.

RECOVERY MODE ----- A mode of operation where there is no chance to save a Human life.

RESCUE MODE----- A mode of operation where there is potential to save a Human life.

RESCUE TEAM ----- This team shall consist of at least two (2) firefighters in full protective clothing with SCBA, have portable radios

and rescue equipment immediately available. One member shall remain outside the entry point, while other member(s) may perform limited outside duties, designated by the IC, as long as those duties do not jeopardize the safety of the interior firefighters.

- RESPONSE----- The act of proceeding to a call for assistance. May be in an emergency mode (red lights and sirens operating) or a non-emergency mode (with normal traffic flow), depending on the dispatched information.
- RISK/BENEFIT FACTOR ----- A subjective evaluation of the merit of an operation. Do the benefits of the operation merit the risks to SCUBA Division personnel?
- RIT (Rapid Intervention Team) ----- Personnel and equipment standing by to respond immediately to firefighters in need of rapid assistance on the fire ground.
- RIT----- Rapid Intervention team.
- SCBA----- Self-Contained Breathing Apparatus.
- SCENE ----- Location of a Cabot Fire Department operation. The scene may be an emergency, routine, or training location.
- SCUBA----- Self-Contained Underwater Breathing Apparatus.
- SOP----- Standard Operating Procedure.
- STAGING ----- Location where personnel, apparatus, equipment are assembled before use.
- STATION----- Any fire station or other facility from which the CFD operates.
- TENDER----- Team members who have received training or instruction and field experience in line tending and diving communication equipment utilized by the dive team.
- TURNOUT GEAR ----- CFD-issued firefighting PPE. Includes: helmet, hood, protective coat, protective trousers, protective boots, firefighting gloves, and appropriate eye protection.
- WEAPON----- An instrument of offensive or defensive combat, or anything used, or designed to be used, in destroying,

defeating or injuring a person. The term is chiefly used, in law, in the statues prohibiting the carrying of “concealed” or “deadly” weapons.