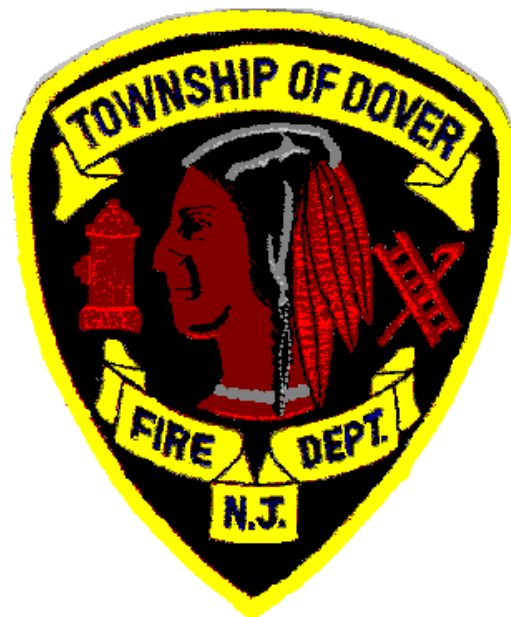


Dover Township Fire Department

District 1 and 2



Standard Operating Guidelines

12-12-05

Dover Township Fire Department

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Dover Township Fire Department

Guideline Number
1-01

Effective Date
1-1-05

Standard Operating Guideline

Title: Guideline Committee

Purpose – This guideline establishes and provides for the maintenance of a committee to prepare and maintain the guidelines for the Dover Township Fire Department.

Scope – The guideline committee will work under the Dover Township Fire Department Joint Officers Association.

Committee Members

- The chief of each of the six Dover Township fire companies shall appoint one officer from their company.
- One Instructor representing the Dover Township Fire Academy shall be assigned to the committee.
- The committee member shall serve a two-year term on the committee.

Initial Guideline Development

- The committee shall set up the format for the guidelines.
- The committee shall draft a preliminary set of guidelines.
- The committee shall then submit a draft set of guidelines for approval by the Dover Township Joint Officers Association.
- Once approved by the Joint Fire Officers Association the guideline will become an official Dover Township Fire Department Guideline.
- An approved guideline shall have the initials of each chief.
- Once completed a set of guidelines will be given to each fire department, the fire academy, and the Board of Fire Commissioners.

New Guidelines

- Any officer or department that feels a guideline is needed should put that request in writing to the Joint Officers Association.
- The Joint Officers Association shall forward the request to the Guideline committee if it deems it a necessary guideline.
- The committee shall develop the requested guideline and submit it to the Joint Officers Association for approval.
- Each Chief shall initial an approved guideline.
- Once approved by the Joint Officers Association the guideline will become an official guideline and be distributed to each fire company, the fire academy, and the Board of Fire Commissioners.

Guideline Review

- January of each year the guideline committee and chiefs shall review the Dover Township Fire Department Guidelines.
- Any changes shall be given to the guideline committee in writing from the Joint Officers Association before February 1st.
- The committee shall review the guidelines, make changes, and submit the guideline for approval by the Joint Officers Association no later than March 1st.



Dover Township Fire Department

Guideline Number
1-02

Effective Date
1-1-05

Standard Operating Guideline

Title: Apparatus / Unit Roster

Purpose – This guideline is a reference for the numbering of Dover Township Fire and First Aid units.

Scope – This guideline pertains to all personnel and apparatus in Dover Township.

Apparatus Type Designations

The following is a break down of apparatus types for Ocean County. Each FD unit will utilize a 4 digit #, with the first 2 numbers recognizing the station. The second 2 numbers designates the truck number and type of unit. Example 2501 is an engine from Toms River FD.

0	Officers	5 Ladders / Aerial Units
1	Engines / Pumpers	6 SCUBA (Vehicles / Boats)
2	Mini Pumpers	7 Special Apparatus (foam, HazMat,
3	Rescue / Extrication	8 Tankers 1250 gals*
4	Vans / Utilities / Salvage	9 Brush Units

EMS units will utilize a 3 digit #, with the first 2 numbers recognizing the squad. Example would be 330 is the captain of Pleasant Plains EMS.

0	Captain
1-9	Officers / Ambulances

Fire Commissioners Radio Identifications

<u>Op #</u>	<u>Title</u>	<u>District</u>
1-100	District Chief	1
1-101	Fire Commissioner	1
1-102	Fire Commissioner	1
1-103	Fire Commissioner	1
1-104	Fire Commissioner	1
1-105	Fire Commissioner	1
910	Administrator	1
1-201	Fire Commissioner	2
1-202	Fire Commissioner	2
1-203	Fire Commissioner	2
1-204	Fire Commissioner	2
1-205	Fire Commissioner	2

Fire Officer Radio Identifications

2500	2600	2700	2800	2900	3000	Fire Chief
2510	2610	2710	2810	2910	3010	Assistant Chief
2520	2620	2720	2820	2920	3020	Captain
2530	2630	2730	2830	2930	2940	1 st Lieutenant
2530	2640	2740	2840	2940	3040	2 nd Lieutenant
2550	2650	2750	2850	2950	3050	Engineer
2560	2660	2760	2860	2960	3060	Dive Captain
2590	2690	2790	2890	2990	3090	Fire Police Captain

Bureau of Fire Prevention Radio Identifications

The bureau of fire prevention, Station 31 utilizes car numbers and operator's numbers. When contacting District 1 for inspections and incidents, the car number is utilized for tracking in the CAD. For day-to-day operations and communications the inspectors use their operators numbers. All of the car numbers are three digits and end in the number 7. All operators' numbers are three digit series 9 numbers.

Staff / Fire Fighter Radio Identifications

Ocean County's numbering system for personnel radio call signs is the following: station # than a 3 digit number starting with 9. Example: station 25 members would be 25-923 or 29-901. Fire Police Officers are 4 digit numbers with the station number followed by a series 9. Example: 2591 is a fire police officer, not an engine. The third digit being a 9 indicates it's a person not a unit: 2995, 2696, 2791, 2897, 2990, 3094.

Dover Township Apparatus list by Unit Type

CHIEFS CARS

2500	2600	2700	2800	2900	3000	1-100
------	------	------	------	------	------	-------

ENGINES

2501	2671	2701	2801	2911	3061
2511(25-1)	2631(26-1)	2721	2811	2921	3051
2561*	2641(26-1)				3041

LADDERS

2525	2705(27-1)	2865	2905	3065
------	------------	------	------	------

RESCUE / EXTRICATION UNITS

2561*	2624*	2717	2807*	2917	3007
-------	-------	------	-------	------	------

TANKERS

3068

BRUSH UNITS

2609(26-1)	2819	2909	3059
2619	2829		3069(30-1)

BOATS (RESCUE) WITH FIRE PUMPS

2753	2903
------	------

ZODIACS

2603	2803
------	------

RESCUE BOATS / EMS UNITS

176 326

SCUBA UNITS2507* 2617 2726 2806 2904*
325***CASCADE UNITS (BREATHING AIR)**

2624* 2904*

FOAM UNIT

2807*

FIRE POLICE UNITS

1-907 1-927 2907 3017

WAVE RUNNER

ST 27 2736 2746

AMBULANCES178 187 327 334 367 397
179 188 329 335 368 398
189 336 369 399**EMS FIRST RESPONDER UNITS**177 186 325* 337 365 395
396

* Denotes more than one use

Dover Township Apparatus by Station / Squad**Station 25 Robbins Street Fire House**2500 - Chiefs Car
2501 - Engine
2561 - Engine / Rescue
2507 - Rehab / Water Rescue**Station 25-1 Cardinal Drive Fire House**2511 - Engine
2525 - Ladder 100 ft**Station 27 Kittiwake Ave Fire House**2700 - Chiefs Car
2701 - Engine
2721 - Engine
2707 - Beach Engine / Extrication
2756 - Water Rescue Unit
2753 - Boat w/ Pump (Ocean Beach Marina)**Station 27 -1 8th Ave Fire House**

2705 - Ladder 65 ft

Station 29 Kettle Creek Road Fire House2900 - Chiefs Car
2911 - Engine
2921 - Engine
2905 - Ladder 100 ft
2917 - Rescue / Extrication**Station 26 West Water St Fire House**2600 - Chiefs Car
2671 - Engine
2624 - Rescue / Extrication
2609 - Brush Unit
2617 - Water Rescue Unit
2603 - Zodiac / Trailer**Station 26-1 Hooper Ave Fire House**2631 - Engine
2641 - Engine
2669 - Brush Unit**Station 28 Fischer Blvd Fire House**2800 - Chiefs Car
2811 - Engine
2801 - Engine
2865 - Ladder 65 ft
2807 - Foam Unit / Light Extrication
2829 - Brush Unit
2819 - Brush Unit
2806 - Water Rescue Unit
2803 - Zodiac / Trailer**Station 30 Clayton Ave Fire House**

3000 - Chiefs Car

2904 - Water Rescue / Rehab / Cascade
2909 - Brush Unit
2907 - Fire Police Unit
2903 - Boat w/ Pump (Kettle Creek Marina)

Office of Emergency Management

Command Post-Dover Unit One
Army Trucks 6x6 (2)
Mobile Generator (1)
Response Unit 4WD (2)

Squad 17 35S/ Second Ave

178 - Ambulance
178 - Ambulance
177 - Beach Unit Hummer 4wd
176 - Rescue Boat

Squad 18 Garfield Avenue

187 - Ambulance
188 - Ambulance
189 - Ambulance
186 - First Responder Car

Squad 39 Irons Street

397 - Ambulance
398 - Ambulance
399 - Ambulance
395 - First Responder Car
396 - First Responder Car

3051 - Engine
3065 - Ladder 65 ft
3007 - Rescue / Extrication
3059 - Brush Unit
3017 - Fire Police Unit

Station 30-1 Warner Street Fire House

3061 - Engine
3068 - Tanker 7000 gallons
3069 - Brush Unit

Dover Township Fire Academy

3041 - Engine (reserve)

Squad 32 Sixth Ave /35S

327 - Ambulance
329 - Ambulance
325 - Water Rescue Unit
326 - Rescue Boat

Squad 36 Maine Street

367 - Ambulance
368 - Ambulance
365 - Squad Car

Squad 33 Clayton Ave

334 - Ambulance
335 - Ambulance
336 - Ambulance
337 - Captains Car



Dover Township Fire Department

Guideline Number
1-03

Effective Date
1-1-05

Standard Operating Guideline

Title: Sexual Harassment

Purpose: This policy is established to provide every member with a workplace free from sexual harassment. Sexual harassment undermines the integrity of the department's community relations, debilitates morale, and interferes with work productivity.

Scope: All fire department personnel and extends to conduct which occurs at the fire station and at any location that can be reasonably regarded as a fire department activity, including emergency incidents, off-site department-related social functions, training activities, or any place where department business is being conducted or discussed.

Guideline:

- I. Statutes concerning Sexual Harassment in the workplace
 1. Title VII of the Civil Rights Acts of 1964 as amended
 2. N.J.S.A. 10.5-1 et. seq.
 3. N.J.S.A. 11A.1-1 et. seq.
 4. N.J.A.C. 4A.701.3

- II. The following behavior is defined as Sexual Harassment
 1. Physical Assaults of a sexual nature, such as:
 - a. Sexual assaults or criminal sexual contact, or the attempt to commit these offenses.
 - b. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another members body, or poking another member's body.
 2. Unwanted sexual advances, propositions or other sexual comments, such as:
 - a. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any member who indicated in any way that such behavior/conduct in his or her presence in unwelcome.
 - b. Preferential treatment or promise of preferential treatment to a member for submitting to sexual conduct, including soliciting or attempting to solicit any member to engage in sexual activity for compensation or reward.
 - c. Subjecting or threatening to subject a member to unwelcome sexual attention or conduct. Generalized gender-based remarks and comments.
 - d. Intentionally making performance of the member's job more difficult because of the member's sex.

- e. Verbal or written sexually suggestive or obscene comments or propositions including letters, notes, e-mail, invitations, gestures or inappropriate comments.
- 3. Sexual or discriminatory displays or publications anywhere in the department's workplace by the department's members, such as:
 - a. Displaying, or otherwise publicizing in the work environment. Pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually revealing, sexually suggestive, sexually demeaning, or pornographic.
 - b. Displaying signs or other materials purporting to segregate a member by sex in any area of the department, other than restrooms and similar semi-private locker/changing rooms.
 - c. Visual contact, such as leering or staring at another's body.
- 4. It is impossible to make a comprehensive list of all behaviors that could constitute sexual harassment. Each situation shall be examined individually; what is harassment in one case may not be in others. Behavior that is highly amusing to one person may be very unwelcome to another. Some key concepts that shall be examined in each case are:
 - a. unwelcome
 - b. hostile or intimidating
 - c. interfering with work performance

III. Retaliation for Sexual Harassment Complaints

- 1. Retaliation against any member who alleges that he/she was the victim of sexual harassment or against any member who provides information in the course of an investigation into claims of sexual harassment in the department is prohibited by this policy.
- 2. Any member bringing a complaint or providing information for an investigation under this policy shall not be subjected to adverse consequences based upon such involvement or be the subject of retaliation.
- 3. Intentionally pressuring another person to give false information about an alleged incident of sexual harassment for the purpose of covering up such incident is prohibited by this policy.
- 4. Violation of this section of the policy may be grounds for disciplinary action up to and including termination from the department.

IV. Responsibilities

- 1. Line and Executive Officers
 - a. In order to ensure the integrity of the department, line and executive officers are required to ensure adherence to and compliance with this policy and, upon becoming aware of possible sexual harassment, are required to:
 - 1. Take appropriate immediate action to stop the harassing behavior.
 - 2. Inform the member of his/her rights to file a sexual harassment complaint.
 - 3. Report all incidents to the Fire Chief and the action taken.
- 2. Members
 - a. Members subjected to sexual harassment are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question is offensive and unwelcome. However, failure to do so does not preclude filing a complaint.
 - b. Members subjected to sexual harassment are encouraged to promptly report all such incidents to the Fire Chief.

- c. Members who observe any behavior by another member which constitutes sexual harassment shall promptly report the incident to the Fire Chief.
- d. Members subjected to sexual harassment that involves the Fire Chief, shall report the incident to the Board of Fire Commissioners.
- e. All members are expected to cooperate with investigations undertaken pursuant to this policy. Failure to cooperate in an investigation may result in disciplinary action.

V. Complaint Process

- 1. All complaints received by a member shall be documented in writing, whether received in writing or verbally. All records and proceedings concerning the sexual harassment complaint shall be maintained as confidential to the extent practicable and appropriate.
- 2. The complainant may report a sexual harassment complaint to any Line or Executive Officer. Any complaint received by a Line or Executive Officer shall be immediately reported to the Fire Chief.
- 3. All investigations of sexual harassment complaints shall be conducted in a way that respects, to the extent possible, the confidentiality and privacy of all the persons involved. The investigations shall be conducted in a prompt, thorough, and impartial manner.
- 4. The results of the investigation shall be forwarded to the Board of Fire Commissioners to make a final decision as to whether a violation of the policy has been substantiated.
- 5. When sexual harassment is found to have occurred, the department and Board of Fire Commissioners shall take prompt and appropriate remedial action to the sexual harassment and deter its reoccurrence.

VI. False Accusations and Information

- 1. If any member knowingly makes a false accusation of sexual harassment or knowingly provides false information in the course of an investigation of a complaint, may result in disciplinary action up to and including termination from the department.
- 2. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

VII. Confidentiality

- 1. All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of all those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process.
- 2. In the course of an investigation it may be necessary to discuss the claims with the alleged harasser and other persons who may have relevant knowledge. Therefore, it may be necessary to disclose information to persons with a legitimate need to know about the matter.
- 3. All persons interviewed shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all involved.
- 4. Failure to comply with this confidentiality may result in disciplinary action.

VIII. Disciplinary Action

- 1. Any member found to have violated this policy may be subject to the appropriate remedial or disciplinary action.
- 2. The remedial action may include but not limited to counseling, training, intervention, and/or mediation.
- 3. The disciplinary action may include but not limited to reprimand, suspension or termination from the department.

4. Referral to another authority for review of possible violation of State and Federal statutes may also be appropriate.



Dover Township Fire Department

Guideline Number
1-04

Effective Date
1-1-04

Standard Operating Guideline

Title: Computers and Networks

Dover Township computers and networks provide authorized employees with access to work related resources and communication with other Dover Township employees. This capability requires that an individual user act responsibly at all times. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations and contractual obligations.

I. DEFINITIONS

- A. Authorized Software
Software or programming material purchased by or licensed to Dover Township by an authorized vendor or manufacturer.
- B. Authorized Hardware
Computer systems, components, boards, cables, electronic chips, and adjunct equipment that compose the physical operating computer, purchased or licensed to Dover Township by an authorized vendor or manufacturer.
- C. Authorized User
An employee or other person authorized by Dover Township MIS to access Township computers and networks in a manner consistent with their job description and network rights.

II. SYSTEM ADMINISTRATION

- A. The Board of Fire Commissioners will appoint a System Administrator to oversee usage of the Dover Township Computer Network by employees of the Department.
- B. The System Administrator shall have functional supervisory authority over all employees of the Department, officers and civilian members, in the use and dissemination of information through the Dover Township Computer Network.
- C. Complaints alleging misuse of Dover Township computer resources will be directed to the System Administrator for investigation.
- D. The System Administrator shall report any breaches of policies in this chapter by any employee of the department, including superior officers, to the Board of Fire Commissioners.

III. INTELLECTUAL PROPERTY

- A. Electronic mail (e-mail) is an internal Dover Township resource and is provided as a working tool for authorized users with e-mail accounts. It is not intended for personal mail, and there is no explicit or implicit guarantee of privacy that comes with its use.
- B. User files, directories and emails are the property of Dover Township and may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law.
- C. E-mail containing any sexually explicit, graphically disturbing, or harassing images or text is forbidden.

- D. The maintenance of any sexually explicit or graphically disturbing images on any fixed or removable computer storage media, unless it is part of a bona fide investigation, is forbidden.

IV. HARDWARE ISSUES

- A. All repairs to equipment are to be made by the Township's contract service vendor. Individual users are not authorized to do any repairs to network hardware.
- B. Any problems with a piece of equipment are to be immediately reported to the System Administrator.
- C. Individual users shall not move or disconnect any equipment within an office without permission from the System Administrator.

V. SOFTWARE ISSUES

- A. Dover Township MIS shall set software standards for all Township computer systems.
- B. Illegal reproduction of software protected by US Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.
- C. No unauthorized software will be placed in any Township computer. Software in the public domain, commonly known as "Shareware" must be approved and checked by the MIS Department prior to installation.
- D. Software problems shall be immediately reported to the System Administrator.

VI. NETWORK SECURITY

- A. Users shall not attempt to circumvent data protection or security systems.
- B. Employees shall log onto the Computer Network using only their own authorized identifier and password.
- C. Users shall not disclose their individual login identifier or password to other persons.
- D. Individuals that allow other users to access the Computer Network using their login shall be responsible for any actions that may arise that are associated with their login rights.

LOGGING ONTO THE SYSTEM

Communications Center:

- A. Double click on the LARIMORE icon.
- B. Once presented with the Larimore Menu Logon screen, log onto the system with your username and password.
- C. On the main menu, the left side will show access to all of the sections of the computer. On the right side will be different options for each section listed on the left
- D. To logon the CAD system, click on "COMPTUER AIDED DISPATCH SYSTEM" listed on the right side, enter your password, 911 phone and fire, police controls, hit enter.

Fire Stations:

- A. Double click on the LARIMORE icon.
- B. Once presented with the Larimore Menu Logon screen, log onto the system with your username and password.
- C. On the main menu, the left side will show access to all of the sections of the computer. On the right side will be different options for each section listed on the left
- D. To logon the CAD system, click on "COMPTUER AIDED DISPATCH SYSTEM" listed on the right side, enter your password. This will allow viewing of all current calls, NFIRS and many other functions listed.

CALL TAKING

- A. To take a call, hit the function key #1 (F1) to initiate the call-taking screen.
- B. Fill in the below listed information (address, call code, caller info, comments)
- C. To send the incident to the CAD system, press ENTER.

SELF INITIATE UNIT

- A. To self initiate a unit, hit the function key #2 (F2) to initiate the unit screen.
- B. Fill in the below listed information (address, call code, comments)
- C. To send the incident to the CAD system, press ENTER.

DELAYED CALL

- A. To set up a delayed call, hit the function key #3 (F3) to initiate the call taking screen.
- B. Fill in the below listed information (address, call code, call person, comments). On the top of the screen, remove all text from the event # box, and change the type to "fire", enter the activation date and time.
- C. To send the incident to the CAD system, press ENTER. This event will not appear on the dispatcher screen until the date/time activation.

ADDRESS AND LOCATION FIELDS

- A. For an address, type the house number followed by the street name. If the premise number does not exist, use the next closest valid number so the run ticket is generated for the incident.
- B. For the premise name, type the letter P followed by a backward slash (P/) enter the full name (or accepted abbreviations for the name) within the address field. If the name does not exist within the GEO-FILES, the name should be verified and entered in as a "near-by" location so that a run ticket would be generated for the incident.
- C. For a fire alarm or medical alarm, preface the number by the letter "A" with a forward slash. (A/1234).

CALL CODES

Enter the appropriate call for the incident:

4194	Administrative
9902	Alarm Fire
9909	Alarm Medical
4166	Alarm on test/fire watch
4146	Alarm CO Detector
4206	Allergic Reaction
4109	Animal Rescue
4201	Assist & Lift Non-Injury
4113	BBQ Grill Fire
4103	Boat Fire
4116	Bomb Threat
4102	Brush Fire
4176	Complaint Fire
4202	CPR/Rescue Breathing
4229	DOA Poss/ Unattended

4203 Diabetic Emergency
 4196 Drill Fire/EMS
 4219 EMS stand by @ fire scene
 4198 Event/Detail/Parade
 4197 Explorer Activities
 4163 Fire Information
 4192 Fire Prevention Program
 4193 Fire Watch Program
 4210 First Aid Unknown
 4122 Gas/Fuel Spill or Leak
 4203 General Weakness/Sick
 4112 HAZMAT Incident
 4105 Hazardous condition
 4215 Heart/Stroke/O2
 4299 Hospital Divert/Bypass
 4184 Hydrant Inspection
 4186 Hydrant out of service
 4185 Hydrant re-inspection
 4220 Injured Person
 4181 Inspection
 4175 Investigation
 4225 Maternity / miscarriage
 4173 Meeting
 4140 Mutual aid out of town
 6503 MVA w/wires down
 6500 MVA – Injury
 6501 MVA – Entrapment
 6502 MVA – Fire
 4121 Nat Gas Leak
 4167 On Radio Fire/EMS Business
 4110 Open burning – Illegal
 4187 Other Duty Fire/EMS
 4199 Out of Service
 4111 Outside Fire
 4195 Pager announcement
 4190 Parking Handicap
 4189 Parking Fire Lanes
 4128 Rescue non MVA
 9994 Road Closed
 4204 Routine Transport
 4180 Stand by @ game / event
 4165 Station Coverage
 4251 Suicide / Attempted
 4174 Training
 4115 Trash / Dumpster / Rubbish Fire
 4108 Water Incident / Accident
 4106 Water – Medical Emergency
 9999 Void / Cancel

NARRATIVE

Enter a comment(s) related to the incident.

NAME FIELD

Enter the caller's name or agency, which initiated the incident.

DISPATCHING AND HANDLING THE INCIDENT

To dispatch the incident, highlight the call than press F4 (the new call must appear in the review area of the main dispatch screen). Look at the appropriate box/grid to dispatch the correct stations/squads. **1st, 2nd, 3rd, General Alarm, Rescue, Water, EMS, EMS back up, CSO**. Double click on the stations or squads to attach them to this incident.

If the unit(s) need to be changed or added to, tab down to that line by hitting the return key. Add the necessary unit/station numbers and then hit the enter key to send/dispatch the unit numbers. If the dispatch would require stations and sub stations to be sent, these will be added to the recommendation line by the dispatcher to generate a run ticket at the appropriate station(s).

The unit numbers will include stations, sub stations, and squads.

Station 25 (F25/26)	Station 25-1 (F25-1)	Squad 39 (M39)
Station 26 (F25/26)	Station 26-2 (F26-1)	Squad 33 (M33)
Station 27 (F27)	Station 27-1 (F27-1)	Squad 17 (M17)
Station 28 (F28)		Squad 32 (M32)
Station 29 (F29)		Squad 36 (M36)
Station 30 (F30)	Station 30-1 (F30-1)	Squad 18 (M18)
Station 31 (F31)	Admin Unit (FIRE1)	Squad 27 (M27)
Station 53 (F53)	DTPD (DTPD)	Squad 21 (M21)
Station 16 (F16)	USCG (USCG)	MED 1 (MED1)
Station 44 (F44)	NJR (NJR)	MED 2 (MED 2)
Station 45 (F45)	JCPL (JCPL)	MED 3 (MED 3)
Station 69 (F69)	KNOX (KNOX)	MED 4 (MED 4)
Station 32 (F32)	OEM (OEM)	
Station 18 (F18)		
Station 21 (F21)		

Any available information should be passed along to the responding units. This information is available at the time of dispatch or by bringing up the incident into the review area of the main dispatch screen (**F4**). Once the incident has been called up, the dispatcher would look to the right side of the screen to access the information area: **Location (s/F5) Premise (s/F6), History (s/F7) and Patrol (S/F8)**. If any of these functions are available, they can be clicked on to view the information. To exit out of the screens use the esc key. Once in this area, the dispatcher can view the following: building data, emergency contact information, hydrant locations, location history, patrol Hazards, run-cards, special responses, and response flags.

If any comments need to be logged or is requested to be logged regarding the incident, the dispatcher could accomplish this by the following methods. *These comments should be anything pertinent to the incident that is mentioned by the Officer in Charge (OIC) (i.e. notifications - GPU, NJNG, Building inspector, ect), scene size ups/status statements, any special requests, final incident out come statements, etc*

- A. The dispatcher could use the "Command Line" entry field (F11) while on the main dispatch screen.
- B. The "unit transaction" (F7) along with the unit number could be utilized to log any comments pertaining to the incident
- C. The dispatcher can assign the resource to the incident and track as a unit. ex- GPU, USCG
- D. If a unit is enroute to the hospital, use the to hospital command (transport) with the unit and change the location line of the screen to show what hospital the unit is going. Also note any information to the transport (micu). When the unit arrives on location use the on scene command (arrived).

- E. The disposition of each unit is required to be logged in the CAD system for each incident:

- 54 Alarm False
- 55 Alarm Malfunction
- 52 Alarm Trouble
- 63 Cancel
- 66 Cleared
- 56 DOA/Pronounced
- 51 Extinguish
- 65 Forward to PD
- 53 Investigate
- 57 POV/Private Rig
- 58 Refusal
- 59 Remove Hazard
- 60 Rescue
- 61 Stand By
- 62 Released
- 50 Transport
- 64 Unfounded

- F. If a unit is on the air for an assignment (drill, fuel, driver training, etc), generate an incident in the CAD as a new call.
- G. The creation of an incident with the location being "**out of service**" will be used to track units out of service with the call code 4199.
- H. Each incident is assigned an event # with the letter "F" automatically. Each incident that has a fire response for an emergency or public service will have a "**case number**" assigned to it. This number is needed to create an NFIRS report.

BUILDING INSPECTION / EMERGENCY CONTACT INFORMATION

- A. Information concerning building inspections is available in inquiry by the dispatcher. *An incident or call does not have to be generated just to view this information.*
- B. Follow the above for take a call. Only the address or premise name has to be entered.
- C. If any information is available, the **Premise** tab on the bottom right will be highlighted along with the **PATROL** tab.
- D. Once the screen appears, choose the appropriate menu choice to view the needed information. Use the esc key to exit back to the main CAD menu.

CAD INCIDENT SEARCHES

- A. From the main CAD menu on the left, choose CAD call review or CAD search on the right.
- B. Add the information necessary to perform the requested search. C.
- C. Once entered, hit the enter key to send the information to the CAD system. If any incidents are located, use the arrow keys to choose the appropriate incident in question.

PATROL FLAGS / HAZARDS FOR ADDRESSES

The dispatchers can enter any patrol / hazard flags for addresses into the CAD system. Use the following procedure to enter the information.

- A. Start from the X functions menu
- B. Choose (F5) Edit PTL/HAZ
- C. Choose OK
- D. Choose "**NEW**"
- E. Double Click and pick the appropriate patrol type.
- F. Click both FIRE and POLICE for agency type (this shows the flag on both police and fire dispatch)
- G. Fill in the rest of the information, including the premises type and narrative.
- H. If there is an inactive date when the hazard will no longer be valid, type in the date, otherwise type the date as 12/31/2010 and check the box "continue to alert after review date"
- I. Enter the badge # of the person request this to be posted.
- J. Once you are complete, hit the enter key to send it to the CAD. The information will be added to the CAD
- K. On the take a call screen, enter the address to verify that the patrol/hazard appears.

CAD Problems

*

Any problems with the CAD system (i.e. functionality of the computers at District 1, GEO-File additions/changes, etc) are to be reported to Dispatcher Bob Sinnott who then will attempt to repair same or send it to Chief John Lightbody at the bureau office for further action.



Dover Township Fire Department

Guideline Number
1-05

Effective Date
1-1-05

Standard Operating Guideline

Title: Funeral Guideline

Foreword

This manual outlines the procedures for post-death arrangements of current and retired Members. It covers notification, assistance to family members, and, in the case of current members, coordination of funeral and burial arrangements.

In all instances, the Department shall honor the wishes of the family. The decision to use all of part of the services offered or modification of some details will remain with the immediate family.

To provide the most harmonious atmosphere possible, members designated to perform any specified duties are directed to familiarize themselves with the details contained in this manual and practice their functions prior to the ceremony.

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I. Notifications

A. **ON-DUTY DEATH**

When a Department member expires in an Line of duty status, the following notification sequence will be followed:

1. Immediate Supervisor

The member's immediate supervisor will be notified as soon as possible. The supervisor will obtain details surrounding the death.

Upon confirmation of circumstances and events surrounding the death the employee's immediate supervisor shall contact the Board of Fire Commissioners.

The member's chief or senior officer and a commissioner from the respective district shall make prompt personal notification to the employee's immediate family and shall provide them with information concerning the death. If requested, he shall also assist in contacting the family physician, clergy, and out-of-town or out-of-state relatives and friends.

2. Chain of Command

The Board of Fire Commissioners shall notify the Fire Marshal/ State Fire Director. The Fire Marshal/Fire Director shall assume respectability for further notification within their respective department, as they deem appropriate.

3. Chief Officer

The Chief Officer shall be responsible for notifying the Public Information Officer and for sending out follow-up information. The information should be distributed in a timely and accurate manner.

4. Public Information Officer

If it is determined that an announcement of the employee's death will be made to the news media, coordination of the announcement will be under the direction of the Public Information Officer.

5. Acting or Unavailable Supervisors

An acting supervisor at any level in the chain of command shall assume the notification of the position.

If during the notification sequence a supervisor is not available, the next higher command level shall be notified and assumes the responsibilities and the duties of the unavailable supervisor.

B. **OFF-DUTY DEATH**

When a member is notified of an off-duty death of another member or an ex member, the notification procedure previously specified will be followed, with the following two exceptions:

1. Upon the death of a member, the Chief shall contact the family to verify the details of the death and then proceed with routine notification procedures if requested.

2. In the death of a ex member, the Officer shall notify the Chief Officer. Responsibility for personal contact may be delegated to a supervisor in the immediate area of the members residence.

II. **RESPONSIBILITIES**

Upon completion of all notifications, the Department may provide additional assistance to the family of the deceased member. Full funeral service coordination will be offered only to the families of current members. Post-funeral family assistance will also be available. In all instances, the wishes of the family will determine the extent of assistance actually provided.

A. **REPRESENTATIVE MEMBER**

1. The deceased member's immediate Chief shall select another department member to act as the Representative member. The selected member should be a friend of the deceased and a person who can provide emotional support to the family.
2. The Representative Member's responsibilities include providing assistance to the family of the deceased before, during and after the funeral, as well as coordination funeral activities with the Funeral Detail Officer
3. The Representative Member shall devote time and effort to the family of the deceased member, and will perform the following duties with the utmost diplomacy, discretion and decorum:
 - Discuss the family's immediate financial status and arrange for available assistance through any appropriate associations;
 - Determine from the family the degree of Dover Township Fire Department's involvement desired at the funeral and related activities;
 - Assist the family in contacting clergy, friends and relatives and establishing preliminary funeral service planning;
 - Determine the date, time and location of the pending funeral or memorial service and visitation periods;
 - If requested, establish a list of Dover Township Fire Department pallbearers and, Honor Guard Members;
 - Provide transportation assistance for the immediate family, if desired.
4. Inquires from the news media concerning the death will be coordinated by the Representative Member with the Department's Public Information Officer, who shall have access to the deceased employee's personnel file for any press releases.

B. **FUNERAL DETAIL OFFICER**

The Chief of the Department shall designate the Funeral Detail Officer. The Funeral Detail Officer shall be responsible for coordinating requested funeral activities under the direction of the Representative Member.

1. The Funeral Detail Officer will complete coordination of Information and other notices concerning visitation periods and funeral services.
2. The Funeral Detail Officer will coordinate completion of the following funeral arrangements:
 - Notify pallbearers;
 - Select and inspect Honor Guard members;

- Coordinate photographs to be taken of the service(s), with family concurrence;
 - Arrange for the escort of the funeral procession;
 - Provide for traffic control; or coordinate with the funeral home for traffic control;
 - Coordinate Dover Township Vehicles;
 - Provide for church or chapel security;
 - Notify and coordinate with local law enforcement agency;
 - Coordinate any briefing and practice sessions required prior to the ceremony.
3. Since funeral and burial service locations may vary, the exactness of specific steps or actions cannot be sufficiently addressed. Prior planning and coordination by the Funeral Detail Officer with all involved entities shall be accomplished.

III. SERVICES

The desires of the family are paramount and will be honored in coordinating the funeral services and procedures. The following guidelines are intended to assist the Funeral Detail Officer in establishing specific responsibilities.

A. UNIFORM AND PERSONNEL

1. The formal Class "A" uniform, as defined in the Department's Uniform Manual, will be the funeral service uniform. Badge shrouds will be worn from the time of notification of a Firefighter's death through the day of the funeral.
2. The funeral entourage will consist of six pallbearers and ten to twelve Honor Guard members who shall wear white gloves during the funeral proceedings.

B. VIEWING/VISITATION PERIODS

1. One or two Honor Guards shall be positioned at each end of the casket in the "Parade Rest" stance. They should be alternated with relief Honor Guards and one-hour intervals.
2. All other uniformed Firefighters attending the Viewing/Visitation period shall remove their hats upon entry and place them under the left arm, with badge forward. Firefighters not involved in the services have the option of wearing uniform or civilian clothes to any of the services. However, Class "A" uniform requirements prevail for all uniformed attendees. No formal salutes will be given during viewing/visitation periods.

C. CASKET TRANSPORTATION PRIOR TO FUNERAL SERVICES

1. The Honor Guard and pallbearers shall arrive at the funeral home at the time indicated by the funeral Detail Officer. The pallbearers shall take a position inside the building as directed by the Funeral Detail Officer.
2. The Honor Guard shall form two ranks, facing each other, at the entrance of the

building or near the hearse, with sufficient distance between ranks permit passage of the casket and the pallbearers. They shall stand at "Parade Rest"

- 3 As the casket moves from the funeral home to the hearse, the honor Guard, upon command, shall assume the positions of "Attention" and "Present Arms" (Execute the hand salute). They shall remain in this position until the loading door is closed and the command of "Order Arms" is given. Commands directed to the Honor Guard only, during all ceremonies, will be prefaced with the words, "Honor Guard"
4. The Honor Guard shall escort the procession the services in at least two fully marked department vehicles. The pallbearers shall ride in a vehicle designated by the Funeral Detail Officer.
5. The Funeral Detail Officer shall coordinate route and other driving information with drivers of escort vehicles and also coordinate with the local police agency or funeral escort service providing traffic control for the procession.

D. ARRIVAL AT THE FUNERAL SERVICE

1. Parking for Dover Township Vehicles will be arranged by the Funeral Detail Officer.
2. Dover Township personnel and other uniformed fire personnel shall be instructed to enter the church and be seated immediately upon their arrival.
3. All uniformed Firefighters attending the service shall remove their hats upon entry and place them under the left arm, with badge forward.

E. FUNERAL SERVICES

1. When the casket and the family arrive at the church, the pallbearers shall take position at the rear or side of the hearse, two ranks of three, each facing the other. (The family may elect to be seated in the church prior to movement of the casket into the church.)
2. The Honor Guard shall take a specified position near the hearse or, if considerable distance is involved, at the entrance to the church or they may escort the casket from the hearse to the church depending on prior arrangements.
3. If not acting as casket escort, the Honor Guard shall form two ranks, each facing the other, with sufficient distance between ranks to permit passage of the casket and the pallbearers. They shall assume the "Parade Rest" position.
4. Upon commands by the Funeral Detail Officer, the Honor Guard shall assume the position of "Attention" and then "Present Arms" (the hand salute), holding the salute until the command of "Order Arms" is given.
5. The Honor Guard may, upon command, file behind the casket and family when entering the church and take their designated seats near the entrance.
6. The pallbearers shall take specific seats near the casket.

F. CONCLUSION OF SERVICES

1. By prior arrangement, the Honor Guard shall form their established position at

the exit or near the hearse, or may escort the casket to the hearse.

2. Upon exiting from the service, Uniformed Dover Township Fire personnel, except pallbearers, shall form ranks outside near the hearse or in an adjacent area. (All uniformed Firefighters will be directed to the designated location when leaving the service.) Dover Township uniformed Firefighters and other agencies uniformed personnel may form an aisle of at least two ranks with sufficient distance between ranks to permit passage of the casket being borne or guided by pallbearers. The ranks shall stand at "Parade Rest". The Funeral Detail Officer shall make reasonable effort to see that uniformed personnel attending the service are briefed on the procedures to be followed.
3. The Funeral Detail Officer or a designated assistant, in a command voice at first appearance of the casket, shall give the commands "Attention" and "Present Arms" (applying to both the Honor Guard and the ranks of uniformed personnel). The salute will be held until the casket is in the hearse and the door is closed. The command "Order Arms" will then be given. The number of uniformed personnel and the distance involved will be considered in determining the volume of the commands and the response desired.

G. FUNERAL PROCESSION

The suggested order of vehicles in the funeral procession is as follows:

1. Vehicles #1 and # 2 will be Department vehicles designated for members of the Honor Guard and the Funeral Detail Officer. (A motorcycle escort may lead the procession if the use of motorcycles has been coordinated prior to the procession.);
2. Vehicle #3 will be designated for the clergyman and pallbearers;
3. Vehicle #4 will be the hearse. (The clergyman may ride in the hearse);
4. Vehicles #5 and #6 will be designated for the immediate family and relatives of the deceased Firefighter;
5. Additional vehicles may be used for family members;
6. Other Dover Township Fire Department and official vehicles will follow behind the last family vehicle
7. All other persons wishing to attend the gravesite service shall be directed and coordinated to proceed behind the official vehicle.

All Department vehicles at a funeral service shall be washed and clean.

Prior to departure, the driver of vehicle #1 shall be provided with the route, speed, cemetery parking, and any other necessary information.

Traffic control from the parking area to procession and at intersection along the procession route may be provided by Dover Township Police Department personnel with arrangements being made prior to the date of the funeral..

H. CEMETERY

1. As the funeral procession enters the cemetery, the hearse and the family cars will stop as close as possible to the gravesite.

2. The pallbearers shall take their established position on either side of the loading door of the hearse.
3. The Honor Guard shall take their established position near the hearse on near the gravesite. If sufficient distance is involved, the Honor Guard may escort the casket to the gravesite, (the positions and actions of the pallbearers and Honor Guard will be established by the Funeral Detail Officer prior to the service.)
4. If the Honor Guard is to be stationed between the hearse and the gravesite, near the pallbearers, they will form two ranks, facing each other, with sufficient distance between ranks to permit passage of the casket and the pallbearers. They will assume the "Parade Rest" position.
5. When the casket first appears from the hearse, the Funeral Detail Officer, in a command voice, shall give the commands of "Honor Guard, Attention" and present Arms". (The pallbearers shall disregard the "Present Arms" command.) When the casket is within the ranks of the Honor Guard, they shall be given the command, in low volume, "Order Arms". They shall turn with a directional command ("South Face" or North Face") and, at the command "Forward March," shall march at pace with the pallbearers. (Command and March practice are needed for the casket escort.)
6. If the Honor Guard is stationed at the gravesite, they shall be formed as in Paragraph #4, above. As the escort approaches the gravesite, the Honor Guard shall be given the commands of "Honor Guard, Attention and Honor Guard, Present Arms". The salute will be held until the pallbearers place the casket in the designated location. The command: Order Arms" will then be given. The Honor Guard shall then, if possible, form their two ranks at the head of the casket. The pallbearers shall form their two ranks behind the two ranks of the Honor Guard. The Honor Guard shall remain at "Attention" during the gravesite ceremony. The pallbearers will assume the "Parade Rest" position behind the Honor Guard.
7. Throughout the gravesite service, all uniformed Firefighters in the audience will stand at the "Parade Rest" position and remain covered, except during prayers. During prayers, uniformed Firefighters shall remove their hats and place them under the left arm, badge forward, with head bowed and with hands clasped to the front. The normal "Parade Rest" position with head covered will be reassumed at the conclusion of prayers.

IV. FLAG CEREMONY

1. When the deceased officer is a veteran of the United States Armed Forces, a United States flag may be used to cover the casket during the funeral service. A New Jersey State flag may be used to cover the casket during the funeral service if the deceased Firefighter is not a veteran of the United States Armed Forces.
2. The United States flag will have been placed on the casket with the blue field and stars at the head and over the deceased Firefighter's left shoulder.
3. If the New Jersey State flag is used, the same procedures will be followed as outlined for the United States flag. The upper half of the flag will be placed over the deceased Firefighter's left side. **Only members of the Honor Guard shall render the salute when the New Jersey State flag is utilized in the service.**

4. At the designated time in the ceremony, the previously selected members of the Honor Guard or pallbearers, upon signal, shall step forward to handle the flag-folding ceremony. One officer shall step to the head of the casket, the other to the foot of the casket.
5. The Firefighters shall grasp the corners of the flag, holding it taut in a horizontal position, and sidestep approximately two paces away from the casket and family.
6. The Funeral Detail Officer shall give the command of "Firefighters, Present Arms" to all uniformed personnel when the flag is raised from the casket. The salute will be held until the flag is folded and presented to the widow or other family member. The officer at the foot of the casket shall fold the flag as described in the Appendix (Section VI)
7. The officer folding the flag shall give the flag to the designated family member. After completing the presentation, the command of "Order Arms" will be given. The two Firefighters from the flag folding shall then return to their ranks.
8. When the flag is presented to the designated family member, it is recommended that the following words be spoken:

"Mr./Mrs. _____ (or other name), this flag is presented to you on behalf of the United States Government and the State of New Jersey in Appreciation of _____ (rank) (Name)'s loyalty and service."
9. After the services, Dover Township Fire Department members shall disband when the immediate family members rise to leave. The Honor Guard and pallbearer shall be dismissed after the family members have left the gravesite.

V. FOLLOW-UP ASSISTANCE

The Representative Member shall make follow-up calls or visits to the family of the deceased member or retiree and will determine if any additional assistance is needed for the family's well-being

The Chief Officer shall coordinate with the Representative Employee on the preparation and presentation of appropriate memorials or plaques.

VI. APPENDIX

FLAG-FOLDING PROCEDURES

The flag should not be lowered into the grave or allowed to touch the ground. When taken from the casket, it will be folded as follows:

1. Fold the lower striped section of the flag over the union (blue field and stars);
2. The folded edge is then folded over to meet the open edge;
3. A triangular fold is then performed by bringing the striped corner of the folded edge to the open edge; the outer point is then turned inward parallel with the open edge to form a second triangle;

4. Triangular folding is continued until the entire length of the flag is folded in the triangular shape of a cocked hat, with only the blue field and stars visible;
5. The remaining portion of the flag, at the end of the last fold, will be tucked into the last open edge.

Firefighters who have been selected to fold the flag are urged to practice this procedure prior to the actual ceremony.



Dover Township Fire Department

Guideline Number
1-06

Effective Date
1-1-05

Standard Operating Guideline

Title: Records Management / NFIRS

PURPOSE: The integrity of the records system relies on accountability and control. Strict accountability will be maintained for all records that are maintained by the department.

GUIDELINE:

I. REPORT NUMBERING SYSTEM

- A. Fire Department case numbers are assigned by the Computer Aided Dispatch (CAD) System only to events that generate a fire station response to an emergency or public service.
- B. Case numbers follow numeric sequence each year beginning with the year and then the sequential number i.e.: F/040001, f/040002, f/040003 etc.
- C. Event Numbers are automatically generated by the CAD to all events entered into the CAD. An event may have both an event number and a Case number.
- D. Event numbers for police calls and incidents are assigned the letter P and fire incidents use the letter F.

II. NFIRS—FIRE REPORTING

- A. NFIRS 5.0 is a modified and improved National Fire Incident Reporting System which has been designed as a tool for fire departments to report and maintain computerized records of fires and other fire department incidents in a uniform manner. The United States Fire Administration (USFA) in partnership with the National Fire Information Council (NFIC) developed NFIRS 5.0.
- B. NFIRS 5.0 will enable the Fire Service to examine trends on a local, state and national level. The resulting information is used to help reduce the needless loss of life and property by fire throughout the United States.

III. HOW NFIRS WORKS

- A. After responding to an incident, fire department personnel complete one or more of the NFIRS "modules." The information in these modules describes the type of incident; where it occurred; the resources used to mitigate it and how; losses; and other information designed specifically to understand the nature and causes of fire, hazardous material (HazMat), and emergency medical service (EMS) incidents. Information is also collected on the number of civilian and fire service casualties and an estimate of property loss.

- B. NFIRS Version 5.0 consists of 11 modules. The Basic Module (NFIRS-1) is to be completed for every incident, with additional modules used as appropriate to describe the incident. One report is completed for each incident. Modules NFIRS-6 through NFIRS-11 are optional modules that are used only when that option(s) is selected by your state reporting authority.
- C. Within the data coding used in this system, a few conventions assist in reporting. The letters "N," "NN," or "NNN" are used to indicate "none" in a field that is normally coded. The letters "U," "UU," or "UUU" are used to indicate "unknown" or "undetermined" in a field that is normally coded.

III. SUBMISSION OF REPORTS

- A. All original reports shall be completed and submitted prior to the end of each month.
- B. The program is accessed from the main menu system or from the CAD dispatch screen as NFIRS system / Fire Report.
- C. Once this is clicked, a list of the completed reports will appear. Click **new** on the bottom of the screen, than **search**. This will allow for a search of all the events. Double click the case # and choose yes to create a new incident report.
- D. The basic entry report appears on the screen, with information filled out from the dispatch entry. (times, location, units)
- E. Each box can be double clicked on to pull up a menu, or clicked on at the bottom of the screen.
- F. **Section A** asks for a station. Enter the station # for the primary station that handled the call. Example: 25, 27, 31, ect. It does not matter primary station's area, but the station that handled the incident.
- G. **Section B** asks for location type: Street address, intersection, ect.
- H. **Section C** asks for incident type: each type is grouped by a 2 digit #, than by 3 digit # for the actual incident type.
- I. **Section D** requires information on Aid given or received. Any time of in town response between stations is marked as **N** for none. The only time this changes is when FD's not part of Dover respond into our town, or we respond out of town.
- J. **Section E3** asks for special studies on Thermal Imaging cameras. ID is 6000, double click for each value to list
- K. **Section F** Actions taken –listed by double clicking the box
- L. **Section J** Property Use
- M. **Section M** Authorization for OIC and member making report.
- N. The above listed sections for the Basic NFIRS report are the fields that are required to be filled in to complete the report. Additional fields can be filled out, however these fields are optional and are not required for submission. The more data entered the better.

IV. REPORT REVIEW PROCESS

- A. All reports submitted will be reviewed by the NFIRS system administrator prior to being forwarded to the NJ State Division of Fire Safety.
- B. When reviewing reports, the NFIRS system will run an audit listing to check for error counts. These errors will be listed in each section of the report and verified.
- C. If a report is incomplete or does not meet department standards the reviewing person shall do one of the following:
 1. If the station submitting the report is available at the firehouse to fix it, they shall be directed to make any corrections and shall be instructed on the proper method for completing reports.
 2. If the error is correctable and minor, the system administrator will repair it and notify the station chief at a later time. After the report is corrected it shall be re-submitted for submission to the state.

V. **ACCESS TO RECORDS FILES**

- A. The following individuals are authorized unlimited access to all record files:
 - 1. Fire Chief / Officers
 - 2. Fire Commissioners
 - 3. Fire Prevention Chief and Assist and Chief
 - 4. NFIRS System Administrator
- B. Any personnel, excluding those listed above, requiring access to any records files will first obtain authorization from a Fire Commissioner or NFIRS system administrator.
- C. Any person who removes a record from the file will be responsible for its security. The NFIRS program tracks the time and date of the terminal operator that prints these reports.
- VI. Any personnel, excluding those listed above, requiring access to any records files will first obtain authorization from a Fire Commissioner or NFIRS system administrator.
- VII. Any person who removes a record from the file will be responsible for its security. The NFIRS program tracks the date and time of the terminal operator that prints these reports.



Dover Township Fire Department

Guideline Number
2-01

Effective Date
1-1-05

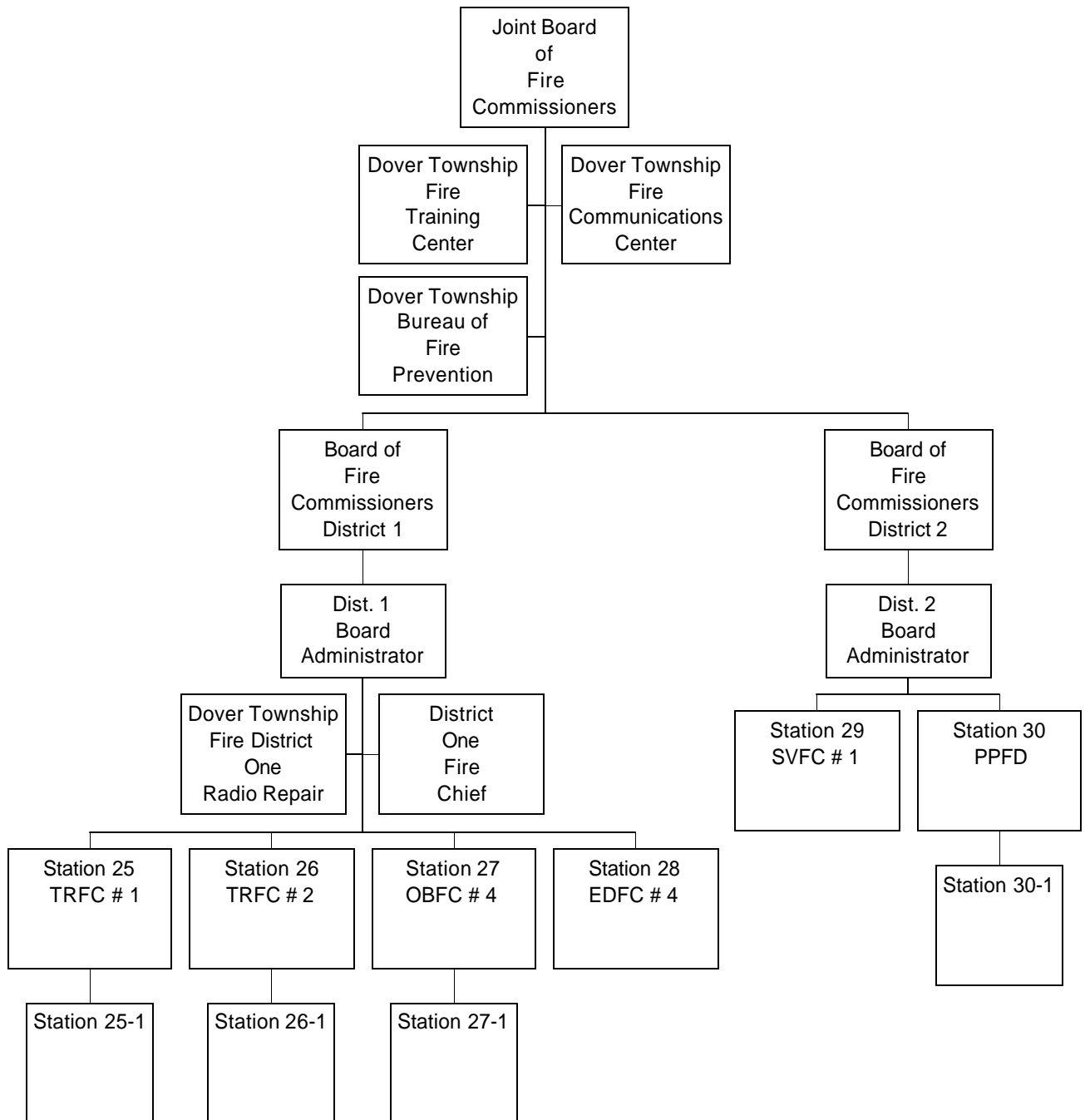
Standard Operating Guideline

Title: Organization and Structure

PURPOSE: This policy describes the organization and authority structure of the Fire Department.

GUIDELINE: The Dover Township Fire Department is established by Ordinance as provided for under N.J.S.A.40A: 14-118. The Board of Fire Commissioners shall be designated the Appropriate Authority as provided in the New Jersey Statutes. The department shall consist of Fire Chief, Fire Officers, Fire Fighters, Fire Police, Fire Explorers and employees as may be specified by the Appropriate Authority. The Fire department shall be under the general supervision of the Appropriate Authority. The Fire chief shall be the chief executive of the Fire Department, who shall at all times enforce the rules and regulations for the government of the police as promulgated by the Appropriate Authority in the department's rules and regulations. The Fire Chief reports directly to the Appropriate Authority. Fire officers are sworn with enforcing the laws of the State of New Jersey and all the ordinances of the Township of Dover. Jurisdiction of the fire department is limited to the township boundaries, except when another department requests assistance. The organization of the fire department will support the effective and efficient accomplishment of departmental responsibilities and functions.

Dover Township Fire Department



1. OFFICES AND POSITIONS

- A. The following offices and positions and the authorized number of such offices are hereby established.
 - 1. Fire Commissioner ten (10)
 - 2. District 1 Fire Chief one (1)
 - 3. Fire Chief six (6)
 - 4. Assistant Chief six (6)
 - 5. Captain six (6)
 - 6. 1st Lieutenant six (6)
 - 7. 2nd Lieutenant six (6)
 - 8. Fire Prevention Chief one(1)
 - 9. Fire Prevention Asst Chief one(1)
 - 10. Fire Fighters
 - 11. Fire Police
 - 12. Fire Inspectors
 - 13. Fire Explorers
 - 14. Fire Dispatchers
 - 15. Fire Instructors
 - 16. Fire Radio Repair Technician

- B. The table of organization shall be maintained as a chart in standard operating guidelines.

- C. The table of organization and structure shall be reviewed and updated annually.

2. CHAIN OF COMMAND

- D. Rank and Succession
 - 1. The Fire Chief shall exercise full control over each station's activities.
 - 2. In the absence of the chief, a lower ranking officer shall be assigned to act in that place and notify the chief of all decisions that must be made.
 - 3. The order of rank for the fire department shall be:
 - a) Fire Chief
 - b) Assistant Chief
 - c) Captain
 - d) 1st Lieutenant
 - e) 2nd Lieutenant



Dover Township Fire Department

Guideline Number
2.02

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Chief

Purpose - To describe the authority and responsibilities of the Fire Chief.

I. **AUTHORITY**

The Dover Township Board of Fire Commissioners Fire District 1 and 2's Code, as well as New Jersey State Law, establishes the Fire Chief as the chief executive who shall exercise authority in all matters of policy, operations, and discipline. The Fire Chief shall be directly responsible to the Board of Fire Commissioners for the efficient and routine day-to-day operations of their respective company.

II. **FIRE CHIEFS RESPONSIBILITIES**

- A. Establish relations with the Board of Fire Commissioners.
- B. Establish and maintain helpful, cooperative relations with civic, recreation, and business organizations, schools and other groups, fire departments in other jurisdictions, and others interested in the maintenance of public safety.
- C. Establish the internal organization of the fire department.
- D. Prescribe the duties and assignments of all subordinates and personnel.
- E. Have, exercise and discharge the functions, powers and duties of the Department.
- F. Delegate such authority as deemed necessary for the efficient operation of the Department to be exercised under the Chief's direction and supervision.
- G. Supervise the enforcement of all laws and ordinances within the legal jurisdiction of the Fire Department of the Township of Dover.
- H. Administer and enforce rules, regulations and special emergency directives for the discipline and disposition of the Department and its officers and personnel.
- I. Direct the establishment and maintenance of records and files.
- J. Report, at least monthly, to the Board of Fire Commissioners on the operation of the Department during the preceding month and make such reports as may be requested by such authority.



Dover Township Fire Department

Guideline Number
2.03

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Officers

PURPOSE:

To describe the authority and responsibilities of the Fire Officers.

I. AUTHORITY

The Dover Township Board of Fire Commissioners Fire District 1 and 2's Code, as well as New Jersey State Law, establishes the Fire Chief as the chief executive who shall exercise authority in all matters of policy, operations, and discipline. The ranks of Fire Assistant Chief, Captain, 1st Lieutenant and 2nd Lieutenant shall be established to assist the Fire Chief for the efficient and routine day to day operations of their respective company.

II. FIRE OFFICERS RESPONSIBILITIES

- A. Establish relations with the Board of Fire Commissioners.
- B. Establish and maintain helpful, cooperative relations with civic, recreation, and business organizations, schools and other groups, fire departments in other jurisdictions, and others interested in the maintenance of public safety.
- C. Establish the internal organization of the fire department.
- D. Understand the duties and assignments of all subordinates and personnel and the rank held.
- E. Have, exercise and discharge the functions, powers and duties of the Department and duties held.
- F. Delegate such authority as deemed necessary for the efficient operation of the Department to be exercised under the Chief's direction and supervision.
- G. Supervise the enforcement of all laws and ordinances within the legal jurisdiction of the Fire Department of the Township of Dover.
- H. Administer and enforce rules, regulations and special emergency directives for the discipline and disposition of the Department and its officers and personnel.
- I. Follow the responsibilities of a fire fighter.



Dover Township Fire Department

Guideline Number
2-04

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Fighter

PURPOSE:

To describe the authority and responsibilities of a fire fighter.

I. AUTHORITY

The Dover Township Board of Fire Commissioners Fire District 1 and 2's Code, as well as New Jersey State Law, establishes the Fire Chief as the chief executive who shall exercise authority in all matters of policy, operations, and discipline over the general membership. The Fire Chief shall be directly responsible to the Board of Fire Commissioners for the efficient and routine day to day operations of their respective company.

II. FIRE FIGHTER RESPONSIBILITIES

- A. Being a fire fighter in on of the six (6) stations in the Dover Township Fire Department is an earned privilege.
- B. That privilege is given to any individual who has met the requirements defined in each station's Constitution and by-laws and regulations by the Dover Township Board of Fire Commissioners.
- C. As a fire fighter, the community looks to that individual for expert advice, professional assistance, and dedicated service in times of disaster.
- D. The DTFD is all volunteer. However this does not mean that the dedicated men and women of the company cannot be considered "professional". For an organization to call itself "professional" certain standards must be met. These standards have much to do with acquiring certain levels of training and proficiency. Professionalism is also measured in personal conduct. Each fire fighter has responsibilities that go along with being a "professional" member of the DTFD.
- E. Fire suppression, rescue and other emergency service work is conducted not by individuals, but by teams. Each team is dependent upon the others, not only to accomplish the specific task at hand, but also to ensure that all operations are conducted safely.
This "safe conduct" refers to both the safety of the public we serve, and to our fellow team members.

II. OBLIGATION OF A FIRE FIGHTER

- A. Know and understand the Constitution & by-laws of their respective station, and the contents of this Manual.
- B. Abide by all safety procedures. The public, your fellow fire fighters and your family depend on this.
- C. Know all officers by sight and name.
- D. Learn and respect the chain of command.

- E. Learn the responsibilities of a fire fighter at all company functions, whether they are emergency incidents, fund raising or social.
- F. Learn the name, location and function of all equipment on the apparatus in the stations of township.
- G. Become familiar with apparatus response to each type of alarm.
- H. Attend as many training sessions and company business meetings as required. Seek additional fire service training and experiences above and beyond the basic.



Dover Township Fire Department

Guideline Number
2-05

Effective Date
1-1-05

Standard Operating Guideline

Title: District Chief

Purpose – This guideline sets forth the rules and regulations for the position of the District Chiefs position.

Scope – This guideline shall only pertain to Dover Township Fire District 1 fire companies and their members.

I. Appointment

- A. The District 1 Board of Fire Commissioners will appoint the District Chief.
- B. Each person interested in the position shall submit to the District 1 Board of Fire Commissioners by the second meeting in October, a letter of interest as well as a resume.
- C. Each person who has submitted their letter of interest shall attend the next regular District 1 Fire commissioners meeting in November to present their qualifications and platform.
- D. Upon approval of his/her qualifications by the Board at the December meeting, he/she will be appointed to a term of two years.
- E. The District Chief shall be permitted to one for one term only.

II. Qualifications

- A. He/she shall be a member in good standing in his/her own company.
- B. He/she shall have a minimum of 10 years of firefighting experience in his/her own company.
- C. He/she shall have served two years as a company chief.
- D. He/she shall be situated to that his/her livelihood will enable him/her to fulfill their duties as District Chief.
- E. He/she shall have an adequate knowledge of pre-fire plans for all fire companies operating within the district.
- F. He/she shall be a citizen of the United States.
- G. He/she must be a resident of the fire district in accordance with the residency guidelines.
- H. He/she shall be familiar with the property within the district with particular attention to target areas.
- I. He/she shall be knowledgeable in all aspects of the Safety Officers positions and shall be knowledgeable of all firematic activities performed at the Dover Township Fire Training Academy.

III. Duties and Obligations

- A. The District Chief shall be obligated to understand and implement all rules and regulations as set forth by the Dover Township Fire Academy.
- B. The District Chief shall submit a report either written or verbal to the District 1 Board of Fire Commissioners at the board's request regarding all special drills and events.
- C. The District Chief shall have general supervision of the district, subject to rules herein laid down or which the fire commissioners may from time to time adopt.
- D. In all alarms of fire, the District Chief or in his absence, officers in the chain of command at the fire shall have full and absolute control and command of the department and apparatus.
- E. It shall be the duty of the District Chief to call two combined drills per year with all four fire companies of district 1.
- F. The district chief may, whenever he/she deems necessary, call out any or all companies for additional drills when and where he/she may deem necessary.
- G. The District Chief shall be reimbursed for his/her expenses incurred in traveling throughout the fire district in the performance of his/her duties during the year. In an amount deemed reasonably adequate by the Board of Fire Commissioners, such traveling expenses shall be paid upon presentation of proper vouchers.
- H. The District Chief shall present to the Board of Fire Commissioners an annual budget.
- I. The District Chief may attend the annual International Chief's Conferences as approved by the Board of Fire Commissioners and expenses to be paid by the Board.
- J. The District Chief shall attend all commissioners meetings unless he/she is out of town during such meetings.
- K. The District Chief shall attend all budget hearings with the company chiefs and commissioners.
- L. The District Chief will provide for good public relations
- M. The District Chief will maintain a working knowledge of adjoining districts for multiple alarm assignments.
- N. The District Chief will oversee all four companies within the district as well as any and all contracting volunteer fire firefighting companies.
- O. The District Chief will maintain discipline and training standards within the district.
- P. The District Chief shall wear when on duty, full firefighting turnout gear consisting of a white helmet and turnout coat upon which his rank will be designated.



Dover Township Fire Department

Guideline Number
2-06

Effective Date
1-1-05

Standard Operating Guideline

Title: Safety Officer

Purpose – This guideline is to provide a job description for the safety officer of each fire company in the Dover Township Fire Department.

Scope - This guideline applies to all persons designated as a Safety Officer.

I. Qualifications

- A. Must have held the position of Chief.
- B. Must have completed Incident Safety Officer Training.

II. Appointment

- A. Each fire chief shall appoint a safety officer for their respective fire company.
- B. If the Safety Officer is not available at an incident the Incident Commander may appoint another qualified person for that incident.

III. Responsibilities

- A. Monitor conditions, activities, and operations: With a perceived risk, then take action
- B. Ensure the establishment of Rehab
- C. Monitor and report status of conditions, hazards, and risks to the I.C.
- D. Ensure the Personnel Accountability System is being utilized
- E. Receive a Incident Action Plan from the I.C.: Then provide a Risk Assessment of incident scene operations
- F. Ensure the establishment of safety zones, collapse zones, hot zones, and other hazard areas: Communicate to all members present
- G. Evaluate traffic hazards and apparatus placement: Take appropriate actions to mitigate hazards
- H. Monitor radio transmissions: Stay alert for missed, unclear, or incomplete communications
- I. Communicate to I.C. the need for assistants: Due to need, size, complexity, or duration
- J. Ensure that a Rapid Intervention Crew is available and ready
- K. Evaluate smoke and fire conditions and advise the I.S. on potential for flashover, backdraft, blow-up, or other fire event that could pose a threat to operating teams
- L. Monitor accessibility of entry and egress of structures conducting interior operations
- M. Investigate injuries occurring during fire department incidents and report such to the chief.

IV. Accident and Injury Investigations

- A. The Safety Officer will investigate all accidents and injuries occurring within their respective fire company.
- B. They shall submit a written report of their findings and recommended solutions to prevent similar injuries or accidents from occurring in the future.



Dover Township Fire Department

Guideline Number
2-07

Effective Date
1-1-05

Standard Operating Guideline

Title: Accountability Officer

Purpose – This guideline is to provide a job description for the Accountability officer of each fire company in the Dover Township Fire Department.

Scope - This guideline applies to all persons designated as an Accountability Officer.

I. Qualifications

- A. Should be a minimum of an Advanced Firefighter.
- B. Should have completed Incident Safety Officer Training.
- C. Shall be familiar with the accountability system for the Dover Township Fire Department.

II. Appointment

- A. Each fire chief shall appoint a safety officer for their respective fire company.
- B. If the Safety Officer is not available at an incident the Incident Commander may appoint another qualified person for that incident.

III. Equipment

- A. Accountability Vest
- B. Accountability Board
- C. Portable Radio

IV. Responsibilities

- A. Upon arriving at the scene shall gather the accountability tags of all personnel that have already entered the hot zone.
- B. Shall be visibly noticeable preferably by wearing an accountability vest.
- C. Shall collect and return all tags of personnel entering and exiting the hot zone.
- D. Shall maintain an accurate count of the number of personnel and their locations inside the hot zone.
- E. Conduct a PAR if he/she feels a firefighter is missing.
- F. Prohibit any personnel without proper accountability tags from entering the hot zone.
- G. Appoint an additional or multiple accountability officers if the scene warrants more than one accountability officer.



Dover Township Fire Department

Guideline Number
2-08

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Police Officer

PURPOSE:

This policy shall describe the authority and responsibilities of Fire Police Officers.

I. AUTHORITY

The Dover Township Board of Fire Commissioners Fire District 1 and 2's Code, as well as New Jersey State Law, establishes the rank of Fire Police Officer. Fire Police Officers, appointed in accord with NJS 40A: 9-154.1 shall be utilized to direct and control traffic to assist in the safe conduct of pedestrians and create fire lines.

II. FIRE POLICE OFFICERS RESPONSIBILITIES

- A. The Chain of Command of the Fire Department is that order or chain of vested authority and responsibility by which the business of the department shall be conducted. It serves the function of allowing information to flow in an orderly manner from fire police officer to the chief and all steps between.
- B. Fire Police Officers shall be under direction and control of the Fire Chief and officers and work hand in hand with the Police Department Traffic Safety units.
- C. Follow such of the responsibilities of a fire fighter.
- D. Protect life and property by creating fire lines to keep the public out of harm during fire department operations.
- E. Report all public safety hazards and suspicious activities.
- F. Assist the Dover Township Police Department in performing traffic control and direction in the Township when requested.
 - 1. Supervise the safety of all pedestrians and public
 - 2. Remain observers and call upon a regular officer for police action if a crime is witnessed.
 - 3. Work with and assist the township for special events



Dover Township Fire Department

Guideline Number
2-09

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Explorer

Purpose - To describe the privileges and responsibilities of a fire explorer.

I. AFFILIATION

The Dover Township Fire Department, individual Stations and companies have the option of sponsoring an explorer post. This post is affiliate of the Learning for Life Exploring program sponsored through the Boy Scouts of America and at no time should it's Constitution, Bylaws, rules and regulations contradict that of the parent organization. At all times, this post shall be guided by an Explorer Advisor as so directed by the Scout Council and its local affiliates.

II. MISSION STATEMENT

The mission of the Dover Township Fire Explorers joint post is to work with each station, community, and other agencies to provide a valuable learning experience to its members while introducing them to the field of fire fighting. Utilizing training, education and practical experience, the explorer will gain a greater understanding and appreciation of the fire department's role in society.

III. AUTHORITY

The Dover Township Fire Department Joint Explorer Post's are hereby created, sponsored and chartered by the Dover Township Fire Department and the Boy Scouts of America. The Dover Township Fire Department is comprised of the following stations:

Toms River Fire Co # 1	Station 25
Toms River Fire Co # 2	Station 26
Ocean Beach Fire Co # 3	Station 27
East Dover Fire Co # 4	Station 28
Silverton Fire Co # 1	Station 29
Pleasant Plains Fire Dept	Station 30

IV. RULES & REGULATIONS

- A. The members of each explorer post shall be bound by the rules and regulations of the Dover Township Fire Department as set forth in the Dover Township Fire Department Standard Operating Guidelines.
- B. A copy of the guidelines shall be made available to an explorer upon their request.
- C. All Explorers are required to follow the following rules & regulations.
- D. **At no time shall any member imply or present him or herself as a Fire Fighter or member of a fire company.**
- E. Any explorer that is involved in an incident off-duty (fight, school suspension, arrested, questioned by police, stopped by a police officer, issued a summons,

- etc.) must report the incident to an Explorer Advisor within 24 hours of the event. In addition, an incident report must be completed if so directed by the Advisor.
- F. Explorers will maintain the highest degree of confidentiality and not discuss any fire information, policies, operations, etc. with anyone outside the post.
 - G. Explorers will not associate with any known juvenile offender, criminal, or any individuals of questionable character.
 - H. Explorers will strictly follow the rules of the Chain of Command unless policy dictates otherwise.
 - I. Explorers will only be at fire stations during scheduled meetings, functions or events unless otherwise authorized by the Explorer Advisor's.
 - J. Explorers will maintain and utilize only authorized equipment in the manner as it is prescribed. All badges, patches, radios and any other issued equipment is the property of the Dover Township Fire Department and the Explorer Post.
 - K. Explorers will meet at the designated meeting area prior to any meeting or function 15 minutes before the start time of the event for attendance and inspection. No explorer shall respond directly to an event unless the Explorer Advisor has given prior authorization.
 - L. If an Explorer is in Police headquarters for communications training he/she must report to the Watch Commanders office and advise the Watch Commander of his/her agenda and approximate time frame in which they will be present.
 - M. Explorer Activities will stop at 2200 hours and not begin prior to 0500 hours unless otherwise authorized by an Explorer Advisor.
 - N. Violations of the rules and regulations of the department and post will be evaluated on a case-by-case basis and disciplinary action will be based accordingly.
 - O. Disciplinary action can include but is not limited to: a verbal warning, written reprimand, suspension for a determined amount of time, or termination from the post.
 - P. All instances where violations have occurred and/or disciplinary action has been determined shall be noted in the personnel file of the violator.

V. MEMBERSHIP

- A. All members must meet or exceed the following requirements:
 1. Gender: members can be either male or female.
 2. Age: members must have graduated 8th grade and be a minimum of 14 but not yet 18 years of age to join.
 3. A member must **not** have any criminal or driver history and must pass a thorough background investigation conducted by an Explorer Advisor or his designee.
 4. A member must maintain a C average or better in school.
 5. A member must maintain the standards set forth by this document in order to maintain status as a member in good standing with the unit.

Membership Status:

- B. Probationary Member
 1. If a person meets the criteria for becoming a member, they shall submit an application for membership. This application will be completed in its entirety and its information shall be verified and filed by an Explorer Advisor or his designee.
 2. A personnel file shall be created for the applicant and the date that they applied for membership shall be indicated on such.
 3. These members will not participate in any post activities until approved to do so by an Explorer Advisor.

4. Once allowed to be included in activities, the date shall be indicated in their file.
 5. If terminated due to the background investigation or lack of interest, a notation will be made of the facts surrounding the termination in their personnel file and the file shall be logged into our Explorer Records.
 6. Once these members are allowed to participate in functions (meetings, drills, training, trips, etc.) then they will have 6 months to complete the following:
 - communications training
 - Maintain attendance for meetings that does not exceed more than 2 excused absences and 1 unexcused absence.
 - Purchase/obtain the required uniform.
 - A member of this status can be terminated from the unit for any of the following:
 - Failure to satisfy the requirements set forth in Section II-A-4 of this document.
 - Failing to satisfy the standards of the Background Investigation.
 - Failure to comply with the Rules & Regulations of the department or post.
 - Any circumstance that the Explorer Advisor board deems as being inappropriate and/or could be detrimental to the success and development of the post.
- C. Active Member:
1. After successful completion of the probationary member status, the explorer shall receive status in the unit as an active member. The date of this status shall be indicated in the Explorer's personnel file and announced at a general business meeting.
 2. An active member must maintain a C average or better in scholastic achievement, which can be verified by the Explorer Advisors at anytime.
 3. An active member must not exceed more than 6 unexcused meetings throughout the calendar year.
- D. Inactive Member:
1. A member can be moved into this status by an Explorer Advisor for any of the following:
 - The member has not successfully maintained a passing grade point average in school.
 - The member has been suspended as a disciplinary action.
 - The member has asked and been approved for a Leave of Absence.
 - Leave of absence requests are on a case-by-case basis.
 - A leave of absence shall not exceed four months.
 - The member has not maintained the necessary attendance for functions and/or meetings.
 - The date that this explorer has been moved to this status shall be noted along with the reason in their personnel file. In addition, the date that they returned to active status or have been terminated from the unit and that reason must also be indicated.

If a member has been moved into in-active status, he/she has three months in which to rectify the circumstance(s). Failure to do so will result in termination from the unit.

VI. TABLE OF ORGANIZATION

- A. The table of organization will vary from each station:
1. Explorer Chief
 2. Explorer Assistant Chief
 3. Explorer Lieutenants
 4. Sr. Explorer
 5. Explorers

VII. ROLES OF OFFICERS

A. Chief

Presides over the general membership at drills, meetings and presents post business.

Shall keep the advisors informed as to all business of the post and its membership.

Shall be the Explorer in Charge working directly with and in cooperation with the Officer in Charge at all details, training and functions.

Shall keep and maintain personnel files on all current and past explorers.

Shall delegate the responsibilities of the post to his/her subordinates.

B. Assistant Chief

Shall supervise and keep record of all duties of their subordinates.

Shall be responsible for such areas as:

Membership, attendance and percentages

Training & scheduling

Award hours tabulation

Forwarding all documentation to the Chief to keep up to date personnel files.

Forward written reports monthly regarding post progress, problems, ideas, etc.

Equipment distribution and collection

In the event of the Explorer Chiefs absence, the Assistant Chief designated by the post advisor will be the Explorer in Charge.

In the event of an extended leave by the Explorer Chief, he/she shall generate a memo stating the length of time that they will be gone and who will be the Acting Explorer Chief until they return.

C. Lieutenant

Shall supervise all activities of their post.

Shall keep attendance of their post and report to their designated Chief.

Shall be responsible for such areas as:

Treasury: keeping track of post funds, outgoing checks, incoming funds and donations and reporting the same to the general membership at post meetings. In addition, he/she will forward a report to the unit advisor.

Secretarial: keeping track of post correspondence and forwarding all incoming mail to its proper member or advisor and taking minutes and reading them at general meetings.

Shall assume the responsibilities of an Assistant Chief in their absence.

- D. Senior Explorer
 Shall assist his/her designated Lieutenant with their areas of responsibilities.
 Shall take on the role of Lieutenant upon their absence.
- E. Explorer
 Shall maintain all the necessary requirements in order to stay an active member of the post.
 Shall carryout the duties and responsibilities designated to them by their Lieutenants and other ranking officers and advisors of the post.

VIII. PROMOTIONS

- A. The Explorer Advisors will determine promotions and the promotional process for all positions.
- B. The process may include but is not limited the following or a combination of the following:
 - Advisor appointment to the position.
 - Oral or Panel Interview.
 - Written Examination.
 - Assessment of prior commitment, experience, attendance, etc. to the unit
- C. An explorer must be an active member in order to be considered for a promotion.
- D. An explorer must have served a minimum of 3 months in his/her current rank prior to obtaining a promotion.

DISCIPLINARY ACTION

- A. Types of Disciplinary Action
 - 1. Verbal Warning
 Front line supervision act of discipline that does not need to be documented and can be given by an Explorer Chief or greater.
 - Oral Reprimand
 Can be given at any time by an explorer supervisor or explorer advisor.
 If given by an explorer supervisor, that supervisor is required to notify an advisor and state the details of the incident surrounding the reprimand.
 Should be documented in the explorers personnel file but is not mandatory.
 - 2. Written Reprimand
 Can be given by an explorer supervisor or and explorer advisor.
 If given by an explorer supervisor, he/she must submit the reprimand and an incident report of the incident to an advisor within 24 hours of the action.
 If the reprimand is justified by the explorer advisor(s) than it shall be documented in the explorer's personnel file.
 - 3. Suspension
 The advisors of the post may utilize this option when necessary.
 An incident report regarding the circumstances surrounding the suspension must be generated.
 The report must be entered into the explorer's personnel file.
 The time of the suspension shall be dictated by the circumstances and set by the unit advisor(s). However, suspension shall not last longer than 6 months.
 - 4. Demotion
 The post advisors can only authorize this action against an explorer.

Any explorer may be demoted by one rank based on the circumstances that caused such action.

An incident report documenting the circumstances and the demotion order shall be filed in the explorer's personnel file.

5. Termination

The post advisors can only authorize this action against an explorer.

All Explorer property is to be collected prior to the suspension order.

An incident report documenting the circumstances of the termination along with any other prior disciplinary actions must be filed in the explorer's personnel file.

XI. TRAINING

- A. Fire Service Explorers, through training and completion of in-service academies, often can be involved with the more complex activities of the agency. In developing written procedures, the department ensures that Explorer involvement is meaningful but at the same time restricted enough to preclude unnecessary exposure to potentially dangerous situations. Federal and state regulations regarding privacy and confidentiality mean that the department must carefully consider Explorer involvement.
- B. The Fire Explorer program must recognize that the duties of their sworn personnel run the entire gamut of the fire service. An Explorer participating in fire service delivery could be confronted immediately with a condition requiring a high-profile response on the part of the officer and/or explorer, which would constitute a fire response.
- C. Fire service **is that assistance rendered by the fire department to a citizen or a group of citizens. Continuance of the service depends on the citizen or community group. A department can use both commissioned and noncommissioned personnel in nearly all service settings.**
- D. **Fire action** is a response that is defined and regulated by statute and procedural law. In a fire action the initiative usually rests with the fire officer or the explorer advisor. The following is a list of the significant fire actions that **may not involve** Explorers. A basic rule for fire fighters is to follow is to never place an Explorer in a dangerous or potentially high-risk situation.
 - 1. Explorers may not be substituted for trained personnel.
 - 2. Explorers must be equipped with personal protective equipment that is appropriate for the activity being done.
 - 3. Explorers may be mobilized only as a post, with required leadership. Explorers are not on call as individuals.
 - 4. Explorers who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
 - 5. Explorers may not drive department vehicles.
 - 6. Explorers may not climb aerial ladders.
 - 7. Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.
 - 8. Explorers may not enter or perform ventilation procedures on a burning structure.
 - 9. Explorers may not use any tools or gloves on energized electrical equipment.
 - 10. Explorers may not operate cutting torches
 - 11. Explorers may not operate hydraulic rescue tools or equipment.
 - 12. Explorers may not handle life nets.

Exceptions: Using an official training facility, the use of aerial ladders with the appropriate safety equipment, and entering a controlled burn building is approved.

- E. Training topics should include but are not limited to:
 1. The history of the fire service
 2. Fire action procedures
 3. Accident investigation
 4. Basic first aid & CPR
 5. Radio procedures & basic communications
 6. Fire Prevention techniques
 7. Community/public relations
 8. Chain of Command / IMS
 9. Apparatus, Vehicles & Equipment
 10. Fire Suppression
 11. Rescue
 12. Water Safety

X. EXPLORER INJURY

- A. Department Guidelines: Any injury or possible contagious disease exposure that occurs to an explorer while: at a fire station (on or off-duty), at a detail, function, meeting, etc. must be reported to an advisor immediately.
- B. If an advisor is not immediately available, another responsible adult department personnel) is to be notified and treatment is to be rendered immediately.
- C. The Explorer Advisor will notify the Fire Chief immediately following any injury.
- D. The Explorer, Explorer Advisor and Fire Officer will follow the guidelines set forth in the Dover Township Fire Department Manual, which covers employee injury.
- E. The Explorer will fill in the role as the officer as far as the required paperwork and duties of the injured party.
- F. The Explorer Advisor will assist the Explorer with all paperwork and requirements.
 REPORT ALL SERIOUS INCIDENTS, ACCIDENTS, AND/OR SICKNESS, OR IF A SUMMONS IS SERVED ON A VOLUNTEER AND/OR EXPLORER, TO THE LOCAL LFL OFFICE WITHIN 24 HOURS OF THE INCIDENT AND CARRY OUT FURTHER INSTRUCTIONS AS DIRECTED BY THEM.
- G. Comprehensive General Liability Insurance (as per the National Learning for Life office) This coverage provides protection for the LFL office, all LFL professionals and employees, Explorer posts or LFL groups, participating organizations, and volunteer adult participants with respect to claims arising in the performance of their duties in LFL. Coverage is more than \$15 million for bodily injury and property damage.
 The general liability insurance provided LFL volunteers is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.
- H. By providing insurance coverage to volunteers on an excess basis, we are able to purchase higher limits. Because of the high limits, volunteers should **NOT** be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit arising out of an official LFL activity.
- I. Automobile Liability Insurance (as per the National Learning for Life office)
 All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000.) Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the

United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The LFL office's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the LFL \$15 million limit of coverage. A LFL Local Outing Permit is required when posts or groups travel overnight or outside their LFL area. A National LFL Outing Permit is required for all trips more than 500 miles. These permits should list the drivers' names and limits of automobile liability insurance carried.

- J. Travel to and from a regularly scheduled meeting is not considered part of an official LFL activity and is not covered by the general liability insurance policy. However, transportation that is planned in advance as part of the activity is covered.

THE DOVER TOWNSHIP FIRE DEPARTMENT EXPLORER UNIT

It is the policy of this department that we enforce and adhere to the policy and guidelines recommended by the National Learning for Life office in accordance with the Boy Scouts of America for all of the following areas of interest.

POLICY ON RIDE-ALONGS

- A. **PURPOSE:** To provide the Explorer with the firsthand knowledge of the fire action function as well as provide a broader knowledge of basic fire suppression procedures.
To supplement classroom training in basic fire procedures through observation and conversation with firemen and officers during their performance of routine functions.
To develop the Explorer's knowledge of the fire service system.
- B. **GUIDELINES:**
 1. The Explorer must be a minimum of 15 years of age.
 2. All Explorers are prohibited from riding after 2200 HRS and/or during after midnight and before 0500 hours.
 3. The Explorer must have completed and filed the following paperwork with the each station.
 4. A statement of consent and limitation of liability will be signed by the parents or legal guardian of the Explorer, and by the Explorer.
 5. The Explorer Advisor must have approved the Explorer for ride-along status.
 6. The Explorer is prohibited from drinking, smoking, or sleeping while on duty. An Explorer found in the possession of illegal narcotics or other habitual drugs will be dismissed immediately.
 7. Explorer will not, under any circumstances, be allowed in fire suppression or any other dangerous situation while participating in the ride-along program or any other Explorer function.
 8. An Explorer at the time of an alarm will stand by the responding unit and await approval from the OIC to board the apparatus. The Explorer must be in full and complete turn out gear when riding.
 9. The Explorer must follow the supervising officer's directions regardless of his/her personal feelings. Any disagreement or argument with the supervising officer must be reported to Advisors in writing within 24 hours of the incident. No Explorer will be required to obey an order that is contrary to the law.

- C. **INSURANCE:** the Learning for Life liability insurance policy covers The participating Explorers.

EXPLORER TRAINING PROGRAM:

1. Must have completed all necessary paperwork at set forth by this policy.
2. Must have complete turnout gear and have passed inspection of such by an Explorer Advisor.
3. Must be considered an Active member of the post as set forth by the post guidelines.
4. Must have completed in-service training in the following areas:
 - Communications & basic radio procedures
 - Chain of Command
 - Rules, Regulations, By-laws & policy
 - Fire Suppression
 - Fire Vehicle & Equipment
 - SCOTT PACKS

POLICY ON TRIPS AND DETAILS

- A. The Dover Township Fire Department and the Explorer Post understand that participating in activities both within and outside our jurisdiction help to strengthen the program through community involvement as well as broaden the Explorer's perspective and understanding of the concepts that are being taught through training. Therefore, the department encourages active participation by the Explorer to take part in these activities.
- B. **Tour Permits**
1. Any activity that occurs within our jurisdictional borders does not require a tour permit.
 2. Any activity that occurs outside our jurisdictional borders requires that an advisor obtain a local or national tour permit through the Learning for Life office.
 3. Tour permits should be acquired two weeks prior to the event (if possible).
 4. All details and events must be authorized through the Fire Chief or his designee.
- C. Supervision it is the policy of Learning for Life as well as the department that no less than two (2) adult leaders (age 21 or older) accompany the Explorers on any trip, outing or detail. Any backcountry or campout activities require that no fewer than four (4) individuals and two (2) adult advisors attend for safety purposes. In activities that are coeducational, advisors must obtain adult supervision that consists of both a male and female.

POLICY ON DRIVING FIRE DEPARTMENT VEHICLES

No Fire Explorer (whether or not in uniform) shall drive any apparatus or vehicles.

POLICY ON BLOODBORNE PATHOGENS

- A. The OSHA rules apply only to **employees** in jobs that involve “occupational exposure” to blood borne pathogens. They do not apply to situations or posts involving volunteers.
- B. Youth members participating in the Dover Township Fire Department Explorer Post should understand that there is a risk of exposure to blood and body fluids (and any contagious disease they may be contained therein) as a result of explorer activities.
- C. As a precaution, the Dover Township Fire Department, its staff, and its Explorer Advisors recommend the police explorers consider getting a Hepatitis B vaccination. Explorers and their parent(s) and/or guardian(s) must understand that the cost of the shots **will not** be borne by Learning for Life, nor is the participating organization required to underwrite the cost.
- D. All explorers will note that the Ocean County Board of Health or their private physician can give or arrange for vaccinations.
- E. Treat all blood as if it were contaminated with blood borne viruses. Do not use bare hands to stop bleeding; always use a protective barrier. Always wash exposed skin areas with hot water and soap immediately after treating the victim. The following pieces of equipment should be used when rendering first aid to those in need:
 - 1. Latex or vinyl gloves
 - 2. A mouth-barrier device, for rendering rescue breathing or cardiopulmonary resuscitation (CPR)
 - 3. Plastic goggles or other eye protection, to prevent a victim’s blood and body fluids from getting into rescuer’s eyes.
 - 5. Antiseptic, for use in sterilizing or cleaning exposed skin areas, particularly if no soap or water is available

POLICY ON EVENTS WITH OTHER EXPLORER UNITS

- A. On occasion, the post may wish to conduct an activity or event that involves a post or posts from other Learning for Life offices, fire departments or other agencies. In response to the relationship problems arising from this type of situation, the Explorer Advisor is must notify the local Learning for Life office in an effort to gain approval prior to the event.
- B. The proposed post event must contribute directly or indirectly to strengthening the programs of the participating posts.
- C. The proposal, including a written statement of the objectives of the event, must be submitted to the local Learning for Life executive for approval.
- D. If posts from Learning for Life offices within the same region will be involved, the Learning for Life executive must forward the proposal to the region for its approval.
- E. If a post or posts from other regions will be involved, the proposal must be forwarded to the Learning for Life national office for review and approval.

POLICY ON SEXUAL HARASSMENT

- A. Dover Township Fire Explorer Post’s recognizes that sexual harassment is a violation of state and federal law. The Unit seeks to provide its explorers, volunteers and Advisors with an environment free of sexual harassment. Any

harassment of an explorer, volunteer or Advisor by anyone else will not be permitted, regardless of their professional relationship.

- B. **DEFINITION OF SEXUAL HARASSMENT** Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate or offensive verbal or physical conduct made because of a person's sex, by any explorer, volunteer or advisor to another:
1. The advances undermine the professional relationship by creating an intimidating, hostile or offensive environment;
 2. The advances affect the individual's job performance;
 3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership standing;
 4. Submission to or rejection of such conduct is used as the basis of decisions concerning continued membership or evaluation of such individual for promotional purposes.
 5. The open display of sexually suggestive objects or pictures is inappropriate conduct.
- C. Examples of such conduct, which constitutes sexual harassment, include:
1. Unwelcome sexual advances;
 2. Sexually graphic comments
 3. Demeaning comments concerning sex and / or physical appearance;
 4. Unwelcome touching or any intentional contact of sexual nature;
 5. Unwelcome and offensive sexually explicit humor.
- D. **PROCEDURE** The explorer advisor(s) and the fire department staff will make it clear, by enforcing the appropriate Township Ordinance and addressing complaints of inappropriate behavior, to all explorers, volunteers and advisors that sexual harassment is prohibited by Dover Township and is grounds for disciplinary action.
- E. **Informal Complaint Procedure** Any individual who alleges sexual harassment by another should immediately inform the offender that such behavior is not appropriate. The explorer advisor should be contacted immediately. The advisor may speak informally with the alleged harasser in an effort to correct the offending behavior and retaliatory behavior. It should be stated firmly and clearly that the behavior is unwelcome. In the event the advisor is directly involved in the complaint, the matter shall be reported to another alternate advisor and/or the staff liaison to the post.
- F. **Formal Complaint Procedure** An individual alleging sexual harassment may file a formal complaint with the advisor in writing within thirty days of the incident. The advisor will carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser. This investigation must include, at a minimum, interviews with the complainant and the alleged harasser and any alleged witnesses to the alleged harassment. In the event the advisor directly involved in the Complaint, the matter shall be reported to and investigated by the staff liaison to the post.
- G. A factual determination is required to address the question of whether a perceived action is or is not sexual harassment. A charge of sexual harassment is a serious matter. The rights of all parties are to be protected. A false complaint, false testimony or false information provided in connection with a harassment investigation will be subject to such discipline as the advisors and department staff determines to be appropriate, up to and including termination.
- H. The confidentiality and privacy of all involved persons will be respected during an investigation. Such disclosure, during an investigatory stage, shall be permitted only when required by law.
- I. Training the department shall make training available to all explorers, volunteers and advisors.

- J. Monitoring The Explorer Post, through random anonymous and confidential questionnaires should monitor the explorers, volunteers and advisors trust in the established policy and procedure.
- K. Sanctions anyone found to have engaged in any type of harassment shall be subject to disciplinary action, up to and including termination.



Dover Township Fire Department

Guideline Number
3-01

Effective Date
1-1-05

Standard Operating Guideline

Title: Personal Protective Equipment

PURPOSE - To provide a policy and guidelines relative to the proper personal protection, in the form of protective clothing, to all Fire department members exposed to dangerous situations and hazardous atmospheres and/or environments.

SCOPE– this guideline pertains to all personnel and their personnel protective equipment.

I. POLICY

Fire Department members shall utilize and wear protective clothing and safety gear as prescribed by the Safety Policies of the Fire Department and the procedures contained within this policy.

- A. Use of protective clothing as defined and outlined within this policy shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury to Fire Department members may exist.
- B. The Fire Department shall provide its members with the proper type of approved protective clothing, which is currently available in the safety clothing market.
- C. An officer of the respective fire company shall inspect all protective clothing every year.

II. RESPONSIBILITY

- A. Fire officers shall have the overall responsibility to insure that the members of their companies abide by the fire department policies regarding the use of protective clothing.
- B. All fire department personnel are directly responsible for their personal safety and shall utilize proper protective clothing as outlined within the Safety Policies and within this policy.

III. DEFINITIONS

All fire department personnel shall wear and utilize full protective clothing as defined:

Full Protective clothing shall be:

- A. Helmet
- B. Gloves

- C. Bunker Coat
- D. Hood
- E. Bunker Pants
- F. Bunker Boots
- G. Hearing Protections
- H. Eye Protection
- I. SCBA Face piece

IV. EMERGENCY OPERATIONS

- A. Personnel actively engaged in fire fighting shall wear full protective gear. Any person without proper gear shall not enter the fire building or engaged themselves in activities in the immediate area. If the officer in charge deems the fire building or adjoining buildings safe, individuals (Fire Fighters and civilians) may be permitted to enter.
- B. All members shall wear and utilize appropriate clothing during emergency operations.
- C. Members shall not remove their protective clothing until such time as their Company Officer or the Officer in Charge determines that such protection is no longer necessary or that a reduced level of protective clothing will be sufficient.
- D. If, in their opinion, operating conditions warrant a change, Company Officers may increase or decrease the levels of protective clothing, which is required for themselves and their personnel, but the responsibility to protect their personnel from injury remains with that Officer.
- E. If, during multiple company operations, the Incident Commander specifies a certain level of protective clothing, then the Company Officer shall not decrease that level for themselves or their personnel unless they are given permission to do so by the Incident Commander.

V. DURING ALARM RESPONSE

- A. Members responding in or on fire apparatus shall wear their protective clothing.
- B. Engineers or Operators are not required to wear their protective clothing while driving. After arrival on the fireground and after performing all essential emergency operations, Engineers and Operators must put on their protective clothing.
- C. Those members responding to alarms in are not required to wear their helmets but must have all their protective clothing available once they reach the scene.
- D. If, during the response to an alarm, an unusual condition or hazard presents itself, the Company Officer may, at his/her discretion, order all personnel, including drivers, into protective clothing, which may be necessary to protect the personnel from injury or death.

VI. DURING TRAINING

- A. Members engaged in training exercises shall wear full protective clothing.

- B. Officers or members conducting the training sessions are responsible to insure that all personnel involved utilize adequate protective clothing properly. Full protective clothing shall be worn during simulated hazardous environments.
- C. When on driver's training, the protective clothing to be worn by those participating in the exercise shall be at the discretion of the Company Officer.

VII. ROUTINE OPERATIONS

- A. Members involved shall wear appropriate safety gear and/or protective clothing when engaged in routine activities, which may present a personal safety hazard. If members have questions regarding the need for safety gear for such routine activities or if they wish to obtain their equipment, they should contact their immediate supervisor prior to beginning the activities.
- B. Members involved in fire company inspections or pre-planning activities or tours shall, when necessary wear proper and adequate protective clothing during such inspections, activities, or tours, so as to provide protection from any hazard which may be present in the area.
- C. Members involved in fire company inspections, tours, or pre-planning activities shall, when not wearing it, have full protective clothing available should the need for it arise.

VIII. MAINTENANCE

- A. All safety gear such as goggles, breathing apparatus, etc., shall be cleaned and maintained in accordance with the manufacturer's instructions and the department policies.
- B. All protective clothing shall be cleaned when needed or as determined by a company officer.
- C. All protective clothing such as bunker clothing, helmets, boots, gloves and hoods shall be maintained in accordance with the manufacturers instructions.
- D. Protective clothing with small holes or rips are to be reported to an officer for inspection and be sent out for repairs or replacement if necessary.
- E. All helmets are required to have all designations and safety stripes as required but should not be adorned with unapproved stickers.



Dover Township Fire Department

Guideline Number
3-02

Effective Date
1-1-05

Standard Operating Guideline

Title: SCBA

Purpose – To establish department policy, responsibilities and requirements for all Dover Township Firefighters whose job requires the use of respiratory protection.

Scope - All Dover Township Firefighters.

I. PROCEDURE

- A. Firefighters shall wear self-contained breathing apparatus (SCBA) under the following conditions.
 - a. Any atmosphere that may be immediately dangerous to life and health (IDLH).
 - b. While engaged in interior structural firefighting.
 - c. While working in confined spaces where toxic products or an oxygen deficient atmosphere may be present.
 - d. During emergency situations involving toxic substances.
 - e. During all phases of firefighting and overhaul.
 - f. At vehicle fires
- B. Firefighters wearing SCBA shall make sure the personal alert safety system (PASS) is operating before entering an area where respiratory protection is required.
- C. Firefighters wearing SCBA shall conduct a seal check prior to each use.
- D. Firefighters shall not remove the SCBA at any time in the IDLH atmosphere. Scba shall be used in accordance with the manufacturers instructions.
- E. All firefighters shall continue to wear SCBA until the officer in charge determines that respiratory protection is no longer required.

II. PROTECTIVE CLOTHING

- A. Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting clothing that meets the requirements of the PEOSHA standards for firefighting N.J.A.C.12:100-10) protective clothing shall include a turnout coat, bunker pants, gloves, boots, helmet, and nomex hood.

III. PROCEDURES FOR INTERIOR STRUCTURAL FIREFIGHTING

- A. During interior structural firefighting the Incident Commander shall ensure that
 - a. At least two firefighters enter the IDLH atmosphere and remain in visual or voice contact with one another at all times.
 - b. At least two firefighters will be located outside the IDLH atmosphere in the event a rescue of interior firefighters is required.
 - c. All firefighters engaged in interior structural firefighting will use SCBA.

IV. TRAINING

- A. Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document.

V. NEW RECRUIT TRAINING

- A. Initial training is to be provided by the Dover Township Fire Academy or at an State approved training academy. No firefighter is to use respiratory protection unless training has been successfully completed. Firefighters trained at other than a state approved fire academy must first be certified by the Dover Township Fire Academy before wearing an SCBA.

VI. ANNUAL TRAINING

- A. On-going training shall be provided to all firefighters.
- B. Each firefighter must pass a face piece fit test during initial and annual training. Each individual fire company of Fire Districts 1 and 2 shall conduct an annual fit test.

VII. RESPIRATOR FITTING AND SEAL CHECK

- A. When using SCBA, each firefighter shall select the correct size facepiece as determined by initial and annual fit testing. A firefighter shall not wear respiratory protection unless the proper size facepiece is available and the equipment is in proper working condition according to manufacturer's specifications. All facepieces shall be fit tested by utilizing the fit testing equipment of the Dover Township fire academy.

VIII. EFFECTIVE SEAL REQUIRED

- A. An effective face to facepiece seal is extremely important when using respiratory equipment. Minor leakage can allow contaminants to enter the facepiece even with positive pressure SCBA. Any outward leakage will increase the rate of air consumption reducing the time available for use and a safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment.
- B. Nothing can interfere with the sealing surface of the mask and the skin of the wearer, including but not limited to eyeglasses, protective hoods, beards, or other facial hair.
- C. Firefighters shall perform a seal check prior to every use. SCBA can only be worn when an adequate seal is achieved.

IX. INSPECTION

- A. Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use.
- B. All SCBA and spare cylinders shall be inspected after each use and at least monthly. Guidelines for inspections can be located in the manufacturers instructions.

- C. After an inspection an appropriate form shall be completed. SCBA units determined to be unfit for use shall be taken out of service and tagged with a description of the particular problem.
- D. In the event of replacement or repair of SCBA components is necessary it shall be performed to the manufacturer's instructions and only by persons trained and certified by the manufacturer, or returned to the manufacturer for repair.
- E. Firefighters will not subject SCBA units to unnecessary abuse due to neglect and or carelessness. Caution must be exercised to protect the facepiece section of the mask from being scratched or damaged.
- F. Each SCBA will be cleaned and disinfected after each use.
- G. SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable government agencies.
- H. Only personnel who have been trained in fill station operation shall fill air cylinders.
- I. Compressed oxygen shall not be used in SCBA.



Dover Township Fire Department

Guideline Number
3-03

Effective Date
1-1-05

Standard Operating Guideline

Title: Rehabilitation

PURPOSE

To ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

SCOPE

This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists.

I. RESPONSIBILITIES

A. Incident Commander

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

B. Officers

All officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

C. Personnel

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

II. ESTABLISHMENT OF REHABILITATION SECTOR

A. Responsibility

The Incident Commander will establish a Rehabilitation Sector or Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the sector/group and shall be known as the Rehab Officer. The Rehab Officer will typically report to the Logistics Officer in the framework of the incident management system.

B. Location

The Incident Commander will normally designate the location for the Rehabilitation Area. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

Site Characteristics

1. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
2. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
4. It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the Rehabilitation Sector/Group operations).
5. It should be large enough to accommodate multiple crews, based on the size of the incident.
6. It should be easily accessible by EMS units.
7. It should allow prompt reentry back into the emergency operation upon complete recuperation.

Site Designations

1. A nearby garage, building lobby, or other structure.
2. Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.
3. An open area in which a Rehab Area can be created using tarps, fans, etc.

C. Resources

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include the items listed below:

1. Fluids - water activity beverage, oral electrolyte solutions and ice.
2. Food - soups, broth, or stew in hot/cold cups.
3. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions, and thermometers (can be provided by EMS personnel).
4. Other - awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fireline tape (to identify the entrance and exit of the Rehabilitation Area).

III. GUIDELINES

A. Rehabilitation Sector/Group Establishment.

Staff officers during the initial planning stages of an emergency response should consider rehabilitation. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehabilitation Area. Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

B. Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40 F. Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided

before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

C. Nourishment

The department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

D. Rest

The "two air bottle rule," or 45 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate (at least eight ounces) while SCBA cylinders are being changed. Firefighters having worked for two full 30-minute rated bottles, or 45 minutes, shall be immediately placed in the Rehabilitation Area for rest and evaluation. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews, or crews released from the Rehabilitation Sector/Group, shall be available in the Staging Area to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

E. Recovery

Members in the Rehabilitation Area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area because the body's cooling system could shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

A. Medical Evaluation

1. Emergency Medical Services (EMS) - EMS should be provided and staffed by the most highly trained and qualified EMS personnel on the scene (at a minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and transport to medical facility). Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Medical treatment for members, whose signs and/or symptoms indicate potential problems, should be provided. EMS personnel shall be assertive in an effort to find potential medical problems early.
2. Heart Rate and Temperature - The heart rate should be measured for 30 seconds as early as possible in the rest period. If a member's heart rate exceeds 110 beats per minute, internal body temperature should be taken. If member's temperature exceeds 100.6 F, he/she should not be permitted to wear protective equipment. If it is below 100.6 F and the heart rate remains above 110 beats per minute, rehabilitation time should be increased. If the heart rate is less than 110 beats per minute, the chance of heat stress is negligible.
3. Documentation - All medical evaluations shall be recorded on standard forms along with the member's name and complaints and must be signed, dated and time by the Rehab Officer or his/her designee.

IV. Accountability

The names of members and times of entry to and exit from the Rehabilitation Area shall be documented by the Rehab Officer or his/her designee on the Check In/Out Sheet. Members shall not leave the Rehabilitation Area until authorized to do so by the Rehab Officer.



Dover Township Fire Department

Guideline Number
3-04

Effective Date
1-1-05

Standard Operating Guideline

Title: Infection Control

Purpose - The following is issued to emphasize to firefighters the appropriate methods of limiting exposure to infectious diseases.

Scope – all personnel should follow the following guideline whenever there is the slightest possibility of contamination.

The following precautions are suggested as basic sanitary measures applicable to the handling of all patients:

1. Assume that all patients may have a communicable disease;
2. Assume that all blood is potentially infected;
3. For patients known to have a communicable disease, inform medical personnel (if applicable) and the receiving hospital;
4. Always exercise caution in administering any life support procedures which result in contact with blood or body fluids;
5. Gloves should be worn when treatment involves contact with patient's blood, body fluids, secretions, or excretions in order to avoid accidental contamination of open skin lesions;
6. Exercise care to avoid accidental wounds or punctures from sharp instruments, metal, or glass;
7. After coming into contact with a patient, avoid touching your mouth, nose, eyes, or other mucous membranes until you have washed your hands thoroughly;
8. Use of a bag-valve-mask with reservoir, or pocket mask is preferred for patients in respiratory arrest;
9. Wash your hands after every call;
10. Wash equipment, not able to be sterilized, that comes in contact with patient's blood, body fluids, secretions, or excretions with a 1:10 dilution of sodium hypochlorite (1 part household bleach, 10 parts water);
11. Place equipment used in cardiopulmonary resuscitation in an impervious plastic bag and have the equipment sterilized by a hospital;

Place disposable surgical facemask, gloves, and any contaminated articles of clothing not intended to be reused in a plastic bag; place contaminated nondisposable items of clothing in an impervious plastic bag and have them processed by a hospital.



Dover Township Fire Department

Guideline Number
3-05

Effective Date
1-1-05

Standard Operating Guideline

Title: Mayday Procedures

Purpose: This guideline establishes a procedure for firefighters in need of immediate assistance or rescue during an emergency incident. Firefighters in trouble are to request help in the following manner to be assured that their call for help is heard.

Scope: This guideline shall be understood by all personnel and be utilized when a firefighter becomes entrapped, lost, or injured during an incident where the firefighter is in an IDLH atmosphere.

Responsibility: It is the responsibility of all Dover Township firefighters to understand and utilize this policy. It shall be the responsibility of the Officers of each fire company to make sure each firefighter understands this policy.

I. Who can call a MAYDAY

- A. Any firefighter, who becomes lost, trapped, disoriented, or feels that they are in immediate danger.
- B. Any firefighter who is with another firefighter that becomes lost, trapped, or disoriented.
- C. Any firefighter who should witness any situation where a firefighter is trapped, lost, or injured and cannot call for themselves.

II. The MAYDAY Call

- A. The MAYDAY call shall consist of repeating the word MAYDAY three times followed by the firefighters location (or last known location) and what the emergency is.
- B. Any other pertinent information should be given to the IC to assist with the rescue after the mayday is acknowledged.
- C. Example
 - o "MAYDAY, MAYDAY, MAYDAY, This is engine one, I am located on the first floor division a and a firefighter has fallen through the floor into the basement".

III. MAYDAY procedures

Anytime emergency personnel are operating at an emergency incident and are in need of immediate assistance they shall signal a MAYDAY alert.

- A. The firefighters in distress shall activate their Pass device manually.
- B. The firefighters in distress shall transmit the MAYDAY via radio to the IC identifying themselves along with their location and situation.
- C. Information pertaining to their location shall be as specific as possible.
- D. Repeat the MAYDAY until acknowledged.

IV. MAYDAY Operations:

- A. The IC shall acknowledge the MAYDAY and request any further information.
- B. The IC shall immediately activate the FAST Team and call for a backup FAST Team.
- C. The IC should move fire-ground operations to another radio channel if possible to allow the firefighters in distress to communicate to the IC and FAST Team.
- D. A PAR (personnel accountability report) shall be requested.
- E. All firefighters shall continue with their assigned firefighting duties on the fire-ground.



Dover Township Fire Department

Guideline Number
3-06

Effective Date
1-1-05

Standard Operating Guideline

Title: Accountability

Purpose: This guideline establishes a system to maintain accountability of all personnel during all emergency operations of the department. The guideline will be known as the PAS or Personnel Accountability System.

Scope: The PAS shall be used under the direction of the Incident Commander of any emergency that has the potential of placing Personnel in hazardous environments. It will be the decision of the Incident Commander as to what level the PAS will be used.

General: The Personnel Accountability System is designed as a tool to be used by the Incident Commander of any operation to assist them in maintaining the status of all personnel assigned to the incident. The system relies upon all personnel to be responsible for the use and maintenance of their PAS identification tag.

Responsibility: It shall be the responsibility of each firefighter to maintain their personal accountability tags. If a tag is lost or damaged it shall be reported immediately to an officer. It is also the responsibility of the firefighters to utilize the accountability system as outlined below to ensure the safety of all personnel at the incident. It shall be the responsibility of the officers to ensure that the accountability system is being utilized properly.

I. Description of System Components:

- A. **PAS Tag** - Every Fire Department member will be issued two personal accountability tags (PAS) that will remain in their possession for the duration of their career.
- B. **PAS Apparatus Collection Point** – Located in the rear seating area of the apparatus on the officer's side above the door.
- C. **Initial PAS Collection Point** – Located on a ring on the driver's side mirror of the 1st due apparatus. This location will be utilized until an accountability officer is assigned.
- D. **PAS Command Post Collection Point** – Located at the front of the incident on the A division. Multiple points may be utilized for large-scale incidents.
- E. **PAR Personnel Accountability Report** – A verbal message from each division leader that all firefighters under their supervision are accounted for.

II. System Guidelines:

- A. All PAS tags are to be stored on the firefighters gear attached to the PAS tag hook.
- B. Each firefighter shall attach their 1st. PAS tag to the Apparatus at the Apparatus Collection Point located in the crew compartment.
- C. It shall be the responsibility of the firefighter as well as officer or senior member to ensure that all personnel assigned to a particular unit under their control have "clipped in" by placing their PAS tag in the apparatus collection point.

- D. On Scene Activation of the system shall be accomplished by the Incident Commander. The incident commander shall appoint an accountability officer whose responsibility is to maintain accountability of the firefighters on scene.
- E. The 2nd. PAS tag shall be given to the accountability officer when entering any hazardous environment or the Hot Zone. Upon leaving the hot zone the firefighter shall retrieve their PAS tag.
- F. In the event an accountability officer has not yet been assigned, any firefighters entering the hot zone shall place their 2nd PAS tag on the ring of the first due apparatus mirror. When an accountability officer has been assigned, they will collect the tags off of the ring.
- G. All firefighters entering and leaving a structure or hot zone should do so through the same entry point whenever possible.
- H. All PAS equipment shall be considered SAFETY EQUIPMENT and shall be replaced or repaired as soon as possible after damage or loss. All requests for replacement tags shall be routed through the chain-of-command.

III. Accountability Officer

- A. Shall be designated by the Incident Commander.
- B. Will collect accountability tags of all firefighters entering the structure or hot zone. And return tags to firefighters when they exit the structure or hot zone.
- C. Should maintain an accurate account of the whereabouts and number of firefighters in the structure and or hot zone.
- D. When a PAR is called for, the accountability officer shall request all divisions to report their crews accounted for, or report members missing.
- E. Upon completion of the PAR the accountability officer shall inform the IC of the Status.



Dover Township Fire Department

Guideline Number
3-07

Effective Date
1-1-05

Standard Operating Guideline

Title: Emergency Traffic

Purpose – To provide a standard for emergency radio traffic messages.

Scope – This guideline pertains to all fire personnel.

Emergency Traffic

- A. Emergency Traffic: The term used to alert personnel, listening or operating a radio that a priority message needs to be transmitted.
- B. When emergency traffic messages are between the dispatcher and a unit in the field, the dispatcher shall take control of the radio. When emergency traffic messages are between command and units in the field, command shall take control of the radio.
- C. When an emergency traffic message is heard all personnel operating at the incident should pay careful attention to the broadcast message.

When broadcasted by the dispatcher, **alert tone 2** is used on fire channel 1 and the assigned fire ground channel followed by the message on both channels.

Dover Township Fire Department

Guideline Number
3-08

Effective Date
1-1-05

Standard Operating Guideline

Title: Emergency Evacuation

Purpose – This guideline provides for a standard evacuation tone to evacuate a structure in the event of an emergency.

Scope – This guideline pertains to all personnel.

- A. The use of the “Emergency Evacuation” shall be used during an incident by command to clear all personnel from a building or scene. Emergency Evacuation is used in conjunction with emergency traffic.
1. All unnecessary radio traffic will cease until personnel accountability has been completed.
 2. Each OIC will report to command with a report on personnel once regrouped at each apparatus.
- B. The dispatcher shall at the request of command for emergency evacuations:
1. Sound **ALERT TONE 2** on fire Channel 1 and fire ground channel.
 2. Announce “ EMERGENCY EVACUATION –ALL PERSONNEL REPORT TO YOUR ASSIGNED APPARATUS”
- C. Apparatus operators will sound 3 five-second blasts of the air horn from the apparatus closest to the front of the building.
1. Followed by 3 five-second blasts on each side of the building that has apparatus placement.
 2. **ORDER** to be clockwise from the front of the building, Division B, C, D
- D. To standardize this alert system, it follows the county Evacuation Alert issued by the Ocean County Office of the Fire Marshal.



Dover Township Fire Department

Guideline Number
4-01

Effective Date
1-1-05

Standard Operating Guideline

Title: Firefighter Qualifications

Purpose – To establish standard qualifications for all members of the fire department.

Scope – This guideline applies to all firefighters of the Dover Township Fire Department.

Firefighter Levels

Probationary Firefighter

1. New members up to one year in the fire company.
2. Does not have firefighter level 1.
3. Must enroll in firefighter level 1 within 1 year from joining.
4. The Chief may extend probation.

Firefighter 1

1. One year in the fire company.
2. Completed firefighter level 1.
3. Completed IMS I-100.
4. Completed I-700.

Firefighter 2

1. Minimum of two years in the fire company.
2. Completed firefighter level 2.
3. Completed IMS I-200.
4. Completed FAST Awareness.
5. Completed Extrication.

Advanced Firefighter

1. Minimum of three years in the fire company.
2. Completed EVOC.
3. Completed Pump and Truck School.
4. Received IMS Level 1 Certification.
5. Qualified as a pump and truck operator.



Dover Township Fire Department

Guideline Number
4-02

Effective Date
1-1-05

Standard Operating Guideline

Title: Officer Qualifications

Purpose – To establish standard qualifications for all officers of the Dover Township Fire Department.

Scope – This guideline applies to all officers and prospective officers of the Dover Township Fire Department. The qualifications listed below are a minimum and may be added to but not lowered depending on individual company policies.

Implementation – These guidelines shall go into effect for the officers of the year 2007. Current officers in office for the year 2006 shall follow the previous officer qualifications. Ex Chiefs shall be grandfathered for a period of 8 years provided that they have maintained qualifications and required points or percentages. All officers, current or past, must possess all state mandated certifications to hold that position.

Appeals – An appeals board consisting of the current fire chiefs and director of the Dover Township Fire Academy shall determine the validity of any appeal, or qualification challenge. The board will not grant any waivers but will determine if another qualification course is an acceptable substitute.

Officer Levels

2nd. Lieutenant

1. Minimum of four consecutive years in Fire Company.
2. Completed Fire Officer 1.
3. Completed Instructor 1.
4. Completed I-300.
5. Must meet qualifications for an advanced firefighter.
6. Fire Officer Orientation

1st. Lieutenant

1. Minimum five consecutive years in Fire Company.
2. Must meet all qualifications for 2nd. Lieutenant.
3. Completed Commanding the Specialized Incident.
4. Completed Incident Safety Officer.

Captain

1. Minimum of six consecutive years in Fire Company.
2. Must serve at least two years as either Lieutenant.
3. Completed Officer Level 2.
4. Completed Health and Safety Officer.

Assistant Chief

1. Minimum of eight consecutive years in Fire Company.
2. Must serve a minimum of two years as a captain.
3. Completed I-400.
4. Completed NFA Arson Detection / Investigation

Chief

1. Minimum of ten consecutive years in Fire Company.
2. Must serve minimum of two years as assistant chief.



Dover Township Fire Department

Guideline Number
4-03

Effective Date
1-1-05

Standard Operating Guideline

Title: Instructor Qualifications

Purpose - The purpose of this document is to establish minimum qualifications and requirements for Dover Township Fire Academy Staff Instructors. This document also establishes the Instructor application and review process.

Scope - The document outlines the different categories of Instructors utilized by the Dover Township Fire Academy (DTFA) and the respective minimum qualifications required for each category.

I. Definitions

- A. **Chief Instructor** – an individual employed by DTFA to develop and deliver administrative, technical, and specialized training programs. Ensures that accurate and complete records of training activities are maintained. Periodically evaluates and review the effectiveness of DTFA Staff Instructors and training programs. Ensure the policies and procedures for DTFA operations are enforced. Acts as the DTFA liaison to the Joint Board of Fire Commissioners in the absence of the Director and Deputy Director.
- B. **Lead Instructor** – an individual employed by DTFA to deliver basic and advanced training programs. Possesses the ability to design, develop, and deliver lesson plans for advanced and specialized training programs.
- C. **Instructor** – an individual employed by DTFA to assist the Lead Instructor in the delivery of basic and advanced training programs. Possesses the ability to instruct from a prepared lesson plan.
- D. **Adjunct Instructor** – an individual possessing specialized skill or knowledge that maybe beneficial to DTFA curriculum on an as needed basis.

II. Qualifications

- A. **Chief Instructor**
 - a. Ten (10) years active service in the Dover Township Fire Department
 - b. Seven (7) years active service with the Dover Township Fire Academy.
 - c. Possess NJ Division of Fire Safety Certification as Fire Instructor Level II.

- d. Possesses NJ Division of Fire Safety Live Burn certification.
- e. Possess NJ Division of Fire Safety SCBA/Smokehouse certification.
- f. Demonstrate ability in the design, development, presentation and evaluation of technical, administrative, and specialized training programs.
- g. Possess strong verbal and written communication skills.

B. Lead Instructor

- a. Five (5) years active service in the Dover Township Fire Department.
- b. Three (3) years active service with the Dover Township Fire Academy
- c. Possess NJ Division of Fire Safety Certification as Fire Instructor Level II.
- d. Possesses NJ Division of Fire Safety Live Burn certification.
- e. Possess NJ Division of Fire Safety SCBA/Smokehouse certification.
- f. Successful completion of an Education Methodology (45 hours) course
- g. Possess strong verbal and written communication skills.

C. Instructor

- a. Possess NJ Division of Fire Safety Certification as Fire Instructor Level I.
- b. Three (3) years active service.
- c. Successful completion of an Instructional Techniques (16 hours) course
- d. Possess strong verbal and written communication skills.

III. Application Process

- A. **Application** – An applicant for Instructor with the Dover Township Fire Academy shall complete and submit the Application for Instructor (see appendix) along with the appropriate documentation that establishes the applicant meets the minimum knowledge and skill requirements (outlines in Section 2.4.1) to the Director, Deputy Director or Chief Instructor.
- B. **Interview and Skill Evaluation** – After a review of the documentation by the Director and/or Deputy Director, the applicant will be interviewed by the Instructor Review Committee, consisting of Five (5) staff Instructors. The applicant will make a ten (10) minute presentation on a topic selected by the Instructor Review Committee prior to the session. The Instructor Review Committee will evaluate the Applicant's presentation and make a recommendation to the Director.



Dover Township Fire Department

Guideline Number
4-04

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Academy Live Fire Training Procedures

SCOPE:

This policy applies to the establishment of procedure for training of fire suppression personnel engaged in firefighting operation under live fire conditions at the Dover Township Fire Academy (DFTA). This policy applies to all personnel participating in live fire training evolution on DFTA grounds.

PURPOSE:

This policy applies to the training of fire fighters under live fire conditions and focuses on training for coordinated interior and exterior fire suppression operations while maintaining a minimum exposure to risk for the participants. The chain of command shall be made clear to all participants so that both expected and unforeseen situations are managed with the most efficiency possible and so that reasonable margins of safety are provided.

DEFINITIONS:

Unless expressly stated elsewhere the following terms shall for the purposes of this policy, have the meaning indicated below.

Demonstration = the act of showing a skill

Evolution = A set of prescribed actions that results in an effective fire ground activity.

Instructor = An individual who has the training and experience to supervise student during live fire training evolutions; and possesses certification as Fire Instructor Level 2 with General Safety, Live Burn and Smokehouse/SCBA certificates issued by NJ Division of Fire Safety.

Instructor-in-Charge = an individual qualified as an instructor and designated to be in charge of the live fire training evolution.

Live Fire = any unconfined open flame or device that can propagate fire to the building or other combustible materials.

Participant = any student, instructor, safety officer, visitor, or other person who is involved in the live fire training evolution within the operations area.

Safety Officer = an individual qualified to maintain a safe working environment at all live fire training evolutions.

Student = any person who is present at the live fire training evolution for the purpose of receiving training.

Structure and Facilities

TRAINING CENTER BURN ROOM

Training Center Burn Room = A structure specifically designed for conducting live fire training evolutions on a repetitive basis. It does not include a structure that is used primarily for training in the use of breathing apparatus where only smoke conditions are created, without a live fire, and the trainee is not subjected to risk of the effect of fire other than the smoke produced.

Student Prerequisites.

In order to ensure safe operations during a live fire training exercise all participating students shall have achieved a minimum level of basic training.

Prior to being permitted to participate in live fire training evolutions, the student shall have received training to meet the following performance objectives for Fire Fighter I, as specified in *NJAC5:18C-4.3 Training Requirements*.

- Orientation/Fire Department Organization
- Forcible Entry
- Breathing Apparatus
- Ropes & Knots
- Salvage & Overhaul
- Fire Hose, Nozzles, and Appliances
- Fire Streams
- Ladders
- Ventilation
- Rescue
- Sprinklers
- Fire Alarm and Communications
- Safety
- Fire Behavior
- Fire Extinguishers

Students participating in live fire training evolution who have received the required minimum basic training from other than the DTFA shall not be permitted to participate in any live fire training evolution without presenting prior written evidence of having successfully completed the prescribed minimum training to the levels specified.

Strict safety practices shall be applied to all live fire training evolution. The DTFA burn room has been designed specifically for the purpose of repeated live fire training evolutions and includes safeguards that must be utilized during every live fire training evolution.

The training center burn room shall be inspected visually for damage prior to live fire training evolutions. Damage shall be documented. The structural integrity of the room shall be evaluated and documented periodically, but at least annually. Where the burn room damage is severe enough to affect the safety of the students, training shall not be permitted.

All doors, window shutters, sprinklers and heat monitoring devices necessary for the live fire training evolution shall be checked and operated prior to any live fire training evolution to ensure they operate correctly.

FUEL MATERIALS

Prior to any live fire training evolutions conduction in the burn room, the heat monitoring devices shall be connected and checked to ensure proper operation. Hose lines shall be connected and charged to the fire department connection to ensure adequate water supply to the building sprinkler system.

Training center burn room shall be left in a safe condition upon completion of live fire training evolution. Any damage to the burn room shall be noted on the facility use report.

Separate water sources shall be utilized for the supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

An area of parking fire apparatus and vehicles that are not part of the evolution shall be designated so as not to interfere with fire ground operations. Consideration shall be given to locating this area in order to facilitate prompt response of apparatus in the event of an emergency.

A parking area for an ambulance or an emergency medical services vehicle shall be designated. Consideration shall be given to locating this area to facilitate prompt response in the event of a personal injury to participants in the evolution.

Prior to conducting actual live fire training evolutions, a pre-burn briefing session shall be conducted for all participants. All facets of each evolution to be conducted shall be discussed and assignments shall be made for all crews participating in the training session. The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the pre-burn briefing.

Prior to conducting any live fire training, all participants shall have a knowledge of and familiarity with the layout of the building in order to facilitate any necessary evacuation of the building. Prior to conducting any live fire training in the structure, all participants in the evolution shall be required to conduct a walk-through of the structure.

All spectators shall be restricted to an area outside the operations area perimeter established by the safety officer.

All possible sources of ignition, other than those that are under the direct supervision of the person responsible for the start of the training fire, shall be removed from the operations area.

During the entire time the burn room is in use, personnel trained in its operation shall continuously attend the safety station. This person shall not be a student and shall wear protective clothing.

The veiling temperature in the burn room shall be continuously monitored shall not be permitted to exceed 600-degrees F at anytime.

The fuels that are utilized in live fire training evolutions shall have known burning characteristics that are as controllable as possible. Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be permitted to be used.

Fuel materials shall be used only in the amounts necessary to create the desired fire size. Pressure-treat wood, rubber, plastic, straw or hay treated with pesticides or harmful chemicals shall not be permitted to be used. The fuel load shall be limited to avoid conditions that could cause an uncontrolled flashover or backdraft.

The use of flammable or combustible liquids shall not be permitted for use in live fire training evolutions in the burn room.

The training exercise shall be stopped immediately when the instructor-in-charge determines, through on-going assessment, that the combustible nature of the environment represents a potential hazard. The exercise shall continue only when the appropriate actions have been taken to reduce the hazard.

Safety:

A safety officer shall be appointed for all live fire training evolutions

The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operation when, in his or her judgment, a potential or actual danger, accident or unsafe condition exists

The responsibilities of the safety officer shall include, but shall not be limited to the following:

- The prevention of unsafe acts
- The elimination of unsafe conditions

The safety officer shall provide for the safety of all persons on the scene including students, instructors, visitors, and spectators.

The safety officer shall not be assigned other duties that interfere with safety responsibilities.

The safety officer shall be knowledgeable in the operation and location of the safety devices available within the burn room, such as the heat monitoring device, sprinkler activation valve, and evacuation alarm.

Sufficient backup lines shall be provided to ensure adequate protection for personnel on training attack lines.

Safety zones shall be established for all live fire training evolution

The perimeter roadway shall be considered as a safe zone where personal protective equipment is not required.

All participants and instructors shall consider the concrete pad around the building an operations zone where full personal protective equipment including PPSCBA must be worn.

The instructor-in-charge of the live fire training evolutions shall determine, prior to each specific evolution, the number of training attack lines and backup lines that are necessary. Each hose line shall be capable of delivering a minimum of 95 gpm. The instructor-in-charge then shall assign the following:

- One instructor to each functional crew, which shall not exceed five students
- One instructor to each backup line
- Sufficient additional personnel to backup lines to provide mobility
- One additional instructor for each additional functional assignment

Additional safety personnel, as deemed necessary by the safety officer, shall be located strategically within the structure to react to any unplanned or threatening situation or condition.

A method of fire ground communication shall be established to enable coordination among the incident commander, the interior and exterior sectors, the safety officer, and external request for assistance.

EXTERIOR PROPS AND CLASS B FIRES

Emergency medical services shall be available on site to handle injuries. Written reports shall be filled out and submitted on all injuries and on all medical aid rendered.

No person(s) shall play the role of a victim inside the building during live fire training evolutions

Fires shall not be located in any designated exit paths.

The training session shall be curtailed, postponed, or canceled, as necessary to reduce the risk of injury or illness caused by extreme weather conditions.

Each participant shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA). The safety officer prior the entry into a live fire training evolution to ensure that the protective clothing and SCBA are being worn properly and are in serviceable condition shall inspect all participants.

All students, instructors, safety personnel and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution shall breathe from a SCBA air supply.

The instructor-in-charge shall be responsible for full compliance with this policy.

Instructors responsible for conducting live fire training evolutions in the burn room shall be trained in the proper operation of all safety devices.

At least one (10) lead instructor, certified by the NJ Division of Fire Safety as a Level 2 Instructor with a Live Burn certificate, shall accompany each group of participants during live fire training evolutions

The participating student-to-instructor ratio shall not be greater than 5 to 1.

Other factors such as extreme temperatures, large groups and classes of long duration shall be taken into consideration and additional instructors shall be designated as deemed necessary to ensure proper level of safety.

Prior to the ignition of any fire, instructors shall ensure that all personal protective clothing and equipment specified in this section are being worn properly.

STUDENT PREREQUISITES.

In order to ensure safe operations during a live fire training exercise involving exterior props, all participating students shall have achieved a minimum level of basic training.

Prior to being permitted to participate in live fire training evolutions, the student shall have received training to meet the following performance objectives for Fire Fighter I as specified in *NJAC 5:18C-4.3 Training Requirements*.

- Orientation/Fire Department Organization
- Forcible Entry
- Breathing Apparatus
- Ropes & Knots
- Salvage & Overhaul
- Fire Hose, Nozzles, and Appliances
- Fire Streams
- Ladders

- Ventilation
- Rescue
- Sprinklers
- Fire Alarm and Communications
- Safety
- Fire Behavior
- Fire Extinguishers

Students participating in live fire training evolution who have received the required minimum basic training from other than the DTFA shall not be permitted to participate in any live fire training evolution without presenting prior written evidence of having successfully completed the prescribed minimum training to the levels specified in 3-1.2

Exterior props shall be inspected visually for damage prior to live fire training evolutions. Damage shall be documented. The structural integrity of the props shall be evaluated and documented periodically, but at least annually.

All safety devices such as evacuation alarms and emergency shutdown switches shall be checked prior to any live fire training evolutions to ensure they operate correctly.

Pedestrian traffic in the vicinity of the training site shall be kept clear of the operations area of the live burn. Awareness of weather conditions, wind velocity, and wind direction shall be maintained. In all cases, a final check shall be made for possible changes in weather conditions immediately before actual ignition.

Separate water sources shall be utilized for the supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

A parking area for an ambulance or an emergency medical services vehicles shall be designated. Consideration shall be given to locating this area to facilitate prompt response in the event of a personal injury to participants in the evolution.

Prior to conducting actual live fire training evolutions, a pre-burn briefing session shall be conducted for all participants. All facets of each evolution to be conducted shall be discussed and assignments shall be made for all crews participating in the training session.

Prior to conducting any live fire training, all participants shall have a knowledge of and familiarity with the prop or props being used for the evolution.

All spectators shall be restricted to an area outside the operations area perimeter established by the safety officer.

All possible sources of ignition, other than those that are under the direct supervision of the person responsible for the start of the training fire shall be removed from the operations area.

There shall be ample room provided around all props so that there is space for all attack lines as well as backup lines to operate freely.

All propane-supplied props are equipped with remote fuel shutoffs. The remote fuel shutoff shall be within site of the prop and the entire field of attack of the prop but shall be outside of the safety perimeter. During the entire time the prop is in use, safety personnel trained in its operation shall continuously attend the remote shutoff.

SAFETY

A Safety officer shall be appointed for all live fire training evolutions.

The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his or her judgment, a potential or actual danger, accident or unsafe condition exists.

The responsibilities of the safety officer shall include, but shall not be limited to the following:

The prevention of unsafe acts
The elimination of unsafe conditions

The safety officer shall provide for the safety of all persons on the scene including students, instructors, visitors and spectators.

The safety officer shall be knowledgeable in the operation and location of the safety feature available, such as emergency shutoff switches, fuel shutoff valves, and evacuation alarms.

Sufficient backup lines shall be provided to ensure adequate protection for personnel on training attack lines.

Emergency medical services shall be available on site to handle injuries. Written reports shall be filled out and submitted on all injuries and on all medical aid rendered.

One person shall be designated to control the materials being burned and to ignite the training fire in the presence of an under the direct supervision of a safety officer. This person shall not be a student and shall wear protective clothing.

No person(s) shall play the role of a victim inside the fire area.

The training session shall be curtailed, postponed, or canceled as necessary to reduce the risk of injury of illness caused by extreme weather conditions.

Each participant shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA). The safety officer prior to entry into a live fire training evolution to ensure that the protective clothing and SCBA are being worn properly and are in serviceable condition shall inspect all participants.

INSTRUCTORS

The instructor-in-charge shall be responsible for full compliance with this policy.

Instructors responsible for conducting live fire training evolutions with the exterior props shall be trained properly in the complete operation of the propane delivery system

At least one (1) lead instructor, certified by the NJ Division of Fire Safety has a Level 2 Instructor with a Live Burn certificate shall accompany each group of participants during live fire training evolutions.

The participating student-to-instructor ratio shall not be greater than 5 to 1.

Other factors such as extreme temperatures, large groups, and classes of long duration shall be taken into consideration, and additional instructors shall be designated as deemed necessary to ensure proper levels of safety.

Prior to the ignition of any fire, instructors shall ensure that all personal protective clothing and equipment specified in this section are being worn properly.

The instructor-in-charge shall consider the circumstances of each training session and make suitable provisions for the rest and rehabilitation of members operating at the scene. These considerations shall include medical evaluation and treatment, food and fluid replenishment, and relief from climate conditions, in accordance with the circumstances of the training sessions.

REPORTS AND RECORDKEEPING

The following records and report shall be maintained on all live fire training evolutions.

Facility Use Report

Report of Personal Injury (If a participant sustains an injury on DTFA grounds)



Dover Township Fire Department

Standard Operating Guideline

Guideline Number
4-05

Effective Date
1-1-05

Title: Maze Policy

Purpose: This policy applies to the training of firefighters and emergency response personnel in a confining and visually restrictive environment while maintaining a minimum exposure of risk for the participants. The chain of command shall be made clear to all participants so that both unexpected and unforeseen situations are managed with the most efficiency possible and so that reasonable margins of safety are provided.

Activities in the maze are intended to place the participants in a confining area with low visibility in order to develop communication skills in adverse situations, enhance teamwork, and to manifest a high level of confidence in their ability to work effectively under all conditions.

Scope: This policy applies to all personnel participating in training evolutions in the maze building at the Dover Township Fire Academy (DTFA).

1. Structure and Facilities

The maze training building is designed and constructed to simulate the conditions commonly found in confining areas with low visibility. The maze consists of three (3) levels and can be arranged in two (2) modes: Basic and Advanced.

The Basic mode is intended for fire department recruits and relatively inexperienced personnel.

The Advanced mode is intended for veteran personnel and advanced training evolutions.

- Prior to conducting any maze training, all participants shall have a knowledge of and familiarity with the layout of the building in order to facilitate any necessary evacuation of the building. All participants in the evolution shall be required to attend a walk through of the structure. All participants will be made aware of the access points, safety devices, equipment and procedures prior to conducting any maze training in the structure.
- The training center maze building shall be visually inspected for damage prior to training evolutions. All damage shall be documented on the facility use report. Where the damage is severe enough to affect the safety of the students training shall not be permitted.
- All doors and lights necessary for the training evolution shall be checked and operated prior to any training evolution to ensure they operate correctly.
- Training center maze shall be left in a safe condition upon completion of training evolutions. Any damage shall be noted on the facility use report.
- Smoke and life fire shall not be used during any training evolutions in the maze at any time.
-

Student Prerequisites

- In order to ensure safe operations during a maze training exercise, all participating students shall have achieved a minimum level of basic training.
- Prior to being permitted to participate in the maze training evolutions, the student shall possess a valid firefighter level 1 certification from the NJ Division of Fire Safety or shall have received training to meet the following performance objectives for firefighter 1 as specified in NJAC 5:18C-4.3 Training Requirements.
 - Module 1 Orientation/Fire Department Organization
 - Module 3 Breathing Apparatus
 - Module 10 Rescue
 - Module 13 Safety
- Students participating in a maze training evolution who have received the minimum basic training from other than the DTF shall not be permitted to participate in any maze training evolution without presenting prior written evidence of having successfully completed the prescribed minimum training to the levels specified above.
- During the initial orientation for the maze, all personnel shall proceed throughout the maze in the following sequence:
 - Basic maze without SCBA
 - Basic Maze with SCBA
 - Advanced maze without SCBA
 - Advanced maze with SCBA
- Students participating in a maze training evolution shall wear full personal protective equipment.

Safety

- Two (2) safety officers shall be appointed for all maze-training evolutions. At least one safety officer must be a DTFA Instructor. The safety officers shall be positioned in the access corridor to the maze and within the maze by the first junction.
- The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operation when, in his or her judgment, a potential or actual unsafe behavior or unsafe condition exists.
- The responsibilities of the safety officer shall include but not limited to: the prevention of unsafe acts, and the elimination of unsafe conditions.
- The safety officer shall provide for the safety of all persons on the scene including students, instructors, visitors, and spectators.
- The safety officer shall not be assigned other duties that interfere with his or her safety responsibilities.
- The safety officer shall be knowledgeable in the operation and location of the safety devices, access points, and emergency procedures.
- The training exercise shall be stopped immediately when the safety officer or the instructor in charge determines, through ongoing assessment, that the physical environment or behavior of the participants represents a potential hazard. The exercise shall continue only when the appropriate actions have been taken to reduce the hazard.
- Additional safety personnel as deemed necessary by the safety officer shall be located strategically within the structure to react to any unplanned or threatening situation of condition.
- So person(s) shall play the role of a victim inside the building during maze training evolutions.
- The training session shall be curtailed, postponed, or canceled, as necessary to reduce the risk of injury or illness caused by extreme weather conditions.
- Each participant shall be equipped with full protective clothing and SCBA. All participants shall be inspected by the safety officer prior to entry into a maze training evolution to ensure that the protective clothing and SCBA are being worn properly and are in good condition.

- Emergency medical services shall be available on site to handle injuries. Written reports shall be filled out and submitted on all injuries and on all medical aid rendered.

Instructors

- The instructor in charge shall be responsible for full compliance with this policy.
- Instructors responsible for conducting training evolutions in the maze shall be trained in the proper operation of all safety devices, access points, and emergency procedures.
- At least one (1) lead instructor, certified by the NJ Division of Fire Safety, as a Level 2 Instructor with a General Safety and SCBA Smokehouse certificate, shall be present during all maze-training evolutions.
- The participating student to instructor ration shall not be greater than 5-1.
- Prior to entry into the maze, instructors shall ensure that all participants have attended the safety briefing and are familiar with the safety devices and procedures.
- Prior to entering the maze, instructors shall ensure that all personal protective clothing and equipment is being worn properly.
- The instructor in charge shall be responsible for setting the maze to the appropriate mode for the training evolution.
- Instructors shall ensure that no participant enter the maze without the proper safety personnel in place.

Basic Maze Mode

- The Basic mode is intended for fire department recruits and relatively inexperienced personnel to gain confidence in their ability to perform emergency activities under adverse conditions, develop effective communication skills, and enhance teamwork.
- The Basic mode evolution is restricted to the third level of the maze. The primary junction door shall be secured in the open position for basic mode evolutions.
- Students shall work in teams of at least two during all basic mode evolutions. Individual use of the maze is strictly prohibited.
- All participants shall wear full personal protective equipment during all basic mode evolutions.

Advanced Maze Mode

- The Advanced mode is intended for veteran personnel and advanced training evolutions. This mode is designed to provide a long duration evolution with unexpected conditions in a low visibility and confined environment.
- The advanced mode evolution uses all three levels in the maze. The primary junction door shall be secured in the closed position for advanced mode evolutions.
- Students shall work in teams of at least two during all advanced mode evolutions. Individual use of the maze is strictly prohibited.
- Full personal protective equipment shall be worn by all participants during all advanced mode evolutions.



Dover Township Fire Department

Guideline Number
5-00

Effective Date
1-1-05

Standard Operating Guideline

Title: Firefighting

Purpose: Operating at Emergency Incidents poses an inherent risk of injury or death. The purpose of this guideline is to describe policy regarding strategy, risk assessment, fireground factors, and priorities. This guideline shall be employed to control a majority of fire situations, but are not expected to encompass every situation. There may be times when good judgment or common sense may dictate a course of action contrary to this guideline.

Scope: All Fire Department Personnel

Guideline:

- I. Fireground Strategy
 - A. Structured Risk Management Plan
 1. WE MAY RISK OUR LIVES A LOT TO PROTECT SAVABLE LIVES
 2. WE MAY RISK OUR LIVES A LITTLE TO PROTECT SAVABLE PROPERTY
 3. WE WILL NOT RISK OUR LIVES AT ALL FOR LIVES OR PROPERTY THAT ARE ALREADY LOST
 - B. Determining the Strategy
 1. The Incident Commander is responsible for determining the appropriate fireground strategy. He/She will make their decision based of the following;
 - a. The Building (type of construction, condition, age, etc.)
 - b. Structural integrity of the building (contents vs. structural involvement)
 - c. Fire Load
 - d. Extent of the fire and its location
 - e. The rescue profile (savable occupants/survivability profile)
 2. In most cases, the type of strategy (offensive or defensive) will be clear cut and the Incident Commander can quickly determine the appropriate strategy. In other cases, the situation may be marginal. The Incident Commander shall only attempt an offensive attack in marginal situations when there is going to be a rescue attempt and shall abandon marginal attacks when:
 - a. Primary search is completed and the situation is still marginal.
 - b. The roof is unsafe. Especially working fires in large unsupported or lightweight trussed attic spaces.
 - c. Interior crews encounter heavy fire, intense heat, and cannot locate the fire or cannot make any progress on the fire.
 - d. Heavy smoke is being forced from the building under pressure and is increasing.
 3. The Incident Commander shall constantly evaluate the conditions while operating in marginal situations. This requires frequent and detailed reports from Sector Officers.

4. Avoid using simultaneous Offensive and Defensive Strategies in the same fire area. Defensive operations will generally drive the fire, smoke, and heat back into the building and drive the offensive attack crews out of the building.
5. The Structured Risk Management Plan is to be utilized at all structure fires

C. Types of Strategies

1. Offensive Strategy

- a. Within the framework of the Risk Management Plan, the structure must first be determined to be safe to enter. When safe to do so, the Dover Township Fire Department will initiate an aggressive offensive operation at the scene of structure fires.
- b. Initial attack efforts shall be directed toward supporting a primary search. The first attack line shall go between the victims and the fire to protect avenues of rescue and escape.
- c. Determine fire conditions and extent before starting fire suppression operations; don't operate fire streams into smoke.
- d. Offensive attacks should be fought from the Interior-Unburned Side.
- e. Ventilation is a major support function that will assist interior attack crews. This shall be done early and be well coordinated.
- f. The effect of the interior attack shall be constantly evaluated. If conditions continue to deteriorate during the interior attack, the Incident Commander shall consider changing strategies to defensive. The Incident Commander shall match the strategy with the conditions.

2. Defensive Strategy

- a. The decision to operate in a defensive attack indicates that the offensive attack, or potential for one, has been abandoned for reasons of personnel safety, and the involved structure has been conceded as lost (written off).
- b. The announcement of a change to a defensive strategy shall be made as Emergency Traffic and all personnel will withdraw from the structure and maintain a safe distance. An accountability report shall be obtained after any switch from offensive to defensive strategy.
- c. Interior lines shall be withdrawn and repositioned when changing to a defensive strategy. Crews shall withdraw with their hose line only when safe to do so. If withdrawal is being delayed because of hose lines, and it's unsafe to stay in the building, hose lines shall be abandoned.
- d. All exposures shall be identified and protected during defensive operations. The first priority in defensive operations is personnel safety, the second is exposure protection and the third is bringing the fire under control.
- e. When the exposure is severe, the most effective tactic is to put water on the exposure and, if need be, from the interior of the exposure. Once the exposure is protected, attention shall be directed to knocking down the main body of the fire building.

- f. If defensive operations are going to be conducted from the onset of the incident, the Incident Commander shall report this in his/her initial size-up report.

II. Fireground Factors

A. The following are fireground factors, which shall be evaluated by the Incident Commander as they pertain to each situation.

1. Building
 - a. Size
 - b. Roof Type (Bow string, truss, etc.), and condition
 - c. Interior arrangement/access (stairs, halls, etc.)
 - d. Construction Type
 - e. Age
 - f. Conditions (Faults, weaknesses)
 - g. Compartmentation/Seperation
 - h. Vertical/Horizontal openings, shafts, channels
 - i. Outside Openings (doors, windows, etc.)
 - j. Utilities (hazards, controls, etc.)
 - k. Concealed spaces
 - l. Exterior access
 - m. Effect fire has had on the structure (at this point)
2. Fire
 - a. Size
 - b. Extent (% of structure involved)
 - c. Location
 - d. Stage of the fire
 - e. Direction of travel
 - f. Time of involvement
 - g. Type and amount of material involved
3. Occupancy
 - a. Specific occupancy
 - b. Type (business, residential, industrial, etc.)
 - c. Fire load
 - d. Status (open, closed, vacant, abandoned, under construction, etc.)
 - e. Type of contents
 - f. Time (as it affects occupancy use)
4. Life Hazard
 - a. Number of occupants
 - b. Location of occupants
 - c. Incapacities of occupants
 - d. Commitment required for search and rescue (personnel, equipment, etc.)
 - e. Fire control required for search and rescue
 - f. Time estimate of fire affect on victims
 - g. Hazards to fire personnel
5. Arrangement
 - a. Access, arrangement, and distance of external exposure
 - b. Combustibility of exposures
 - c. Access, arrangement, and nature of internal exposures
 - d. Severity and urgency of exposures
 - e. Most dangerous direction
 - f. Time estimate of fire effect on exposures
 - g. Obstructions to operations
 - h. Capability/limitations on apparatus movement and use
6. Resources
 - a. Personnel and equipment on scene

- b. Personnel and equipment enroute
 - c. Personnel and equipment available in staging
 - d. Estimated response time of additional resources
 - e. Availability of hydrants
 - f. Supplemental water sources
 - g. Adequacy of water supply
 - h. Built in fire protection (sprinklers, standpipes, alarms, etc.)
7. Other Factors/Conditions
- a. Time of day/night
 - b. Day of week
 - c. Season
 - d. Special hazards (holidays, special events, etc.)
 - e. Weather
 - f. Traffic conditions
 - g. Social conditions (strike, riots, festivals, etc.)

B. These fireground factors offer a standard list of basic items that the Incident Commander shall consider in the evaluation of each situation. This list shall provide a checklist of the basic items that are involved in size-up, decision-making, initiating action, review and revision on the fireground.

III. Tactical Priorities

A. Priorities are identified as a result of the on scene analysis of the fire situation (size-up). Priorities identify the most important or urgent factors of a fire situation. Since fires are dynamic in nature and change as they progress and/or affected by the efforts of on scene personnel, the priorities involved, in any given situation will also change.

B. Priorities provide the basis for determining operational objectives. In a general sense, the basic priorities shall be divided into three (3) Basic Tactical Priorities in order of importance, they are as follows.

1. Rescue/Life Safety
 - a. Life safety is the number one priority and the most important consideration at a structure fire.
 - b. The rescue of human lives overrides all other strategic considerations.
 - c. A primary and secondary search shall be conducted at all structure fires, when possible.
2. Fire Control
 - a. Those operations or activities required to stop the forward progress of the fire and to bring the fire under control.
3. Property Conservation
 - a. Those operations and activities required for stopping or reducing additional loss to property.
4. Although priorities are normally placed into a hierarchy, overlapping can and does occur. Such a case of overlapping may be illustrated by a situation where rapid fire control is necessary to perform a rescue attempt.



Dover Township Fire Department

Guideline Number
5-01

Effective Date
1-1-05

Standard Operating Guideline

Title: Incident Command

Purpose - The effective functioning of Dover Township Fire Department units and personnel at incidents requires clear decisive action on the part of an Incident Commander. This procedure identifies the standard operating procedures to be employed in establishing command and operating a Command Post. It also fixes responsibility for the command function and its associated duties on one individual at any time during the operations.

Scope - 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. Identity of the Incident Commander will be as per Chain of Command.

I. Chain of Command:

- A. The Chief or Acting Chief will be the Incident Commander at all incidents at which the Fire Department is called.
- B. The Assistant Chief will be the Incident Commander at all incidents until such time as any of the above arrive.
- C. The first Captain or Lieutenant will be the Incident Commander until such time as any of the above arrive.
- D. The First Arriving Ex-Chief will be the Incident Commander until such time as any of the above arrive.
- E. The Senior Firefighter will be the Incident Commander until such time as any of the above arrive.

II. Command Guidelines are designed to accomplish the following:

- A. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies, and officers.
- B. 2. Insure that strong, direct, and visible Command will be established as early as possible in the operation.
- C. 3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
- D. 4. Provide a system for the orderly transfer of Command to subsequent arriving officers.
- E. 5. Command is responsible for four basic fireground objectives:
 - a. Provide for the safety and welfare of firefighting personnel.
 - b. Remove endangered occupants and treat the injured.
 - c. Confine and extinguish the fire.
 - d. Conserve property after fire control is achieved.

- F. Command is responsible for the following functions as required by the circumstances of the situation:
 - a. Assume and confirm Command and take an effective position.
 - b. Rapidly evaluate the situation (size-up).
 - c. Initiate, maintain, and control the communications process.
 - d. Identify the overall strategy, develop an attack plan, and assign units.
 - e. Develop an effective fireground organization.
 - f. Provide continuing Command within the framework of standard operating procedures.
 - g. Coordinate the transfer of Command as required.
 - h. Request and assign additional resources as required.
 - i. Return companies to service and terminate Command.
- G. All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another. The first five- (5) functions must be addressed immediately from the initial assumption of Command.

III. Establishing Command:

- A. The first Incident Commander (see Chain of Command) to arrive at the scene SHALL assume Command and remain in command until relieved by a ranking Incident Commander or until the incident is terminated.

Exception: See PASSING COMMAND

- B. The person assuming Command shall transmit a brief initial radio report including:
 - a. 1. Unit identification on the scene, confirming assumption of Command and location. (i.e. 2901 on the scene assuming Hooper Ave. Command.)
 - b. 2. Building description (occupancy, size, arrangement, construction, and address).
 - c. 3. Obvious fire conditions.
 - d. 4. Action taken (brief description).
 - e. 5. Any obvious safety concerns.
- C. Radio Designation
 - a. The radio designation "COMMAND" will be used with a brief description of the incident location (i.e. "Fort Hill Avenue COMMAND"). This designation will not change through the duration of the incident.

IV. Command Options:

- A. In cases when the initial arriving Incident Commander is an officer, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions.
- B. The establishment of a Command Post is a priority at all working incidents. The location of the Incident Commander in a vehicle, which provides lighting, communications, equipment, reference items, and limited isolation from distractions, will make Command more effective.
- C. When an Incident Commander initially assumes Command that Incident commander must decide on an appropriate commitment for responding resources, which will usually fall into one of three general modes listed below.
 - a. Nothing Showing Mode: These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally the

Incident Commander should go to check while utilizing a portable radio to command the incident.

- b. Fast Attack Mode: Situations, which require action to stabilize the situation, such as interior fires in residences, apartments, or small commercial occupancies, require that the Incident Commander quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting Command responsibilities. This mode should not last more than a few moments and will end with one of the following:
 - 1. Situation is stabilized.
 - 2. Command is passed to next arriving Incident Commander.
 - 3. A chief officer arrives and Command is transferred.
 - 4. Situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a Command Post.
- c. Command Mode: Situations that require a strong command by virtue of the size of the fire, the complexity or type of occupancy, or the possibility of extension require strong, direct, overall Command from the outset. In such cases, the Incident Commander will initially assume a Command position and maintain that position until relieved via the Chain of Command. Tactical worksheet should be utilized to assist in managing these situations.

- D. The Incident Commander assuming Command has a choice of modes and degrees of personal involvement in the attack but continues to be fully responsible for the identified tasks assigned to the command function. In all cases, the initiative and judgment of the Incident Commander are of great importance. The modes identified are not strict rules but general guidelines to assist the Incident Commander in planning appropriate actions.

V. Passing Command:

- A. In certain situations it may be advantageous for the first arriving Incident Commander to "Pass Command" to the next arriving driver or officer. This is indicated when the initial commitment of the first arriving resources requires their involvement in operations (i.e. a high-riser building or an immediate rescue situation), and the next arriving Incident Commander is on the scene or close behind.
- B. The initial arriving Incident Commander will give an initial on scene radio report and advise that Command will be passed. The initial arriving driver or officer retains responsibility for Command until the next unit arrives and acknowledges the transfer. Dispatcher will confirm that the next unit assumes Command.

VI. Transfer of Command:

- A. The first driver or officer to arrive on the scene shall assume and retain command until relieved within the following guidelines:
- B. Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures:
 - a. The Incident Commander assuming Command will communicate with the person being relieved by radio or preferably face-to-face on arrival.
 - b. The person being relieved will brief the Incident Commander assuming Command indicating the following:
 - 1) General situation status
 - 2) Fire location, extent, and conditions
 - 3) Effectiveness of control efforts
 - 4) Safety considerations including name of safety officer
 - 5) Deployment and assignments of operating resources.
 - 6) Appraisal of needs for additional resources at that time.

- a. The person being relieved should review the Tactical Worksheet with the command officer. This sheet provides the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.
- C. The Incident Commander should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that Command functions are initiated and completed. This requires the person initially in command to give a clear on-scene report and continue to give updated progress reports as needed.
- D. The arrival of a ranking Incident Commander on the fireground does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed.
- E. The response and arrival of additional officers on the fireground strengthens the overall command function. All officers will exercise their Command prerogative in a supportive manner that will insure a smooth transition and the effective on-going function of Command.
- F. The officer assuming Command will utilize the person relieved of Command to best advantage.
- G. 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 function.

VI. Command Function:

- A. It is the responsibility of the Incident Commander to develop an organizational structure, using standard operation procedures to effectively manage fireground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the command organization at a pace, which stays ahead of, or even with the tactical development of resources.

- B. The basic configuration of a Command structure includes three levels:

STRATEGIC LEVEL - overall incident command

The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level Units.

TACTICAL LEVEL - direction of divisions and groups

The Tactical Level includes intermediate level officers directing activities toward specific objectives. Tactical Level officers include officers, in charge of grouped resources operating in assigned areas or providing special function at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives

TASK LEVEL - unit activities

The Task Level refers to those activities normally accomplished by individual units or specific personnel. Task Level activities are routinely supervised by company officers. The accumulated achievement of Task Level activities should accomplish tactical objectives.

- C. The most basic structure for a routine incident involves only two levels. The role of Command combines the Strategic and Tactical levels. Units report directly to Command and operate at the Task Level.
- D. In more complex situations, Command should group units to work in sectors. The sector officers operate at the Tactical Levels, directing the work of several groups and units or performing specialized functions as requested by Command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident.

VIII. COMMAND POST ORGANIZATION

- A. The responsibilities assigned to Command often require the involvement of more than one individual to manage Command functions. Field Incident Technicians and other assigned personnel routinely assist the officer in Command of a working incident in managing information at the Command Post, gathering information by reconnaissance, assisting with communications and providing liaison. The Command Post organization may be expanded through the involvement of other officers and staff personnel to provide Incident Planning and/or Technical Support at the Command Post. The roles of the individuals performing these functions may vary, depending on the situation.
- B. As the fireground organization grows in complexity, the Incident Commander may implement an additional intermediate level within the Command Post. The Control Level involves Operations Officers who provide direct supervision over Division/Group Officers and handle radio communications for the Incident Commander. This allows the Incident Commander to be removed from the immediate pressures of radio traffic and to focus on the strategic aspects of the overall situation and management of the organization



Dover Township Fire Department

Guideline Number
5-02

Effective Date
1-1-05

Standard Operating Guideline

Title: F.A.S.T. Team

Purpose – The objective of the Firefighter Assistance and Search Team (F.A.S.T.) is to have firefighters immediately available to assist a firefighter(s) that become trapped, lost, or is in distress.

Scope – All fire department incidents where personnel may be placed in a hazardous condition.

I. Manning

- A. The FAST Team shall consist of a minimum of (2) experienced firefighters.
- B. The FAST Team should be expanded to a minimum of (4) experienced firefighters as soon as more personnel are available. A six man FAST Team is optimal.
- C. Once a FAST Team has been issued an assignment a backup FAST Team shall be designated immediately.
- D. On large-scale incidents more than one FAST Team should be assigned to the incident.
- E. When multiple FAST Teams are utilized they shall be designated FAST 1, FAST 2, etc.

II. Team Assignments

- A. Recon Team – should be utilized to locate and assess the needs to remove the firefighter(s) from the hazardous condition.
- B. Rescue Team – when the recon team locates the firefighter(s), shall initiate the rescue and bring all necessary tools needed to the identified location.

III. Gear

- A. The FAST Team shall be outfitted in full personal protective equipment (PPE) appropriate for the particular incident and possible rescue situation that may arise.
- B. The FAST Team shall have all gear donned and be ready for immediate action.

IV. Tools

- A. The FAST Team members shall have readily available to them the appropriate tools necessary for the particular incident at hand. Example Portable radio, lifeline, forcible entry tools, etc.
- B. A tool staging area should be set up with all available tools ready. Any other personnel other than the fast team should not use the tools.
- C. The FAST Team should have an air supply ready for use for any trapped firefighters.
- D. The FAST Team should have access to a hose line in the event that one will be needed.
- E. The FAST Team leader should request any specialized rescue equipment that may be needed.

V. Position

- A. The leader of the unit designated, as the FAST Team shall upon arriving on location report to and remain at the command post unless otherwise directed by the IC.
- B. The entire FAST Team shall remain near the command post or designated area from which they can be rapidly deployed.
- C. At large scale or unusual operations additional FAST Teams may be positioned at additional locations as determined by the IC.

VI. Duties

- A. The FAST Team leader shall develop a plan in the event that the team is needed. The plan should consist of team members duties and responsibilities.
- B. The FAST Team shall "stand fast" intact as a unit ready to take immediate action as directed by the IC.
- C. While standing fast the unit shall determine the location and availability of portable ladders and hose lines for future use if needed.
- D. The FAST Team may prep for a rescue by placing ladders, removing security bars, and other obstruction provided it does not interfere with their state of readiness.
- E. They shall determine the location of EMS personnel at the scene.
- F. Radio traffic should be monitored for any distress calls.
- G. The FAST Team shall maintain a state of constant readiness to react rapidly to the changing fire ground conditions.

VII. Restrictions

- A. The FAST Team may not be used to provide relief for operating units until the fire has been declared out and the scene safe. The IC should anticipate this need and have other personnel available for this purpose.
- B. The FAST Team should not be used for firefighting. If the IC directs the FAST Team to perform duties other than those related to it's distress duties, an additional FAST team shall be designated or an additional company shall be immediately called in as the FAST Team.



Dover Township Fire Department

Guideline Number
5-03

Effective Date
1-1-05

Standard Operating Guideline

Title: Thermal Imaging Camera

Purpose- This procedure is designed to establish guidelines to facilitate the most effective method for deploying the thermal image camera in a way that provides the most protection for fire department personnel, and to provide a reference document to be used for training of personnel in the uses, deployment, limitations, operation, care and maintenance of the Thermal Image Camera (TIC).

Scope – This guideline will apply to the use of all thermal imaging cameras assigned to Dover Township Fire Companies.

Safety- Use of a TIC during emergency operations will provide the means for locating victims and fire in a more expeditious manner. This will greatly enhance the safety of personnel by limiting time spent in the hazardous area searching for victims and the seat of fire. It must be remembered that a TIC is a tool to be utilized by firefighters and will be used to augment sound strategy, tactics and time tested interior structural firefighting and rescue procedures.

I. Thermal Image Camera Uses

- A. Provides safer navigation in a space where there is diminished visibility due to smoke.
- B. Allow personnel to "see" in a diminished visibility environment, which is a very useful addition to traditional search and rescue techniques. Utilizing a TIC can substantially reduce the time necessary for completing a primary search.
- C. Enables suppression crews to execute a faster, more effective interior attack. The shortest route to the fire, holes in the floor and obstacles in the structure can be determined and located efficiently.
- D. Reduces fatigue of interior crews because efficiency in performing searches and suppression is increased.
- E. Allows Rapid Intervention Teams to quickly and efficiently locate downed firefighters.
- F. May be used to determine fluid level within a container, which may be useful during an incident involving a hazardous material.
- G. May be used as a search tool to locate lost persons in open wilderness areas.

II. Background Information

- A. Thermal energy is not visible to the human eye, but the firefighter can feel the heat present. The TIC allows a thermal heat view of one's surroundings.
- B. A TIC is a device that translates a thermal picture into an electrical picture and then a visual image for the human eye. This is accomplished because it relies on the thermal energy emitted by all objects and not on reflected visible light. TICs provide vision capability with zero light present. Thermal energy is characterized by its long wavelength, and fortunately for firefighters, the nature of this long wave thermal energy allows it to travel through smoke and mist. In essence the TIC "sees" through smoke and mist.

- C. Everything viewed through the TIC's lens retains its shape, people look like people and rooms look like rooms. The TIC provides the firefighter with a black and white television view through the smoke and darkness.
- D. When viewing a room using the TIC, hot things appear white, hotter objects appear brighter white, and colder items appear black to gray. The whiter the representation displayed, the more heat present in the object.

III. Limitations

- A. The TIC allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighters operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC, begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.
- B. Thermal energy does not travel directly through walls. A TIC does not allow an area to be viewed that is behind a wall. If fire is present inside a wall, the camera will only be able to "see" it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of a more significant barrier such as concrete. Normal overhaul procedures must be utilized in order to locate fire extension.
- C. A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under/ around beds, sofas and other objects and in closets where victims may have hidden to escape fire.
- D. Water, plastic and glass are all effective barriers for the TIC and may cause a reflective image. The team operating the camera must remember that the image present on the TIC's screen could be a "mirror image" of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the crew should wave their arms and determine whether they are seeing their own image.
- E. Also, firefighters and occupants, who are wet from hose line operations, could be masked from the camera's view during a search because there is a momentary balance of thermal signatures.
- F. The TIC must be used with the understanding that it is only a mechanical device and it can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, employing a tag line or other routine methods for remaining oriented to location and the position of exits in a diminished visibility environment. Crews should continue to employ standard fire fighting practices.
- G. The image displayed by the TIC may decrease in quality as soot builds up on the lens and screen while operating on the fire ground. A soft cloth or a gloved hand should be used to clean the lens and screen periodically while operating the camera.
- H. If the picture displayed on the screen suddenly becomes distorted or dark:
 - a. Check to insure the carrying strap is not in front of the lens;
 - b. Make sure the "thermal throttle" is not shut
- I. The Thermal Imaging Camera has not been determined to be intrinsically safe as an ignition source. This device is not to be used in a potentially explosive atmosphere.

IV. General Operation of the TIC (Bullard Cameras Only)

- A. The TIC is stored in a plastic, waterproof case. The camera, including its carrying strap, and accessories must be completely dry before returning them to the case so moisture is not trapped inside.
- B. Included in the storage case are the following: TIC, Carrying strap, Spare battery and a battery charger.

- C. In order to deploy the camera, remove it from the case and firmly grasp the pistol grip handle. The shoulder strap should be utilized in order to lessen the chance of the unit being dropped.
- D. To turn the unit on, push the large GREEN button on the left side of the unit. It will take approximately 15 - 30 seconds for the unit to warm up self check and become operational.
- E. Once the camera is active, an image will be visible on the screen. Cool areas appear dark while sources of heat appear white.
- F. On the LEFT side of the display screen, 5 LEDs allow the operator to see the amount of energy reserve that remains in the units battery pack.
- G. Forward of the GREEN power button and adjacent to the lens is a black, notched wheel. This is similar to the contrast control on a camera. By manipulating this knob clockwise (as one looks at the screen), the differentiation between cool and hot areas will become crisper. However, this also results in less of a spectrum of black to gray to white that will be created of cool to warm and warm to hot areas. The knob's range of adjustment is one revolution. Bullard refers to this wheel as the "Thermal Throttle."
- H. If the camera is not to be used for a period of time but needs to remain in a state of readiness, press the YELLOW "sleep" button located next to the GREEN power button. By using the "sleep" feature, battery life is extended. When the camera is in the "sleep" mode the screen will be blank, however, the battery power LEDs will remain active and a "sleep" symbol will appear on the screen. To activate the camera from the "sleep" mode, depress the YELLOW button.
- I. If the battery powers LEDs indicate that the battery has less than 1/4 of its energy capacity remaining, it should be replaced with a fully charged battery. If the camera is deployed on an incident, the battery should always be replaced with a fully charged battery at the conclusion of the incident to insure that the camera is always in a constant state of readiness. The camera's battery is located in a compartment directly below the viewing screen. To remove the battery, flip up the two black tabs and open the hinged door. Ensure that the replacement battery is reinserted with the same orientation so that the battery's contact points coincide with those of the camera. Two batteries are supplied with each imager, and are marked with the same number as that of the camera. These are the only batteries to be used in the TICs. Batteries can be recharged using the supplied battery charger, which has the ability of being powered from a 12-volt cigarette lighter outlet, or any other charger that accepts Motorola MT 1000 series Handi-Talkie batteries. Unlike the Handi-Talkie chargers on the apparatus, which require 16 hours to charge a depleted battery, the chargers supplied with the TICs are rapid chargers, which can recharge batteries in less than one hour.

V. Incident Operation of the TIC

- A. Personnel should become familiar with the location of the TIC on the apparatus.
- B. The TIC shall go in with attack crew on all calls, the TIC operator should be directly behind the nozzle operator or should lead a team where hoselines are not required to be deployed. The most efficient operation of the camera occurs when its operator's view is not obstructed by other firefighters. Camera operators must be aware that they have a tendency to move faster than the rest of the team who are operating in zero visibility. Search and suppression activities should occur in compliance with their respective S.O.G.s and standard firefighting practices should be observed with the TIC acting as an "extension of the hand." The TIC should be viewed as a tool to assist in accomplishing the tactical priorities at hand.
- C. In moderate to heavy smoke conditions the Camera allows a crew to quickly check a smoke filled area to determine whether or not there is fire present. The camera operator must remember not to move too quickly, so that the rest of the team is not lost in the reduced visibility environment.
- D. The Camera has the potential to inspire overconfidence because it allows firefighters to "see" in an environment that in reality has zero visibility. Firefighters should remember

that they must stay low even if the camera allows them to see that the majority of the heat is at the ceiling. The possibility of a flashover in the dynamic atmosphere of a structure fire is higher than ever before because of new materials, construction methods and rapid responses. Personnel must understand that the camera could fail and an escape route must be easily located, either by following a hose line or rope tag line to safety.

- E. It is important for firefighters to allow sufficient time to exit a hazardous atmosphere when the battery status indicator shows that the battery power is getting low.
- F. The camera can also serve as a tool for detecting heat during the overhaul phase of an incident. It must be remembered, however, that the TIC cannot penetrate most construction materials including drywall, plaster and lathe, concrete, glass or plastic. Also, the TIC cannot penetrate water. Because the camera has a black and white display it is sometimes difficult to differentiate between what is heat or fire trapped in a wall and what is radiant heat.
- G. When operating in the Search and Rescue mode, personnel shall use TIC to aid in the search for victims.

VI. Inspection Procedures

- A. The camera should be checked as part of the (weekly) equipment check of the apparatus to which it is assigned.
- B. The camera should be inspected for cleanliness. If any part of the camera is dirty a clean rag dampened with soapy water should be used to clean the camera. No harsh detergents or solvents should be used. To clean accumulated soot from the lens a soft cloth and alcohol should be used.
- C. The camera and its carrying strap must be thoroughly dry before being returned to the airtight case.
- D. The camera should be turned on and checked for proper operation and then turned off.
- E. If the battery charge indicator displays more than one bar of discharge the spare battery should be placed in the unit and the discharged battery charged with the provided charging unit.
- F. The camera should be returned to its case and all latches secured.
- G. Problems with the unit should be reported to The Fire Chief or any line officer.

VII. Maintenance

- A. Batteries should be rotated weekly and charge as necessary on a set day (i.e. weekly drill night).
- B. Screws on the camera should be checked periodically for tightness.
- C. After the camera is used on an incident it should be thoroughly cleaned and dried before it is returned to its airtight case and the camera's battery, along with the spare, should be fully charged.

VIII. Training

- A. A training video is included with each TIC. Before the TIC is placed in service, all personnel expected to use the camera should view the training video.
- B. TIC use should be utilized as much as possible during company drills.



Dover Township Fire Department

Guideline Number
5-04

Effective Date
1-1-05

Standard Operating Guideline

Title: Brush Fires

Purpose – To provide policy and understanding when responding and extinguishing brush fires.

Scope – This guideline pertains to all brushfires.

I. Fires

- A. When responding to brush fires, all crewmembers will respond inside the cab of the brush unit. No personnel will be permitted to respond in the rear of the brush unit.
- B. There shall be no more than three crewmembers and no less than two crewmembers on each brush unit responding, this is to include the operator.
- C. Once on location, the crew members will relocate to the rear jump seats where the preconnect handlines are located. At this time members of other apparatus join the crew.
- D. The driver shall make a counter clockwise rotation around the base of the fire area. In the case that a counter clockwise rotation is not possible a clockwise rotation is permissible. When in thick brush it is not advisable to reverse and or backup the brush truck against the brush you have already pushed down.
- E. Once the crew has emptied the tank water, or the fire has been extinguished the brush unit will exit the fire area and find the nearest water source to refill the tank. An engine should be on standby and near a water source to assist in refilling. If the fire has not been extinguished the brush unit shall reenter the fire area and take position in the fire rotation once again.
- F. All brush units shall be in constant radio communication with the officer in charge advising the brush units status and progress.

II. Structural Gear

- A. Structural firefighting gear must be worn in during suppression and overhaul operations.
- B. Structural gear shall consist of the following.
 - a. Bunker pants
 - b. Bunker coat
 - c. Bunker boots
 - d. Gloves
 - e. Helmet
 - f. Nomex hood

III. Wildland Gear

- A. In place of structural firefighting gear during brush fire operations wildland firefighting gear may be worn.
- B. Wildland gear shall consist of the following items.
 - a. In the place of structural firefighting boots, a leather work boot may be used. The boot must be leather, at least six inches in height, and stitched sole.
 - b. In place of structural bunker pants cotton blue jeans may be worn. They may not have any rips or holes. A one-piece nomex jumpsuit is also permitted. Shorts, half pants, or ¾ pants are prohibited.
 - c. In place of a structural bunker coat, personnel must wear an NFPA approved wildland nomex firefighting jacket.
 - d. In place of the structural firefighting helmet an NFPA approved wildland helmet may be worn.
 - e. NFPA firefighting gloves must be worn, whether structural or wildland gloves.
 - f. Eye protection should be worn.
- C. There shall be no substitutions for the above listed equipment other than full structural firefighting gear.



Dover Township Fire Department

Guideline Number
5-05

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Alarms

Purpose To provide policy and guidelines that will ensure the safe and appropriate manner of dealing with and correcting fire alarm activation incidents.

Scope

All fire department responses to fire alarm conditions

I. Guideline

- A. When responding to fire alarm activations, all personnel shall be in full personal protective equipment (PPE) including the self-contained breathing apparatus (SCBA) before exiting the apparatus. .
- B. The following equipment will be ready for use and taken into the alarm building with each team.
 - a. Thermal imaging camera
 - b. 6 ft. pike pole
 - c. Water can
 - d. Hand light
 - e. Forcible entry tool / Irons tool (Flat head axe combined with the Haligan tool)
- C. The Officer In Charge (O.I.C.) will determine whether or not forcible entry will be necessary if the building is unoccupied, locked and there is no key holder on the premises.
- D. If the building is occupied, it must be evacuated immediately.
- E. Once entry has been made, and no fire and/or smoke conditions are present in the area, the fire alarm panel should be checked for the approximate area of the fire alarm and should be silenced by the officer or crew member in charge.

- F. A complete walk through of the entire building will be conducted to determine there is no problem, all attic space shall be checked and cleared visually also.
- G. Once the crew(s) have checked the building, and have determined there is no problem other than a false alarm, all personnel shall exit the building and the Officer In Charge (O.I.C.) shall make sure the building has been either re-secured, turned over to the property owner and/or manager, or turned over to the Police Officer on the scene.
- H. Activated detectors should be pointed out to building owner or representative so it may be repaired.
- I. If zone can be isolated to a small area leave silenced in alarm condition to prevent a reactivation until detector or device is repaired. Make sure bureau of fire prevention is notified to make sure system is repaired and placed back in service.
- J. If leaving zone silenced will inhibit proper coverage of the alarm system to protect the premise then a system reset can be performed to place the system back in service.
- K. Notify Fire Prevention of multiple alarm problems or detectors that are not properly maintained.
- L. Try and give a reason for the activated smoke detector such as age, lack of maintenance, or improper placement if possible.



Dover Township Fire Department

Guideline Number
5-05

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Alarms

Purpose To provide policy and guidelines that will ensure the safe and appropriate manner of dealing with and correcting fire alarm activation incidents.

Scope

All fire department responses to fire alarm conditions

I. Guideline

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- F. A complete walk through of the entire building will be conducted to determine there is no problem, all attic space shall be checked and cleared visually also.
- G. Once the crew(s) have checked the building, and have determined there is no problem other than a false alarm, all personnel shall exit the building and the Officer In Charge (O.I.C.) shall make sure the building has been either re-secured, turned over to the property owner and/or manager, or turned over to the Police Officer on the scene.
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- I. If zone can be isolated to a small area leave silenced in alarm condition to prevent a reactivation until detector or device is repaired. Make sure bureau of fire prevention is notified to make sure system is repaired and placed back in service.
- J. If leaving zone silenced will inhibit proper coverage of the alarm system to protect the premise then a system reset can be performed to place the system back in service.
- K. Notify Fire Prevention of multiple alarm problems or detectors that are not properly maintained.
- L. Try and give a reason for the activated smoke detector such as age, lack of maintenance, or improper placement if possible.



Dover Township Fire Department

Guideline Number
5-06

Effective Date
1-1-05

Standard Operating Guideline

Title: Radio and Phone Systems

Guideline: To standardize the day to day operations of radio and phone systems within the jurisdiction of Dover Township.

I. RADIO COMMUNICATION'S

- A. All units responding to a call will **"sign on"** on channel 1 unless multiple calls are in progress and other wise moved to another channel by dispatch. If 1 or 2 calls are working, all units will sign on channel 1 than switch to their assigned fire ground channel. This includes response to a general alarm. Fire units will sign on with the truck number and officer number if one is aboard.

Example: District 1, 2525, 2510 responding or
District 1, 2865, 2840 responding

- B. When fire ground channels have been established, all incoming units will "sign on" on fire channel 1 to avoid units talking over units working the scene unless other wise advised by dispatch due to heavy radio traffic or multiple calls working.

II. RADIO CHANNELS

- A. The following is a list of channels and use groups.

DOVER FIRE 1 primary dispatch channel for all fire stations.

DOVER FIRE 2 fire ground channel

DOVER FIRE 3 fire ground channel / primary for fire police

FIRE NET 4 Statewide fire Net / Helicopters

DOVER FIRE 5 Fire channel 1 simplex

DOVER FIRE 6 primary channel for Fire Prevention

TOWN HALL primary dispatch / talk channel for twp hall units

DOVER EMS primary dispatch channel for all squads

COUNTY FIRE 1 primary county dispatch-station 44 and 53 on this

DOVER FIRE BACK UP This is used when the main repeater has failed. All dispatches have to be done on this channel along with communications.

- B. FD mobile radio channels will be standardized township wide on fire apparatus and portables:

Channel 1 fire 1
Channel 2 fire 2
Channel 3 fire 3
Channel 4 fire net

Channel 6 NJ Forest fire (monitor)
Channel 7 to 15 programmed per station
Channel 16 Station Tones

III. **CLEAR TEXT / RADIO TERMINOLOGY**

A. Accepted verbiage for communications is the following:

<u>Clear Text</u>	<u>Ten Code</u>	
Responding	10-8	Incidents
Enroute	10-8	drills/fuel/ special assignments
On Location	10-9	
Available	10-10	
Not Available	10-10	
In Quarters	10-7	
Received	10-4	
Recall	10-60	
Repeat your last	10-5	

IV. **BUREAU OF FIRE PREVENTION**

A. The bureau of fire prevention, Station 31 utilizes car numbers and operators numbers. When contacting District 1 for inspections and incidents, the car number is utilized for tracking in the CAD. For day to day operations and communications the inspectors use their operators numbers. All of the car numbers are three digits and end in the number 7. All operators' numbers are three digit series 9 numbers.

V. **FIRE FIGHTER OPERATOR NUMBERS**

A. Ocean County's numbering system for personnel radio call signs is the following: station # than a 3 digit number starting with 9. Example: station 25 member would be 25-923 or 29-901. Fire Police Officers are 4 digit numbers with the station number followed by a series 9. Example: 2591 is a fire police officer, not an engine. The third digit being a 9 indicates it's a person not a unit: 2995, 2696,2791, 2897, 2990, 3094.

VI. **HOT LINES**

A. This phone is a direct ring line to each building. All stations and squads have this line with the exception of Pleasant Plains Fire Sub-station (30-1), Ocean Beach Fire Sub-station (27-1) and the Bureau of Fire Prevention. These stations contact the dispatcher via the regular phone. Several stations / squads have this line on the outside of the building for emergency use.
****OUT OF SERVICE AS OF 3/2003 UNTIL FURTHER NOTICE****

VII. **FIRE DEPARTMENT EMERGENCY LINE**

A. **(732) 349-2285.** This line is the emergency phone for incoming fire and first aid incidents. This line is also for making out going calls that are documented by the fire dispatcher; notification to GPU, Board Doctor, MICU etc. This line rings directly at the fire desk but is also answered by the police dispatcher.

VII. **FIRE DEPARTMENT NON EMERGENCY LINE**

B. **(732) 349-0063.** This phone is a private line to the dispatcher for commissioners, chiefs, squad captains and line officers. This is not for general use but for pager announcements and other non-essential phone traffic.

VIII. POLICE DEPARTMENT LINES

- A. (732) 349-0150.** This line is the main number to the police department for emergency and non-emergency calls. The fire desk can be reached via the township wide extensions or by dialing the police number. The fire desk extension is 7304 and the 2nd workstation is 7307.

IX. FIRE DEPARTMENT PAGING SYSTEM

- A. (732) 505-4984.** Fire District 1 has a telephone paging system. This system can be accessed by dialing the 505-4984. Each person is assigned a pin number based on their radio operators number. To reach the chief of Toms River # 1, the pin will be 2500. Each Commissioner, Chief and all station 31 personnel are issued a pager on this system.



Dover Township Fire Department

Guideline Number
5-07

Effective Date
1-1-05

Standard Operating Guideline

Title: Extrication

Purpose - To provide guidance for operations at incidents requiring extrication/rescue, and in the use of Extrication tools. This S.O.G. applies to all such tools that will be used for extrication and rescue activities.

Scope – This guideline pertains to all motor vehicle extrication performed by the Dover Township Fire Department.

I. General Considerations

- A. All extrication tools shall be operated in accordance with the manufacturer's instructions. This should provide the most efficient and safest operation for all people involved.
- B. Full personal protective equipment should be worn during all extrication activities. (SCBA's will only be worn as needed)
- C. Personnel who enter the inner circle shall wear the appropriate eye protection, whether it is the helmet face shield or goggles.
- D. All personnel that are involved or may become involved shall wear disposable rubber/vinyl gloves under their firefighter or approved extrication gloves for protection from possible blood-borne diseases.
- E. A factory-authorized and/or a qualified repairperson shall perform extrication tool repair and maintenance.
- F. The safety of all personnel must be exercised at all times. Remember, when moving the vehicle, the vibration is felt at a much higher level by the patient due to amplification through the vehicle.
- G. Exposed jagged and/or sharp edges in the patient area or working area should be padded.
- H. Use caution when disconnecting or cutting the battery cables if there is leaking fluids from vehicle. It may be better to leave the battery connected to avoid sparks. If battery is going to be removed or cut the negative battery cable shall be removed or cut first.
- I. To help prevent injury, don't put yourself between the tool and the vehicle when performing the extrication.

II. Operations

- A. Upon arrival at the scene, a scene size-up will be conducted. There are some key concepts that shall be considered prior to starting the extrication:
- Inner and outer survey
 - Tool staging
 - Accessing/number of the patients
 - Full/Partial removal of roof
 - Numbering of vehicles displacement
 - Vehicles energized (Power lines)
- Fluid spills (fuel)
Stabilizing the vehicle
Glass removal
Dash roll/lift maneuvers
Steering wheel
- B. The first action is to stabilize the vehicle(s). All vehicles involved in extrication shall be stabilized.
- C. Stabilization should be checked frequently to ensure it has not changed since the last operation occurred (Lift an Inch – Crib and Inch).
- D. Tools will be placed in convenient location on a tarp.
- E. Extrication activities shall be coordinated with EMS personnel (First Aid squad or Medics)
- F. 2 people from the Engine Company should have air packs donned and deploy a dry 1 3/4" hose line for protection of victims and extrication team. However, the O.I.C. may ask for just an extinguisher if fire risks are minimal.
- G. Members that operate tools should rotate frequently if they feel they are tiring, or if another member feels they need relief. It is not safe to operate extrication tools for an extended period of time.
- H. When using the manual spreaders, the pump should be used on a flat surface or with the front end pointed downwards.
- I. When the situation allows, the pump should be placed off one of the front or back corners of the vehicles being worked on.
- J. The person operating the pump shall start the pump, keep it running until directed to turn it off, and shall stay by the pump at all times during the extrication activity.
- K. ****For Lukas users only**** Always connect the vent line (marked blue) first and disconnect the vent line (marked blue) last when using Lukas Extrication tools. (Blue, Red than Red, Blue)

III. Post Extrication/Rescue

- A. When back in quarters, all tools shall be cleaned using soap and warm water. Ensure disposable rubber/vinyl gloves are worn while cleaning tools. Check for glass and debris in the boots on the tools. After cleaning, they shall be sprayed with the proper lubricant and then placed back on the truck.
- B. Ensure the hydraulic hoses are cleaned and properly wrapped and reattached to the pump. The hoses should be inspected during cleaning to ensure there are not any cuts and abrasions on them.
- C. Hydraulic tools should be stored properly, the ram shall be left slightly opened, and the spreader should be left open approximately 1/2", and the cutter should have approximately 1" overlap (tips to overlap).
- D. Always watch for blood on the tools and cribbing. If blood is present, clean it with a mixture of 1/4 cup of bleach to a gallon of water.
- E. Ensure that all gas-powered pumps are refueled and that the fuel can is full with fresh gas. Gas in the can and pump should be changed every 60 days.



Dover Township Fire Department

Guideline Number
5-08

Effective Date
1-1-05

Standard Operating Guideline

Title: Roadway Safety

Purpose - To establish a guideline for roadway operations, which is one of the most dangerous functions we do as a department, and safety of the on scene crews and civilians is of the highest priority.

Scope - This guideline pertains to all Dover Township personnel working in any roadway.

- I. **Personnel Safety Measures**
 - A. Apparatus should be used to protect the scene as much as possible.
 - B. Apparatus should be positioned far enough back from the scene so that it will protect the scene and personnel working.
 - C. Whenever possible a minimum of one lane of traffic should be closed and redirected for the safety of all on scene. If working in center lane, a minimum of two lanes should be closed and redirected.
 - D. Police Department personnel should be notified whenever a lane of traffic is going to be closed and redirected.
 - E. All available information should be taken into account when the decision to shut down a lane of traffic, such as;
 1. Time of day
 2. Volume of traffic
 3. Weather conditions
 4. Will more harm come from closing a lane of traffic?
 - F. When channeling or redirecting traffic, traffic cones, flares, or both should be deployed at least 250' before the scene. They should be placed diagonally across the lane(s) being shut down.
 - G. Fire Police should assist in lane closures whenever possible.
 - H. If incident is going to be prolonged, the appropriate agencies (DOT, County, Township. Etc.) should be notified so that they can assist with traffic management.
 - I. Any additional apparatus should be directed to specific locations as needed for traffic control and scene protection. Any apparatus not needed should be staged off of the roadway.
- II. **Operations near moving traffic**
 - A. During roadway operations, personnel shall wear appropriate protective clothing for the incident at hand (i.e. Full PPE, forest fire gear, extrication gear).
 - B. Personnel should constantly remain aware of traffic, the hazards of operating near moving traffic, and shall remain cognizant of their location and personal escape routes.
 - C. Personnel shall work off side of apparatus that is facing the shoulder or closed lane(s).
 - D. Every attempt should be made to minimize time on scene.



Dover Township Fire Department

Guideline Number
5-09

Effective Date
1-1-05

Standard Operating Guideline

Title: Vehicle Fires

Purpose - To establish a department wide procedure for combating fire in motor vehicles. The term motor vehicle is used to describe automobiles, trucks, motorcycles, boats and other mechanically propelled vehicles.

I. Firefighting Operations At Motor Vehicle Fires

The objectives listed below shall be accomplished as a minimum:

- A. First due engine company if not preceded by a command unit, shall make a size up for the on-scene situation and relay that information to District 1. Instructions for incoming apparatus should be given as soon as possible.
- B. Apparatus going into services shall take on site existing conditions into consideration when spotting the apparatus on the fire ground; i.e., public water supply, wind, topography, traffic flow, etc.
- C. Apparatus shall be placed at a minimum of 75-feet from the involved vehicle, if that vehicle has appreciable amounts of fire showing.
- D. A minimum of 1 ¾ inch hose line shall be utilized for extinguishment purposes on incidents with appreciable fire showing.
- E. All personnel actively engaged in firefighting and overhaul operation shall utilize SCBA
- F. Hose crews shall utilize aggressive attack to achieve the following objects:
 - a. Protect life hazards
 - b. Protect exposure
 - c. Halt the spread of fire
 - d. Minimize damage to the uninvolved portions of the vehicles.
- G. In cases where vehicle electrical systems suffer extensive damage, the vehicle batteries shall be disconnected during the overhaul process.

II. Utilization of Police

Police shall be utilized to achieve the following objectives:

- A. To limit or stop traffic which may hamper fire department operations, compromise emergency personnel safety, or cause a hazard to the community.
- B. To subdue or control disorderly or criminal persons.
- C. When evidence of criminal activity is uncovered during firefighting operation, fire department personnel, under any conditions, shall not handle such evidence; police personnel shall be notified immediately.

III. Safety

- A. Since the majority of motor vehicle fires hall occur on township's roadways, the need for personnel safety cannot be overemphasized. Apparatus shall be parked at all time so as to afford maximum protection for personnel and apparatus. All warning lights shall be operating while the apparatus is in service on the fire ground. The use of parking lots adjacent to roadways should not be overlooked as an option for apparatus placement. Hose lines shall never be stretched across an unsecured roadway. Consideration must be taken during firefighting and overhaul operation of modern vehicle construction hazards and the possibility of materials stored within the vehicle that may become unstable during a fire.

IV. Reporting

- A. Office shall obtain the following information whenever possible for proper filing of fire reports:
 - a. Make, model, year of vehicle and license plate number. Owners name, address and telephone number.



Dover Township Fire Department

Guideline Number
5-10

Effective Date
1-1-05

Standard Operating Guideline

Title: Medi-vac

Purpose – This guideline is to set a standard to land medivac helicopters at locations other than approved heliports.

Scope – This guideline should be utilized whenever a medivac helicopter will be landing at a location other than an approved heliport.

I. Medivac Requests

- A. Requests for medi-vac helicopter can be made by police, firefighters, emt's and paramedics.
- B. A medi-vac may be put on standby, although standbys do not take priority over immediate response requests.

II. Response

- A. When a request has been made for a medi-vac, the fire dispatcher shall activate the home company along with any normal daytime mutual aid response.
- B. The dispatcher shall request apparatus to stand-by for a medi-vac at the selected landing zone site.
- C. The responding units shall respond to the requested landing zone site code 1 unless directed otherwise.
- D. Fire apparatus shall be placed a minimum of 100 feet from the landing area. Red warning lights shall remain on. All other lights are to be turned off. All personnel shall be in full turn out gear.
- E. There shall be at least 4 crewmembers equipped with scba. Personnel do not have to don face piece but shall be ready to go.
- F. No lines shall be pulled off the truck; it should remain in the normal road position while in standby mode.

III. Landing zones

- A. A landing zone must have the following requirements to be utilized.
 - a. 120 foot by 120 foot flat landing area
 - b. no overhead obstructions or wires over landing area
 - c. no debris or loose gravel
 - d. a dry landing area
- B. Once the landing zone site has been inspected and found safe to use as a landing area the fire personnel shall set 4 flares or other marking devices at the corners of the 120' X 120' landing area. These markings must be maintained until the helicopter has landed.

IV. Safety

- A. No personnel shall approach the helicopter without permission from the OIC and getting a hand signal from the pilot or flight crew to proceed.
- B. Upon receiving said signals you shall approach the helicopter from either side. Never approach from the front or rear.
- C. When approaching the helicopter always walk in a crouched position and stay in view of the pilot or flight crew. Never walk near the tail rotor of the helicopter.
- D. No personnel other than the helicopter flight crew shall open, close, or secure the doors on the helicopter.

V. Communications with helicopter

- A. The senior fire officer or his designee shall make all communications with the helicopter on the scene. He/she shall be identified as Dover Township Landing Zone Coordinator. (Dover LZ)
- B. All communications with the helicopter shall be done on frequency 154.265 Mhz. New Jersey Fire Net. Channel 4 in Dover Township units.
- C. No one other than the assigned Dover Twsp. Landing Zone Coordinator shall communicate with the helicopter.
- D. When the helicopter is about 5 minutes away from the landing zone the helicopter will contact the LZ coordinator and request information on the selected LZ. At this time the LZ coordinator shall supply the following information.
 - a. Exact landing location. Use compass points from major intersections or landmarks.
 - b. Wind direction and approximate speed.
 - c. Landing zone hazards and their location such as overhead wires, poles, trees, etc.
- E. Upon arriving over the landing zone the helicopter shall circle several times to allow the pilot to orient himself with the landing area. Once satisfied he shall notify the LZ coordinator that they will be landing.
- F. Prior to departure the pilot shall again contact the LZ coordinator to advise of same. At this time the LZ coordinator shall advise whether all personnel are clear of the helicopter and advise that the pilot is clear to take off.



Dover Township Fire Department

Guideline Number
5-11

Effective Date
1-1-05

Standard Operating Guideline

Title: EMS Assistance

Guideline: To provide the Dover Township First Aid Squads with a tactical reserve of manpower and equipment during a medical emergency.

Requests:

- A. At the discretion of EMS, a request for the assistance of the fire department may be made. This request may be for manpower and or equipment. Ex. Help lifting, for a driver, severe weather conditions, etc.
- B. The apparatus response shall be based on the reason for assistance. Personally owned vehicles (P.O.V.'s) shall be used for requests for drivers. A fire company officer or acting OIC, may, at his discretion, utilize FD. apparatus for special requests, or if weather conditions dictate.
- C. Upon arrival the apparatus should be parked out the way.
- D. All personnel shall maintain body surface isolation. Ex. Wearing gloves, face protection, etc.
- E. The OIC shall contact and communicate with EMS.



Dover Township Fire Department

Guideline Number
5-12

Effective Date
1-1-05

Standard Operating Guideline

Title: Other Requests for Assistance

Scope: All Department personnel

Guideline: Mutual Aid

I. Single Station Response

- A. Any request for mutual aid from other municipalities will only be for the equipment or personnel requested from the municipality requesting assistance. (ie Seaside Park requests a Station 27's ladder for island beach, 2705 will be sent, Brick requests engine from St 29, 2911 will be sent).

II. Multi Station Response / Townshipwide Response

- A. This response is for emergent incidents where serious life and property threat is not occurring. If such is occurring, units will respond directly to the scene or staging area.
- B. To maintain operation control in the event of multiple stations are requested to go out of town will stage at the designated locations with the "home station" commanding the operation. The "home station" will be the closest Dover station to the call--i.e. if Beachwood calls for several trucks, station 25/26 will run it, if the call is in Lakewood, station 30 will run it and so forth.
- C. The title "Dover Command" will be designated to ensure radio traffic and He / She will:
- Coordinate with the other line officers to ensure proper coverage of Dover Township
 - Be the point of contact for the dispatcher
 - Fire command will account for all responders.
- D. If the home station officers are unavailable, the highest ranking officer /and or the individual with most experience will assume command.
- E. Accounting for all stations, vehicles and personnel each OIC will: Maintain PASS tag's are used for accountability.
- F. Units responding out of town will report to staging areas throughout the township for coordination of response and establish command.

NORTH:

Requests for calls in Lakewood area

Stop & Shop Rt. 9 / Rt. 70 Shopping Center
Can access from both highways.

Requests for calls in the Bricktown / Point area
Yorktowne Plaza Brick Blvd/ Yorktowne Blvd
Can access from Hooper Ave or Yorktowne Blvd

SOUTH:

Requests for calls to the south (lacey, beachwood, etc)
Super Foodtown Rt. 166 / Rt. 37 Shopping Center
Can access from both highways

EAST:

Requests for calls to the beachfront
Fischer Blvd / Rt. 37 East Bound Shoulder
(in front of Stewart's Root Beer Shop)
Can access from East and north bounds

WEST:

Requests for calls to the west (Manchester / NAEC)
Home Depot Rt. 9 / Rt. 571 Shopping Center
Can access from both highways.

- G. Fire command will determine how many resources will be sent out of town.



Dover Township Fire Department

Guideline Number
5-13

Effective Date
1-1-05

Standard Operating Guideline

Title: Natural Gas / Propane Incidents

Purpose – To provide a guideline for operation at natural gas and propane incidents.

Scope – This guideline pertains to all personnel operating at the scene of a natural gas or propane incident.

I. Hazards

- A. Natural gas and propane are both extremely flammable gasses that can be easily ignited by heat, sparks, or flames.
- B. Both will form explosive mixtures with air, and vapors are initially heavier than air and spread along the ground.
- C. Vapors may travel to an ignition source and flash back.
- D. Cylinders exposed to fire may vent and release flammable gasses through the pressure relief valve.
- E. Containers may explode when heated.
- F. Ruptured cylinders may become projectiles.

II. Operations

- A. At all natural gas leaks NJ Natural Gas will be notified to respond.
- B. Proper monitoring devices shall be brought to the scene.
- C. Gas Leaks Indoors (no fire).
 - a. Evacuate the building of all occupants.
 - b. Eliminate all sources of ignition.
 - c. Shut off the gas supply at the meter or at the tank shutoff.
 - d. Establish a safe barrier and isolate the area.
 - e. Ventilate by opening windows and doors.
 - f. Utilize monitoring equipment to monitor the atmosphere.
- D. Gas leaks indoors with fire.
 - g. Evacuate the building of all occupants.
 - h. Utilize hoselines to protect combustibles.
 - i. Shut off the gas supply at the meter or tank.
 - j. Do not attempt to extinguish the gas flame until the source has been secured.
 - k. Ensure a continuous water supply is established.
- E. Gas leaks outdoors with no fire.
 - l. Establish a hot zone and evacuate the area.
 - m. Eliminate all sources of ignition.

- n. Close all windows, doors, and secure HVAC systems of nearby buildings.
 - o. Reroute traffic from the area.
 - p. Stage all equipment upwind at a safe distance.
 - q. Await NJ Natural Gas.
- F. Gas leaks outdoors with fire.
- r. Establish a hot zone and evacuate the area.
 - s. Secure the perimeter, and stand by at a safe distance.
 - t. Utilize hose streams to protect any exposures.
 - u. Allow the gas to burn until the source is secured.
 - v. Ensure a continuous water supply is established.

III. Safety

- A. All firefighting personnel shall wear full PPE including SCBA.
- B. Keep upwind of the gas leak
- C. Park apparatus at a safe distance.
- D. Use gas-monitoring equipment to establish and maintain a hot zone.



Dover Township Fire Department

Guideline Number
5-14

Effective Date
1-1-05

Standard Operating Guideline

Title: Confined Space Entry/Rescue

Purpose - To provide guidelines during the entry and rescue operations in confined spaces.

Scope - These guidelines shall provide the fire officer with a rescue plan in the case of a confined space rescue incident. This guide is the second phase of the Dover Township Fire Academy Confined Space Entry Program. All firefighters are required to first complete the AWARENESS portion of this program before proceeding to the entrant level.

Phase 1 Scene Preparation

Step One Assessment

1. What type of space is this?
2. Are there product storage hazards
3. Locate the job foreman or witness
4. Determine the location and number of victims
5. Obtain blue prints, drawings, or sketch of site.
6. Determine the mechanism of entrapment and injury
7. Make a decision if this is a "Rescue" or "recovery"/
8. Determine the number and location of entry points.
9. Determine electrical/mechanical/chemical hazards.
10. Start documentation of rescue incident.

Step Two Manpower and Equipment

1. Are trained rescue members on location or responding
2. Request a full fire department structural assignment
3. Request for EMS
4. Request adequate air supply/ cascade/bottles etc.
5. Set-up a visible command post and an incident command system

Step Three Make the Area Safe

1. Establish a secure perimeter and establish an entry points.
2. Start a positive pressure ventilation of the space
3. Start atmospheric monitoring of the area and the space openings.
4. If possible open other openings to the space such as manholes, hatches and natural openings.
5. Assure fire control is available if needed.
6. Secure all sources of ignition.

Phase 2 Entry Preparations

1. Follow OSHA 1910.147 for LOCKOUT/TAG OUT
 - a. All fixed mechanical devices and equipment capable of causing injury shall be placed in a zero mechanical state (ZMS).
 - b. All electrical equipment (Except lighting) shall be locked out in the off position with a key type lock. The key shall be given to the incident commander
 - c. If equipment cannot be locked out, it shall be placed in the off position and a guard posted.
2. Assure that all personnel who will enter the space have the appropriate breathing apparatus.
3. Assure that there is one back up team for every entry team.
4. A team consists of a minimum of two members.,
5. IF USING SCBA; IF YOU NEED TO REMOVE YOUR SCBA TO MAKE ENTRY STOP!!! DO NOT ENTER.
6. Entry teams shall be equipped with the following:
 - a. One member per team shall have some type of communication device. Hardwire units are preferred.
 - b. Explosion proof lighting.
 - c. Atmospheric monitor.
 - d. Proper protective gear for the job. Fire retardant coverall/station uniform, work boots, flame hood, gloves, helmet.
 - e. Some type of harness for retrieval
 - f. Trauma kit
7. Develop a plan to insert the rescue team and have a plan for an emergency egress.

Phase 3 Atmospheric Monitoring

1. Atmospheric monitoring shall be constant throughout the confined space operation.
2. Atmosphere shall be tested for:
 - a. Oxygen deficiency.
 - b. Oxygen enriched
 - c. Toxicity
 - d. Flammability
3. The following levels shall be considered Immediately Dangerous to Life & Health (IDLH)
 - a. Oxygen levels < 19.5% or > 23.0 %
 - b. Flammability 10% of LEL. (Lower Explosive Limit)
 - c. Toxicity level shall be the PEL for the substance
4. Record all monitoring on documentation sheet
5. Changes in atmosphere can be cause for the incident commander to remove rescue personnel from the space.

Phase 4 Entry

1. Once the best method and location is determined teams shall begin entry for the purpose of reconnaissance/rescue/recovery.
2. Documentation of entry times shall be recorded.
3. The rescue team should follow the predetermined rescue plan.
4. Once the victim is assessed by the rescue team, determine if this is a rescue or a recovery.
5. If this is a rescue can the victim be outfitted with a SCBA.
6. Proceed with the plan for victim removal.

Phase 5 Safety

1. Use the proper rope and rigging techniques for moving rescuers and the victim.
2. Should there be an air supply failure during entry, the team shall exit the space immediately.

Phase 6 Termination

1. Account for all fire department personnel at the site.
 2. Inventory all equipment
 3. Turn the site over to the proper authorities.
- Debrief all rescue personnel and critique the operation.



Dover Township Fire Department

Guideline Number
5-15

Effective Date
1-1-05

Standard Operating Guideline

Title: Trench Rescue

Purpose – The objective of the Trench Rescue Guideline is to serve as a reference document for firefighters in regards to training and response to trench rescue incidents.

Scope – This document pertains to all personnel who will respond to a trench rescue incident.

Staffing

1. The most qualified personnel shall staff the response to trench rescue incidents.
2. A minimum of two trench rescue teams should be called fore. The first team for the rescue and the second team to act as a fast team.

Initial Assignments

1. Recon Group – should be utilized to scout the incident scene and develop an incident action plan (IAP) as to initial equipment needs and rescue plan.
2. Trench Rescue Group – Directs the operation of the trench rescue.
3. Equipment staging group – The balance of the rescue team shall start gathering needed equipment.

Initial Operations

1. Command shall remove all non-essential personnel from the trench area.
2. The Recon group shall survey the scene and gather information.
3. The Trench Rescue Group Officer and Recon Group shall develop an action plan based on the information gathered.
4. Trench rescue division officer shall direct the operations of the trench rescue under the Incident action plan.
5. The equipment staging group shall start to gather basic rescue and shoring equipment and pre stage it near the rescue site.
6. Members shall deploy ground pads and start spoil pile removal if necessary.
7. Members shall conduct air monitoring of the trench.

Safety

1. All non-essential personnel should be removed from the HOT ZONE.
2. The hot zone should be cordoned off.
3. A safety officer shall be appointed.
4. A backup team should be called to the incident as a fast team.

Training

1. Members responding to trench rescue incidents shall have basic trench rescue training commensurate with OSHA 29 CFR 1926.650 and NFPA 1670.



Dover Township Fire Department

Guideline Number
5-16

Effective Date
1-1-05

Standard Operating Guideline

Title: Rope Rescue

PURPOSE - This SOG has been established to identify the Technical Rescue Team to provide the basic practices for all Technical Rescue Team members and describes how staffing, training, response and operations of the team is to be managed. This guideline is consistent with the tactics, strategy and philosophy of the Dover Township Fire District. These guidelines are not all-inclusive and may need to be deviated from by the Incident Commander, unit officers or other personnel as the situation dictates.

Scope - This guideline pertains to all personnel operating at the scene of any rope rescue incident.

This SOG recommends standard operations for both the Special Operations Team and all other responding personnel. At no time during an incident or training are any personnel to perform out of their scope of training. This is to ensure the most safe and efficient scene as possible. All practices and lesson plans shall be only those approved by the Special Operations Team Leader and the Fire Chief. All training and practices will comply with the FEMA guidelines, OSHA guidelines, NFPA Standards, specifically NFPA 1983 and 1670 pertaining to Rope Rescue Operations or Training for Technical Rescue Incidents and the Standard Operating Guidelines of the Dover Township Fire District.

I. SAFETY

Safety must be strictly practiced during incidents and training for all members involved as well as the victims.

- A. The Incident Commander (during an incident), or the lead instructor (during training), shall assign a safety officer with the specific knowledge for the responsibility for the identification, the evaluation, and when possible, the correction of hazardous conditions and unsafe practices. This assignment should meet the requirements in *Chapter 4 of NFPA 1521*. The Safety Officer should be readily identifiable.
- B. The Incident Commander (during an operation) or the lead instructor (during training evolutions) shall insure that all personnel are aware of the potential impact of their operations on the safety and welfare of other rescuers, victims and other activities at the incident or training site.
- C. The minimum acceptable approved protective clothing must include approved helmet and gloves.
- D. Helmet should be firefighter or special rescue type or approved hardhat.
- E. Gloves shall be made of leather or rope rescue gloves used only for rope rescue.
- F. Any personnel working at or near an edge, of any height, must be anchored off.
- G. Only equipment approved by the Team Leader or the Fire Chief may be used.

- H. When rappelling, a safety line shall be used for the rescuer and victim whenever possible.
- I. All equipment must be inspected after each use.
- J. Only the assigned and/or appropriate rope shall be used during training and/or emergency incidents.

II. Levels of Response

A. Awareness Level functions shall include the following:

- a. Size-up of existing and potential conditions where rope rescue operations will be performed.
- b. Identification of the resources necessary to conduct safe and effective rope rescue operations.
- c. Development and implementation of procedures for carrying out the response system where a rescue is required.
- d. Development and implementation of procedure for carrying out site control and scene management.
- e. Recognition of general hazards associated with rope rescue and the procedures necessary to mitigate these hazards within the general rescue area.
- f. Development and implementation of procedures for the identification and utilization of personal protective equipment assigned for use at a rope rescue incident.

B. Operation level functions shall include the following:

Member operating at the operation level should meet all requirement specified under the Awareness level as well as the following:

- a. Procedures for the selections, construction and use of rope based mechanical advantages systems.
- b. Procedures for establishing the need, selecting the proper equipment and placing edge protection.
- c. Procedure for the safe construction and use of single point and multipoint anchor systems within the scope of training.
- d. Procedure for safe selection, construction and use of proper belay systems.
- e. Procedure for selection, construction and use of a lowering system within the scope of training.
- f. Procedures for properly tying any know used by Special Operation Team.
- g. Procedures for assuring safety in rope rescue operations.
- h. Procedures for appropriately packaging a patient in a stokes basket.
- i. Procedures for the selection, sue an maintenance of proper rope rescue systems.
- j. Procedures for selection, construction and use of a raising system in the lower angle environment
- k. Procedures for safely ascending and descending a fixed rope within the scope of the training.
- l. Procedures for suing litter attendants in the low angle environment.

C. Technician level functions shall include the following:

Members operating at the Technician Level should meet all the requirements specified under the Awareness and Operations Level as well as the following:

- a. Procedures for the safe construction and use of ladder distributing systems.
- b. Procedures for the selection, construction and use of high line rope systems. Within the scope of the training.
- c. Procedures for the selections, construction and use of a rope based raising system in the high angle environment within the scope of the training.
- d. Procedures for passing knots through a rope rescue system.
- e. Procedures for using litter attendants in the high angle environment.



Dover Township Fire Department

Guideline Number
5-17

Effective Date
1-1-05

Standard Operating Guideline

Title: Ice Rescue

PURPOSE:

Victims who have fallen through ice into frigid water must be rescued within minutes if they are to survive. Firefighters and rescue personnel must be properly equipped and trained to perform surface ice rescues in a safe and timely manner. Failure to train and follow proper techniques during an emergency may result in the death of both the victim and the rescuer. This operational guideline is designed to outline the equipment, personnel, and proper techniques and procedures to follow when conducting a surface ice or frigid water rescue.

I. TRAINING

- A. Minimum training for an on ice rescuer shall be an approved Ice Rescue Technicians course or equivalent training.
- B. A Line Tender shall have an approved course in line tending or equivalent training.
- C. Members of the Ice Rescue Team shall attend a minimum of four drills each year.
- D. Members of the Ice Rescue Team shall be trained in the use of all equipment utilized by the team.

II. OPERATIONS:

- A. An effective ice rescue should have a minimum of 10 (ten) personnel being utilized to allow for optimum safety. The personnel participating in an ice rescue attempt shall be as follows:

INCIDENT COMMANDER
SAFETY OFFICER
PRIMARY RESCUER
SECONDARY RESCUER
TWO MAN BACK UP TEAM
FOUR MAN SHORE CREW

- B. The senior officer or member on the scene will establish Incident Command (IC). The incident commander on the scene is responsible for the following actions.
 - a. Determine the number of victims, their condition and their last known location if they cannot be seen from shore.
 - b. Notify District 1 of the location of the command post and who is acting as the Incident Commander.
 - c. Request additional resources or fast team if needed.

- C. Safety of all personnel responding to and operating at the scene of an ice rescue is paramount. Safety procedures will include but not be limited to the following:
 - a. Animal rescues are at the discretion of the Incident Commander and should only be attempted if the safety of the rescuers can be assured.
 - b. Only personnel trained in cold water and ice rescue shall participate in the rescue attempt.
 - c. Both a primary and backup rescue team approach should be utilized. Both the primary and backup personnel shall be equipped with cold-water rescue and/or immersion suits. Each team shall consist of two people.
 - d. All personnel working on shore within 15 feet of the water should be equipped with an approved personal flotation device.
 - e. Tether lines shall be attached to the front D ring harness of the Ice Rescue Suit of all personnel engaged in rescues. Appropriate shore crew will control tether lines and ensure that ropes, carabineers, and zippers are good to go.
 - f. If a rescue sled is used during a rescue, a tether line shall be affixed to it.
 - g. Primary and back up rescuers should be equipped with ice awls for their own use or for use by the victim.
 - h. Each person involved in the rescue operation should have a back up person available to take over if needed.
 - i. Rest and medical monitoring of all personnel in a warm vehicle or shelter should be provided at regular intervals. The team leader or safety officer will declare any rescuer unfit to continue and will notify the IC.
 - j. Adequate lighting and flashlights should be available for night operations.

- A. At no time will any team member attempt a rescue without proper back up, a cold-water suit and tether line to shore.

- B. Prior to initiating a rescue, the rescuer shall assess personnel, equipment, the number of victims and their condition, the ice conditions, and access options. Since survival time after immersion in ice water is short, and since the ability of hypothermic patients to aid in his/her own rescue is significantly diminished, a rescue shall be initiated as quickly as possible.

- C. As soon as possible, communication with the victim(s) shall be initiated. It is important to keep communicating with victim throughout the rescue attempt. Immediately determine the number of victims by questioning the victim.

- D. If a victim slips beneath the water or ice surface, denote the location where they were last seen and immediately dispatch divers to that location to initiate a search.



Dover Township Fire Department

Guideline Number
5-18

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Police Operations

Purpose - To establish a guideline for a Fire Police Officer to operate under.

Scope- To all fire department personnel

I. Responsibilities

- A. Fire Police are responsible for scene security and traffic direction at or near emergency locations.
- B. To assist the Chief at all fires and emergencies. The fire chief is in charge of the fire department when called to duty. The fire police take direction from the fire chief when on the scene of most fires and other emergencies. The local police will usually dictate the duties of the fire police when control of traffic or a crime scene is required
- C. To cooperate with all local police agencies. We are all there for the same purpose and reasons - to provide protection, safety and to prevent a situation from getting out of hand, therefore we must cooperate with each other by working together effectively and efficiently.

II. Duties

- A. Secure the fireground and allow only authorized personnel on the fireground. A fire line could be set up at any incident where it would benefit their efforts and help the efficiency and safety of the fireground operations.
- B. To regulate traffic at fires. This shall include traffic at the scene of any emergency to which the department has been called, until discharged by the officer in charge, or the local police agency. Traffic control may be done in conjunction with the local police department.
 - a. Traffic vest or turnout coat, identifying hat or helmet, and a badge shall be worn at all incidents.
 - b. No member shall leave his/her post without proper relief and notifying the Fire Police O.I.C.
 - c. The use of traffic cones or flares shall be used when closing a roadway.
- C. To protect the general public at the scene of a fire. Residents, owners, occupants, relatives, transients, spectators and even the news media tend to hamper the operations. Tact and courtesy must be employed to keep them safe and away from harm or obstructing fire operations.
- D. To protect firefighters while fighting fires. The main objective is to provide the adequate protection for the firefighters so that they may do their job without interference of others.
- E. To aid and direct incoming apparatus. To make sure that there is adequate space for incoming units.

- F. All radio transmissions shall be on Dover Township Fire Channel 3, with the exception of the Fire Police O.I.C. who can use the fire ground channel to communicate with the Incident Commander, if needed.
- G. Direct all questions from victims or spectators to the nearest fire officer. Under no circumstances shall any information be disclosed, whether fact or opinion to anyone at the scene. The Fire Chief shall release all information for the media regarding the incident only.
- H. Conduct yourself in a professional manner at all times while at the incident scene. Treat the public with respect and courtesy.
- I. To protect the property at the scene of a fire until the Chief releases him/her from duty and turns the responsibility over to other police agencies or to the owner. Allow no one to enter within the scene without proper identification or credentials.
- J. To protect the equipment of a fire company. Keep all non-firefighters away from and especially off of department vehicles, and away from its equipment.
- K. All orders issued at a fire scene by a fire officer or the officer in charge shall be obeyed at all times.

III. Fire Police Vehicle

- A. Shall be utilized when a member is directing traffic. Emergency lights shall be activated to warn oncoming traffic.
- B. The driver shall remain with the vehicle at all times.
- C. Response shall be Code 1, unless otherwise directed by a Fire Officer.
- D. All personnel shall be familiar with operation and storage of all equipment.
- E. Fire Police member may respond to the scene if the emergency situation is in their route of travel to the firehouse.

IV. Equipment

- A. Turnout Coat
- B. Traffic Vest
- C. Flares
- D. Cones
- E. Radio
- F. Flashlight
- G. Helmet
- H. Badge



Dover Township Fire Department

Guideline Number
5-19

Effective Date
1-1-05

Standard Operating Guideline

Title: Salvage and Overhaul

Purpose: To establish a guideline for conducting salvage and overhaul operations. Virtually every fire requires a need for some form salvage and overhaul operations.

Scope: To all fire department personnel.

Guideline:

- I. Salvage
 - A. Salvage includes activities required to stop direct and indirect fire damage in addition to those required to minimize the effects of firefighting operations.
 - B. Salvage includes those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire, water, and the weather.
 - C. Salvage objectives are:
 1. Stop or reduce the source of damage
 2. Protect or remove contents.
 - D. Salvage operations shall be done at all incidents posing potential damage to property and may begin at various points during a structure fire.
 - E. Salvageable contents shall be removed, when possible, or grouped in the center of the room and covered with salvage covers or plastic tarps.
- II. Overhaul
 - A. The main objective of overhaul operations is to locate and extinguish all remaining and hidden fire (to make sure the fire is out) and control loss, stabilize the incident scene, and to secure the structure.
 - B. Overhaul operations shall be conducted at all fire incidents. This reduces the chances of a rekindle.
 - C. When possible, any evidence should remain untouched, undisturbed and in its original location (coordinated with fire investigation efforts).
 - D. When available, a fresh crew shall perform overhaul operations. This will help avoid overexertion and injury.
 - E. Areas that shall be thoroughly checked for hidden fires or hot spots should include but not limited to:
 1. Floor, wall, and ceiling areas
 2. Door jambs, vents and registers, window casings
 3. Light fixtures and electrical outlets
 4. Plenum spaces, soffits and pipe chases
 5. Combustible materials in fire area
 - F. During overhaul operations a minimum of a 1 ¾ hand line should be in use. Other commonly used tools are axes, pike poles, halogen tool, and portable lighting.



Dover Township Fire Department

Guideline Number
5-20

Effective Date
1-1-05

Standard Operating Guideline

Title: Ventilation

Purpose: To establish a guideline for ventilation during fire operations.

Scope: All fire department personnel.

Guideline:

- I. General Information on Ventilation
 1. Ventilation shall be closely coordinated with offensive operations and shall be initiated as soon as possible.
 2. Ventilation shall be used to;
 - a. Channel heat, smoke, and flames from potential victims.
 - b. To prevent backdraft or flashover.
 - c. To remove heat and smoke from the building to reduce fire spread and further property damage.
 - d. To allow the interior of the structure to be more tenable and safer for firefighting operations.
 3. To prevent further extension of fire into uninvolved areas (trench cut, etc.).
 4. Do not direct a fire stream into any ventilation exit point.
- II. Types of Ventilation
 1. Positive Pressure Ventilation (PPV)
 - a. Positive pressure fans shall be placed at the point of entry from the unburned side of the fire.
 - b. Fans shall be positioned several feet back from the point of entry. This will create a pressure "cone" effect around the door.
 - c. An exit point for the pressurized air shall be provided and should generally be at a window, door, or other opening in the fire area.
 - d. As each area of the structure is cleared of smoke that area should be closed off and another exit point created for PPV to clear the structure systematically.
 2. Vertical (Roof) Ventilation
 - a. All roof ventilation cuts shall be a minimum of a 4' X 4' hole. If practicable, natural roof openings can be used.
 - b. Minimal personnel shall be placed on the roof; however, a minimum of 2 firefighters shall be used. All personnel shall exit the roof as soon as the task is accomplished.
 - c. A secondary means of egress shall be provided for personnel on the roof.
 - d. Use of lifelines, roof ladders, or other means to protect personnel from sliding or falling off the roof shall be used.
 - e. Sound the roof for structural integrity before stepping onto it.

- f. All gas-powered saws shall be started on the ground and then shut off before climbing to the roof.
 - g. When possible, the ventilation hole shall be cut directly over the fire area.
 - h. Common tools used to perform roof ventilation include but not limited to saw, axe, and pike pole.
 - i. If fire impingement or exposed to super heated gasses are likely, a roof ventilation shall not be initiated in any building that is known to have truss construction as the roof members.
3. Horizontal (Natural) Ventilation
- a. Every effort shall be made to open the window rather than breaking them, as long as this does not jeopardize or harm the operation. Top sections of the windows shall be opened to obtain the maximum effect. Screens shall also be removed to provide a smooth flow of air.
 - b. Horizontal entry point shall be from the windward side of the structure and the exit point shall be from a window or door in the involved room.
 - c. Horizontal ventilation shall be used on mobile homes, never vertical ventilation.
4. Hydraulic Ventilation
- a. Hydraulic ventilation shall be used in situations where other types of ventilation are not being used.
 - b. Hydraulic ventilation shall be performed by hose teams making an offensive attack on the fire.
 - c. Hydraulic ventilation shall be performed by setting a wide fog stream pattern that will cover the window or door opening from which the smoke will be pushed out.
 - d. The nozzle shall be at least two feet from the opening to perform correctly.



Dover Township Fire Department

Guideline Number
6-01

Effective Date
1-1-05

Standard Operating Guideline

Title: Pager Tests and Announcements

Purpose – This guideline shall be followed when requesting a pager test or an announcement.

Scope - All Department personnel

Pager Tones

1. Each station has a station tone along with station 25 and station 26 having a joint tone that is used when dispatching them to incidents.
2. An "ALL STATION" tone can be used to activate all Dover Township Fire Department personnel with one tone.

Test and Messages

1. Tests and messages will be broadcasted at 1800 hours unless otherwise directed by a commissioner, fire chief, squad captain or line officer.
2. If a test or message needs to be broadcasted while a station or squad is on the air for an incident, the dispatcher shall check with the command officer for clearance.



Dover Township Fire Department

Guideline Number
6-02

Effective Date
1-1-05

Standard Operating Guideline

Title: Incident Assignments

Scope: Communications and Fire Officers

Guideline: To enhance the day-to-day operations of the communications center and fire station response to emergencies based on the incident type.

I Fire Station Assignments

- A. Fire Station Incident Assignments-The dispatch table shall be used for the following:
 - 1. Coverage of a station
 - 2. Requests for special apparatus
 - 3. Requests for more units to the scene

- B. When dispatching use the stations that are most available and stations that are nearest the location of the incident. Cover vacant stations with an engine unless other wise advised by command of a special piece of equipment is needed. Example: station coverage could be 1 engine and 1 brush unit.

Home Station	25/26	27	28	29	30
Recommended 1st Alarm	30/28	44/69	53/29	30/28	29/25/26
Recommended 2nd Alarm	53/32	45/35	25/26	21/22	28/32
Recommended 3rd Alarm	29/18	28/22	30/44	25/26	66/34
Recommended 4th Alarm	27/16	25/26	45/69	53/27	53/57
Recommended 5th Alarm	44/45	53/29	16/18	23/18	18/23
General Alarm	28/29/30	N/A	25/26/29/30	25/26/28/30	25/26/28/29

II. Fire Station Run Cards

- A. The following is a break down by station for dispatching units to incident types. The run cards are used for the following:
 - 1. 24 hour response area
 - 2. Day time response Mon – Fri 0600 to 1800
 - 3. Incident by type Response

III Incident Types

A. Bomb Threats

The Dover Township Fire Department does not respond to reports of a "bomb or explosive threat". The initial response shall be police only. In the event that an actual suspected device is located, fire department will respond. In the event that police feels that's the response of fire units may be appropriate on the threat alone, fire personnel will respond to their stations and stand by for instructions from the incident commander or chief. This type of dispatch shall hopefully prevent a high profile response, which in many cases is the goal of the individual making the threat.

1. The run card for structure incidents for 24 hour and daytime response along with having an ambulance stand by will be activated.

B. Brush Fires

For all reports of brush fires, outside fires, and rubbish fires, dispatch the primary fire station. The dispatcher shall use the run cards for incidents for 24 hour and daytime response. The NJ forest fire service will monitor these calls and respond as needed based on their availability.

C. Carbon Monoxide Alarms

For all reports of CO in a structure or a CO alarm, the primary fire station is dispatched only. If the caller or occupants report feeling ill, dispatch EMS and advise responding units of the sick parties. The gas company will be notified upon request of the responding units or at time of dispatch based on the information given.

D. Extrication / Rescues

The following is a break down by area for response to rescues and extrications.

1. Garden State Parkway

<u>Mile Makers N & S</u>	<u>Primary Station</u>	<u>24 hour dispatch</u>
81.0 to 83.8	Sta 25/26	Sta 25/26/30 (3007 only)
82.0 to 81	Stat 25/26	Sta 25/26/30/16
83.9 to 89.0	Sta 30	Sta 30/25/26 (2561 only)

2. Toms Rivers Area (25/26)

	<u>24 hour</u>	<u>M-F 6a-6p</u>	<u>District</u>
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All Areas West of Mule Road	Sta 25/26	Sta 25/26/32*	252
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*Contact OCSD 732 349-9100 for dispatch of Sta 32

North of Rt 37	Sta 25/26	Sta 25/26/30	251
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South of Bay Ave			301
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West of Hooper Ave

East of Mule Road

Money Island	Sta 25/26/53		53
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All other areas of Toms River	Sta 25/26		25
<hr/>			
3. <u>Ocean Beach's Area (27)</u>	24 hour	M-F 6a-6p	<u>District</u>
Ortley Beach	Sta 27/44		44
Areas north of Lavallette Boro	Sta 27/69		27
<hr/>			
4. <u>East Dover's Area (28)</u>	24 hour	M-F 6a-6p	<u>District</u>
Pelican Island	Sta 28/44		441
<hr/>			
Including Bay Ave & South In East Dover & the Bridges	Sta 28/25/26	Sta 28/53/25/26	28
<hr/>			
Areas North of Bay Ave	Sta 28/29	Sta 28/53/29	282
<hr/>			
Georgetown	Sta 28/29		281
<hr/>			
5. <u>Silverton's Area (29)</u>	24 hour	M-F 6a-6p	<u>District</u>
Silverton except	Sta 29/30		29
Waters Edge Condos	Sta 29/28		291
<hr/>			
6. <u>Pleasant Plain's area (30)</u>	24 hour	M-F 6a-6p	<u>District</u>
Including Bay Ave & North		Sta 30/29	30
<hr/>			
North of Rt 37	Sta 25/26	Sta 25/26/30	251
South of Bay Ave			301
West of Hooper Ave			
East of Mule Road			

E. Fire Alarms

For all reports of fire alarms sounding dispatch as a structure incident for the primary fire station along with 24 hour and daytime response.

F. Fire Alarms at fire stations

For all reports of fire alarms sounding at fire station, use the following for response:

<u>Alarm sounding at:</u>	<u>24 hour dispatch</u>	<u>M-F 6a-6p</u>
Station 25	25/26	25/26

Station 25-1	25/26	25/26/30
Station 26	25/26	25/26
Station 26-1	25/26	25/26/30
Station 27	27/69	27/69
Station 27-1	27/44	27/44
Station 28	28/53	28/29/53
Station 29	29/30	29/30/28
Station 30	30/29	30/29/25/26
Station 30-1	30/29	30/29/25/26

G. Hazardous materials incidents / Spill Response Plans

For all reports of spills and hazardous materials incidents the following 6 plans shall be followed. On the next page is Hazmat Response and Notification Plan that will be utilized when plan 6 is put into effect.

Response Plan # Reported Problem and dispatcher action:

- **PLAN 1** **Unknown substance; no injuries, no reaction and no leak or spill**
 Dispatcher actions:
 - Page OEM for investigation
 - Advise the Fire Chief / Line officer of OEM response.

- **PLAN 2** **Unknown substance; no injuries, no reaction and WITH a leak or spill**
 Dispatcher actions:
 - Page OEM for investigation
 - Advise the Fire Chief / Line officer of OEM response.

- **PLAN 3** **Unknown substance; WITH injuries or WITH a reaction**
 (smoke, vapors, clouds or bubbling)
 Dispatcher actions:
 - Activate HAZMAT incident response and notification plan.

- **PLAN 4** **Known substance; no injuries, no reaction and no leak or spill**
 Dispatcher actions:
 - Contact OEM for investigation
 - Advise the Fire Chief / Line officer of OEM response.

- **PLAN 5** **Known substance; no injuries, no reaction and WITH a leak or spill**
 Dispatcher actions:
 - Contact OEM for investigation
 - Advise the Fire Chief / Line officer of OEM response.

- **PLAN 6** **Known substance; WITH injuries, WITH a reaction**
 (smoke, vapors, clouds or bubbling)
 Dispatcher actions:
 Activate HAZMAT incident response and notification plan.

H. HAZMAT Response and notification plan

FIRE:

- ❑ Primary Fire station dispatched by tones.
- ❑ Fire Prevention Bureau 240-5153 (business hours) and/or refer to section 5 for call out procedures.

EMS:

- ❑ Primary EMS or day time duty rig to stand by at the scene

OTHER:

- ❑ Police Department for response.
- ❑ Office of Emergency Management:
 - Via group alpha page
 - Office 341-3267 or ext 7321
 - Op 106 John Winton Pager 505-4984 PIN 106
 - Op 502 Paul Daley Pager 505-4984 PIN 502
 - Op 503 Ray Kilburg Pager 505-4984 PIN 503
 - Op 505 Bill Roncskevitz Pager 206-7108
- ❑ Commissioner of the respective fire district
 - Fire District One Commissioner George Convery
Home: 270-1965
Pager: 267-3758
 - Fire District Two Commissioner Rich Strasser
Home: 255-6392
Work: 323-7816
Pager: 1-800-946-4646 pin # 1710558

If no response from the above commissioner, continue to contact other commissioners from that district.

I. Helicopter Landings

Designated landing zones in Dover Township include Winding River Park RT 37 side (south end) and the fields behind Police HQ. These are safe landing zones and do not require fire apparatus unless specifically requested or an in flight emergency.

Station 25, 26, 27, 28 will respond with 1 unit to LZ's. This includes Winding River Park if it's an emergency medivac.

Station 29, 30 will respond only when requested by EMS or PD.

Communications: South Jersey Fire Net will be utilized to contact the helicopter operating on the frequency of 154.265 no PL. The landing zone coordinator shall be designated as "DOVER LZ". On Dover Fire radios and portables, the fire net is channel 4.

J. Natural Gas Leaks/ Propane Leaks

For all reports of natural gas leaks, propane leaks and liquid fuel fires inside of a structure, dispatch as a structure response. For all outside reports dispatch the primary station only. Refer to station run cards for appropriate response. Parties that are feeling ill, dispatch EMS and advise responding units of the sick parties. Upon dispatch of the station, for gas leaks the dispatcher will make notification to the gas company (732) 938.1213.

K. Other Requests for Assistance

Any request for mutual aid from other municipalities will only be for equipment or personnel requested from the municipality requesting assistance. Example—Seaside Park requests station 28 for a ladder, Brick requests station 29 for a fast team.

L. Parkway Response

The following is information pertaining to the parkway mile markers, entrances and exits.

- **MM 81.0 to MM 83.8** is Station 25/26 / Squad 39's primary response area. Station 30 is dispatched for a rescue response (3007) 24 hours a day.
- **MM 83.8 to MM 89.0** is Station 30 / Squad 33's primary response area. Station 25/26 are dispatched for a rescue response (2561) 24 hours a day.

NORTH BOUND		SOUTH BOUND	
81.5	Underpass (railroad trestle)	81.5	Underpass (railroad trestle)
81.7	Exit 81 to Lakehurst Road	81.8	Entrance/Exit 81 Lkst Road
81.8	Entrance 81 from Lakehurst Rd	82.1	Entrance 82A from 37 west
82.2	Exit 82 (37 east)	82.3	Exit 82 to Rt 37 east
82.3	Underpass Rt 37	82.4	Entrance 82 from 37 east
82.4	Exit 82a (37 west)	82.5	Exit 82a to 37 west
82.6	Entrance 82 (Emerald Apts)	83.3	Paved Crossover
83.4	Paved Crossover	83.8	Crossover -NJSP PP Sta
83.8	Crossover -NJSP PP Station	84.0	Entrance 83 from Rt 9 south
84.1	Underpass Route 9/166	84.2	Underpass Rt 9/166
84.2	Exit 83 (9 north)	84.4	Underpass Rt 571
84.3	Entrance 83 from Rt 9	84.7	Toms River Toll Plaza
84.4	Underpass Rt 571	85.3	Underpass Old Freehold Rd
84.7	Toms River Toll Plaza	86.0	Paved Crossover
85.2	Underpass Old Freehold Road	86.5	Underpass Church Road

86.0	Paved Crossover	87.5	Paved Crossover
86.4	Underpass Church Road	89.1	Paved Crossover
87.5	Paved Crossover	89.7	Exit 88 to Rt 70
89.0	Paved Crossover	89.2	Entrance 88 from Rt 70

M. Vehicle Fires

For all reports of vehicle fires dispatch the primary station. The dispatcher shall use the run cards for incidents for 24 hour and daytime response.

N. Water Incidents – Ocean Water Rescues

Any ocean water rescue in Dover Township dispatch the following:

Ocean Beach, Silver Beach, Normandy Beach, Chadwick Beach:

24 hour dispatch:

- Sta 27
- Sta 69 (Lavallette PD 793-4800)
- Sta 21/22 (Brick PD 477-8300)
- Sqd 17
- USCG (899-0130)
- NJSP (899-5050)

Note: Station 27 will be dispatched to all water rescues in the Brick Beach Area.

Ortley Beach:

24 hour dispatch:

- Sta 27
- Sta 44
- Sqd 32
- USCG (899-0130)
- NJSP (899-5050)

O. Water Incidents – Boat Accidents and Fires

For all boat fires in lagoons and open waters of the Barnegat Bay, Toms River, Silver Bay, Kettle Creek, Goose Creek dispatch the following:

24 hour dispatch:

- Primary Station for land Crew
- Sta 27 for boat 2753
- Sta 29 for boat 2903
- Primary Squad for rig to stand by

Sqd 17	for boat 176
Sqd 32	for boat 326
USCG	(899-0130)
NJSP	(899-5050)

P. Water Incidents – Medical Emergencies

For parties having medical problems (lacerations, heart attacks, medical problems, ect) not from an accident dispatch the following:

24 hour dispatch:

Primary Squad	for rig to stand by
Sqd 17	for boat 176
Sqd 32	for boat 326
NJSP	(899-5050)

Q. Water Incidents – Inland Rivers and Inland Water ways

For all incidents, surface water rescues and submersions on the inland rivers (Winding River, Brookside Creek, OCC College Pond, Gardens of Pleasant Plains, Lake Ridge Lake, ect) dispatch the following:

24 hour dispatch:

Primary Station	for land crew
Primary Dive Team	
Primary EMS	
NJSP	(899-5050)

R. Water Incidents – Bay and Lagoon Rescues

For all surface water rescues and submersions calls in a lagoon and /or open waters of the Barnegat Bay, Toms River, Kettle Creek, Goose Creek or Silver Bay dispatch the following:

1st ALARM:

FIRE:

- Primary Fire Station (Land Crew)
- Primary Dive Team
- Sta. 27 -boat 2753
- Sta. 29 -boat 2903

EMS:

- Primary First Aid Squad
- Sq. 17 -boat 176
- Sq. 32 -boat 326

OTHER:

- Notification to the Coast Guard 732-899-0130
- Notification to the Marine Police 732-899-5050

S. Water Incidents – Ice Water Rescue For all rescues and submersions dispatch the following:

1st ALARM:

FIRE:

- Primary Fire Station (Land Crew)
- Primary Dive Team

EMS:

- Primary First Aid Squad

OTHER:

- Notification to the Coast Guard 732-899-0130
- Notification to the Marine Police 732-899-5050

T. Water Incidents – Other Requests for assistance

Any request for water related mutual aid from other municipalities would be for the equipment or personnel requested only.

U. Water Incidents – 2nd Alarm

Upon request for a second alarm dispatch the following:

2nd ALARM:

FIRE:

- Sta. 25
- Sta. 26
- Sta. 27
- Sta. 28
- Sta. 29
- Sta. 30
- Sta. 53

EMS:

- Sq. 36 (Dive Team-Part of Fire District 2)
- Sq. 32 (Dive Team)
- Sq. 17

All 2nd alarm personnel shall report to their respective stations / squads advising District 1 via hot line of the number of officers and divers able to respond. Command will then call units and personnel as needed.



Dover Township Fire Department

Guideline Number
6-03

Effective Date
1-1-05

Standard Operating Guideline

Title: Fire Station Response Districts

Guideline: Each fire stations response area is broken down into districts. The district #, incident response and geographical area are listed below and entered into the CAD system:

I. Fire Station Run Cards

- A. The following is a break down by station for dispatching units. These run cards are used for the following:
 - 24 hour response area's
 - Day time response Mon - Fri 0600 to 1800
 - Fire Alarms (same as structure response)
 - Possible structure fires
 - Structure fires
 - Extrications / Rescues
- B. All other responses are listed by call type response not by station run District under the SOG " Incident Assignments".
- C. Any Company returning from a fire or call and is **"in service"** and in the event another company is dispatched to a fire or call, be it structural, vehicle, or woods fire, the dispatcher shall advise the responding chief that a unit is near the scene and available. The responding chief shall have the option of directing, through District 1 dispatch, that unit to the scene of the call regardless of district or boundary, and that unit shall remain at scene until released by command or the chief.

II. Station 25 & 26 Run Card

DISTRICT 251

Mon - Fri 0600 -1800

Sta. 25/26 and Sta. 30 for all **structure Incidents, fire alarms** and **rescues /extrications** to the following area (including the boundary streets):
North of Rt. 37 (Center median being the line)

- South of Maple Tree Rd
West of Rt. 549 (Hooper Ave south bound ONLY.
Even # range)
East of Mule Road
- DISTRICT 53** 24 hour 7 days
- Sta. 25/26 and Sta. 53 for all
structure incidents, fire alarms and rescues in
Money Island:
North of the Toms River
South of Rt. 37 (Median strip being the boundary)
West of West End Ave
East of Whittier Ave
- DISTRICT 53** 24 hour 7 days
- Sta. 53 for **all incidents** in Money Island.
Sta. 25/26 are not dispatched for these incidents with
the exception of the Rt. 37 business's:
North of the Toms River
South of Rt. 37 (median strip being the boundary)
West of West End Ave
East of Whittier Ave
- DISTRICT 252** Mon - Fri 0600 -1800
- Sta. 25/26 and Sta.32 for **all incidents** to the
following areas:
North of Dover Twp/Berkeley Twp Line
South of the old CIBA property
West of Mule Road
East of North Hampton Blvd (Manchester Twp Line)
(contact OCSD Radio for dispatch of Sta. 32 349-
9100)
- DISTRICT 253** 24 hour 7 days
- Sta. 25/26 and Sta 30 for all **rescues** and
extrications to the following areas:
Garden State Parkway
MM 82.4 to MM83.7
- DISTRICT 254** 24 hour 7 days
- Sta. 25/26 and 28 for structure **incidents** and
fire alarms in the following are:
North side of Bay Ave
South of Yellowbank Rd
West of Vaughn Ave
East of Cedar Grove Rd
- DISTRICT 255** 24 hour 7 days
- Sta. 53 in addition to mainland stations for
General Alarms in Sta 25/26's area:
North side of RT 37
South of Bay Ave (odd # range)
West of Vaughn Ave
East of Hooper Ave (even # range)
- DISTRICT 256** 24 hour 7 days
- Sta. 25/26, Sta 30 and Sta 16 for all **rescues**
and **extrications** to the following areas:
Garden State Parkway
MM 81.0 to MM82.3

III. Station 27 Run Card

DISTRICT 44 24 hours 7 days

Sta. 27 and Sta. 44 for **all incidents** in Ortleigh Beach section (south of Lavallette).

DISTRICT 27 Mon - Fri 0600 –1800

Sta. 27 and Sta 69 for all **structure incidents** and **rescues/extrications** north or Lavallette in Ocean Beach's coverage area.

IV. Station 28 Run Card

DISTRICT 28, 282 Mon - Fri 0600 -1800

Sta. 28 and Sta. 53 for **all incidents** in East Dover with the exception of the following areas:

DISTRICT 281 24 hours 7 days

Sta. 28 and Sta. 29 for **all incidents** to the following area:
Georgetown Section
North of Yellowbank Road
South of Hooper Ave
West of Fischer Blvd / Vaughn Ave
East of Indian Hill Road

DISTRICT 282 Mon - Fri 0600 -1800

Sta. 28, Sta. 53 and Sta. 29 for **structure incidents** and **fire alarms** to the following area:
North of Rt. 571 (Bay Ave-even # range)
South of the Silver Bay
East of Vaughn Ave
West of the Barnegat Bay

DISTRICT 441 24 hours 7 days

Sta. 28 and Sta. 44 for **structure incidents** and **extrications / rescues** on Pelican Island. Squad 32 is primary squad

DISTRICT 441 24 hours 7 days

Sta. 44 for **all incidents** on Pelican Island. Station 28 is not dispatched.

DISTRICT 28 24 hours 7 days

Sta. 28 and Sta. 25/26 for **extrications /rescues** on Bay Ave (Rt. 571) and areas south in East Dover. (2561 only)
This includes the Mathis and Tunney Bridges.

DISTRICT 281,282 24 hours 7 days

Sta. 28 and Sta. 29 for **extrications/rescue** in areas north of Rt 571 (Bay Ave) in East Dover. (2917 only)

V. Station 29 Run Card

DISTRICT 29 Mon - Fri 0600-1800

Sta. 29 and Sta. 30 for **structure incidents** with the exception of Waters Edge Condos.

DISTRICT 291 24 hours 7 days

Sta. 29 and Sta. 28 for **structure incidents** in Waters Edge Condos. Sta. 29 Solo for all other Incidents.

DISTRICT 29 24 hours 7 days

Sta. 29 and Sta. 30 for **extrications / rescues** in Silverton.

VI. Station 30 Run Card

DISPTRICT 30 Mon - Fri 0600-1800

Sta. 30 and Sta. 29 for **structure incidents**

and **residential fire alarms** with the exception of the following:

DISTRICT 301 Mon - Fri 0600 -1800

Sta. 30 and Sta. 25/26 for all **structure Incidents, fire alarms** and **extrications/rescues** to the following area:

North of Maple Tree Road (even # range)

South of Rt. 571 (odd # range)

West of Rt. 549 (Hooper Ave s/b only)

East of Oak Ridge Parkway

DISTRICT 30 24 hours 7 days

Sta. 30 and Sta. 29 for **extrications/rescues** in Pleasant Plains with the exception of areas south of the shoulder line of Bay Ave (Rt. 571).

DISTRICT 302 24 hours 7 days

Sta. 30 and Sta. 25/26 for all **extrications /rescues** to the following area: (2561 ONLY)

Garden State Parkway

MM 83.8 to MM 89.0



Dover Township Fire Department

Guideline Number
6-04

Effective Date
1-1-05

Standard Operating Guideline

Title: Hazard Flags / Patrol Hazards

I. PATROL FLAGS / HAZARDS FOR ADDRESSES

- A. Patrol Flags and Hazard flags allow many types of information to be “flagged” for an address. The CAD also shows a range of 100 addresses in each direction to show patrol flags in the area of where an incident is taking place.
- B. The flag appears highlighted in YELLOW if it is for the address entered into the CAD system.

II. ENTRY OF A PATROL FLAG

- A. The dispatchers can enter any patrol / hazard flags for addresses into the CAD system. Use the following procedure to enter the information.
 - 1. Start from the X functions menu
 - 2. Choose (F5) Edit PTL/HAZ
 - 3. Choose OK
 - 4. Choose “**NEW**”
 - 5. Double Click and pick the appropriate patrol type.
 - 6. Click both FIRE and POLICE for agency type (this shows the flag on both police and fire dispatch)
 - 7. Fill in the rest of the information, including the premises type and narrative.
 - 8. If there is an inactive date when the hazard will no longer be valid, type in the date, otherwise type the date as 12/31/2010 and check the box “continue to alert after review date”
 - 9. Enter the badge # of the person request this to be posted.
 - 10. Once you are complete, hit the enter key to send it to the CAD. The information will be added to the CAD
 - 11. On the take a call screen, enter the address for a call with the code of 9996 (dispatcher test) to verify that the patrol/hazard appears.



Dover Township Fire Department

Guideline Number
6-05

Effective Date
1-1-05

Standard Operating Guideline

Title: Radio and Phone Systems

Guideline: To standardize the day-to-day operations of radio and phone systems within the jurisdiction of Dover Township.

I. RADIO COMMUNICATION'S

- A. All units responding to a call will "**sign on**" on channel 1 unless multiple calls are in progress and other wise moved to another channel by dispatch. If 1 or 2 calls are working, all units will sign on channel 1 than switch to their assigned fire ground channel. This includes response to a general alarm. Fire units will sign on with the truck number and officer number if one is aboard.

Example: District 1, 2525, 2510 responding or
District 1, 2865, 2840 responding

- B. When fire ground channels have been established, all incoming units will "sign on" on fire channel 1 to avoid units talking over units working the scene unless other wise advised by dispatch due to heavy radio traffic or multiple calls working.

II. RADIO CHANNELS

- A. The following is a list of channels and use groups.

DOVER FIRE 1 primary dispatch channel for all fire stations.

DOVER FIRE 2 fire ground channel

DOVER FIRE 3 fire ground channel / primary for fire police

FIRE NET 4 Statewide fire Net / Helicopters

DOVER FIRE 5 Fire channel 1 simplex

DOVER FIRE 6 primary channel for Fire Prevention

TOWN HALL primary dispatch / talk channel for twp hall units

DOVER EMS primary dispatch channel for all squads

COUNTY FIRE 1 primary county dispatch-station 44 and 53 on this

DOVER FIRE BACK UP This is used when the main repeater has failed. All dispatches have to be done on this channel along with communications.

- B. FD mobile radio channels will be standardized township wide on fire apparatus and portables:

Channel 1 fire 1
Channel 2 fire 2
Channel 3 fire 3
Channel 4 fire net

Channel 6 NJ Forest fire (monitor)
Channel 7 to 15 programmed per station
Channel 16 Station Tones

III. **CLEAR TEXT / RADIO TERMINOLOGY**

A. Accepted verbiage for communications is the following:

<u>Clear Text</u>	<u>Ten Code</u>	
Responding	10-8	Incidents
Enroute	10-8	drills/fuel/ special assignments
On Location	10-9	
Available	10-10	
Not Available	10-10	
In Quarters	10-7	
Received	10-4	
Recall	10-60	
Repeat your last	10-5	

IV. **BUREAU OF FIRE PREVENTION**

A. The bureau of fire prevention, Station 31 utilizes car numbers and operators numbers. When contacting District 1 for inspections and incidents, the car number is utilized for tracking in the CAD. For day-to-day operations and communications the inspectors use their operators numbers. All of the car numbers are three digits and end in the number 7. All operators numbers are three digit series 9 numbers.

V. **FIRE FIGHTER OPERATOR NUMBERS**

A. Ocean County's numbering system for personnel radio call signs is the following: station # than a 3 digit number starting with 9. Example: station 25 members would be 25-923 or 29-901. Fire Police Officers are 4 digit numbers with the station number followed by a series 9. Example: 2591 is a fire police officer, not an engine. The third digit being a 9 indicates it's a person not a unit: 2995, 2696,2791, 2897, 2990, 3094.

VI. **HOT LINES**

A. This phone is a direct ring line to each building. All stations and squads have this line with the exception of Pleasant Plains Fire Sub-station (30-1), Ocean Beach Fire Sub-station (27-1) and the Bureau of Fire Prevention. These stations contact the dispatcher via the regular phone. Several stations / squads have this line on the outside of the building for emergency use.

****OUT OF SERVICE AS OF 3/2003 UNTIL FURTHER NOTICE****

VII. **FIRE DEPARTMENT EMERGENCY LINE**

A. **(732) 349-2285.** This line is the emergency phone for incoming fire and first aid incidents. This line is also for making out going calls that are documented by the fire dispatcher; notification to GPU, Board Doctor, MICU etc. This line rings directly at the fire desk but is also answered by the police dispatcher.

VII. **FIRE DEPARTMENT NON EMERGENCY LINE**

B. **(732) 349-0063.** This phone is a private line to the dispatcher for commissioners, chiefs, squad captains and line officers. This is not for general use but for pager announcements and other non-essential phone traffic.

VIII. POLICE DEPARTMENT LINES

- A. (732) 349-0150.** This line is the main number to the police department for emergency and non-emergency calls. The fire desk can be reached via the township wide extensions or by dialing the police number. The fire desk extension is 7304 and the 2nd workstation is 7307.

IX. FIRE DEPARTMENT PAGING SYSTEM

- A. (732) 505-4984.** Fire District 1 has a telephone paging system. This system can be accessed by dialing the 505-4984. Each person is assigned a pin number based on their radio operators number. To reach the chief of Toms River # 1, the pin will be 2500. Each Commissioner, Chief and all station 31 personnel are issued a pager on this system.



Dover Township Fire Department

Guideline Number
6-06

Effective Date
1-1-05

Standard Operating Guideline

Title: Out of Service Units

Purpose – This guideline shall be used in order to notify dispatchers and personnel of apparatus out of service.

Scope - All Department personnel

Dispatcher Notification

1. When a unit is placed out of service the dispatcher should be notified.
2. All units that are out of service shall be listed “out of service” in the CAD with an event #.

Personnel Notification

1. All units listed in this status will be broadcasted seven (7) days a week at 0800 and 2000 hours over fire channel 1 and EMS channel 1.



Dover Township Fire Department

Guideline Number
6-07

Effective Date
1-1-05

Standard Operating Guideline

Title: Staging

Purpose – This guideline defines the two levels of staging utilized in Dover Township.

Scope - All Department personnel

Level 1 Staging

1. First arriving unit stops in front of the incident location to investigate.
2. Later arriving units stops in their direction of travel approximately one block from the scene and stands by.

Level 2 Staging

1. All units responding will report to a designated staging area and report to the staging officer.



Dover Township Fire Department

Guideline Number
6-08

Effective Date
1-1-05

Standard Operating Guideline

Title: Weather Alerts

Purpose – This guideline is in place to alert the officers of impending bad weather.

Scope - All Department personnel

Weather Alerts

1. All weather alerts shall be broadcast over fire 1 and EMS 1 24 hours a day.
2. The fire dispatcher will sound "alert tone 1" and transmit the weather statement for storm warnings and/or higher. **This is not for storm watches.**
3. The procedure to fax all weather alerts is no longer in affect due to the stations/squads no being manned.
4. The radio broadcast is to advise the officers of weather conditions.



Dover Township Fire Department

Guideline Number
6-09

Effective Date
1-1-05

Standard Operating Guideline

Title: Alert Tones

Scope: All Department personnel

Guideline: Alert Tones

Alert tones shall be utilized to notify responding units of the following: updates on incidents, change in response codes, to recall units and special messages.

Alert tone 1 and 3 are used for normal day to day operations (incident updates, unit status changes, code response changes, etc)

Alert tone 2 (high/low warble) is for EMERGENCY TRAFFIC, EMERGENCY EVACUATION ALERT AND MAYDAY CALLS.



Dover Township Fire Department

Guideline Number
6-10

Effective Date
1-1-05

Standard Operating Guideline

Title: Knox-Box

Purpose – This guideline governs the use of the Knox Box system in Dover Township.

Scope - All Department personnel

I. Background

- A. The KNOX-BOX® Rapid Entry System provides non-destructive emergency access to commercial and residential property. More than 7,000 fire departments and government agencies use Knox key boxes, vaults, cabinets, key switches, padlocks, locking FDC caps and electronic key retention units for safe and secure rapid entry.

II. Locations

- A. The premise files shall be utilized to notify the dispatcher that a Knox Box is located on the premises.
- B. The following units have a Knox box installed:

2500	2600	2700	2800		
2501	2631	2705	2801	2911	3051
2511	2671	2721	2811	2921	3061

III. Operation

- A. Upon request by OIC or command, the dispatcher will activate the KNOX box. The unit that is going to be activated must be on fire channel 1 when the Knox box tones are activated.
 - a. Upon activation, the dispatcher shall document a unit transaction that the key was removed from the box and for what reason. Example: gain entry to building, test, etc
 - b. Upon completion of the incident, the OIC shall notify dispatch that the key has been placed back into the box. The dispatcher will document that the key was returned.
 - c. If a unit is not on a call, and a request for the key is made, the dispatcher will generate an incident with an event #, to document it.



Dover Township Fire Department

Guideline Number
6-11

Effective Date
1-1-05

Standard Operating Guideline

Title: Response Codes

Purpose – This guideline is to provide for a standard response when responding to an emergency incident.

Scope - All Department personnel

I. Safety - In all cases the safety of responding units and the public at large is to be considered in responding to any call. Vehicles responding to emergency calls will stop before crossing any roadway against a red light. Multi lane roadways will be treated as if each lane is a separate roadway.

II. Response Codes

- A. Code 1- Non Emergency, Time Essential
 - a. Respond as quickly as possible, taking a direct route, without lights and sirens, proceeding with the normal flow of traffic. The incident is not an emergency, but time is of the essence due to circumstances of the caller, or the incident.
- B. Code 2-Urgent
 - a. Emergency lights, sirens only to assist through congested traffic or controlled intersections. An emergency exists where delay may result in further injury, property damage or hazardous exposure to the public.
- C. Code 3-Life Threatening
 - a. Emergency lights and sirens. A life-threatening emergency exists where delay may result in the death of a person or significant property damage.
- D. Response to all incidents shall be code 2 unless otherwise advised by command, the dispatcher or discretion of the OIC.



Dover Township Fire Department

Guideline Number
6-12

Effective Date
1-1-05

Standard Operating Guideline

Title: Dispatcher Notifications

Commissioner Notifications

- **District 1**
The dispatcher is to immediately notify the Administrator and fire commissioner's for the following:
 - ✓ Fatal Fires
 - ✓ Firefighter injuries or death
 - ✓ District 1 vehicle accidents
 - ✓ District 1 vehicle disabled that is towed
- **District 2**
The dispatcher is to immediately notify the fire commissioner's for the following:
 - ✓ Fatal Fires
 - ✓ Firefighter injuries or death
 - ✓ District 2 vehicle accidents
 - ✓ District 2 vehicle disabled that is towed

District 1 Fire Chief Notifications

- The District Chief will be notified of the following:
 - ✓ All calls requiring mutual aid within District 1 except where an agreement for automatic responses is in place.
 - ✓ All calls requiring a District 1 station responding out of district, except where agreements are all ready in place.
 - ✓ All calls that result in death of a non fire department member, except motor vehicle accidents (in District 1)
 - ✓ Any fire fighter injury or death from a call, training or station function.

Fire Fighter Injuries Notifications

- **District 1**
 - ✓ For all injuries to fire fighters, upon notification from the chief or OIC at the scene, the dispatcher is to notify the Administrator, District Chief and a fire commissioner.
 - ✓ Board Physician (Brick Cardiovascular) Dr. Vincent Vivona
240-3700
- **District 2**
 - ✓ For all injuries to fire fighters, upon notification from the chief or OIC at the scene, the dispatcher is to notify a fire commissioner.

EMS Notifications

For all injuries to EMS personnel, upon notification from the crew or PD at the scene, the dispatcher is to notify the Captain of the respective squad.

Fatal Fires / Major Fires in Multiple Occupancies

- **District 1 and District 2**
The dispatcher is to immediately notify the following for fatal fires and major fires in multiple occupancies:
 1. Bureau Chief
 2. Bureau Assistant Chief
 3. Commissioner of the respective district.

Building Department Notifications

If the Building Department assistance is required due to a fire or other reasons as they may affect the structural conditions of a building contact the following:

During normal business hours:

- Call the building department office 341-1000 ext. 8332, 8333, 8334

After hours, weekends and holidays:

- Construction Official Pramond Pathak:
Home 349-1910

If no response or answer:

- Building Subcode Official Ken Anderson
Home 557-9393
- Building Subcode Official Bob Wennlund
Home 270-2750

Utility Notifications

1. GPU (Power Company)
 - Emergency Line 800-843-8667
 - Main Line 800-662-3115
 - Private Line 201-292-2648
2. NJR (Gas Company)
 - Main Line 800-221-0051
 - Dispatch 938-1213 (report gas leaks)
 - Private Line 938-5330
3. Comcast Cable - Dover Township Mainland
 - Main Line 286-2990
 - Private Line 286-2971

4. Monmouth Cable - Dover Township Beach Area
 - Main Line 830-1100
 - 681-4100

5. United Water - Dover Township Mainland
 - Main Line 349-0227
 - Night Line 363-2600

6. American Water - Dover Township Beach
 - Main Line 800-987-5325

7. Dover Township Public Works
 - Main Line 255-1000
 - Shop Line 255-4223



Dover Township Fire Department

Guideline Number
6-13

Effective Date
1-1-05

Standard Operating Guideline

Title: Key Locations for Medi-Vac Helicopter Landings

Guideline: To provide standard locations for medi-vac helicopters landings in Dover Township during a medical emergency.

Key Locations

Bey Lea Recreation / PD	39-59'-01" N	74-11'-05" W
Old Bus Terminal	39-57'-03" N	74-11'-59" W
Cedar Grove Elementary	39-58'-05" N	74-10'-15" W
Deer Hollow Park	39-57'-27" N	74-09'-24" W
East Dover Elementary	39-57'-50" N	74-08'-53" W
Intermediate School East	39-59'-43" N	74-10'-06" W
Intermediate School West	39-59'-28" N	74-12'-01" W
Median by A&P Ortley	39-56'-58" N	74-04'-29" W
North Dover Elementary	40-01'-02" N	74-11'-46" W
Ocean Beach Fire Co	39-59'-17" N	74-03'-49" W
Ocean County College	40-00'-18" N	74-10'-50" W
Ocean County Mall	39-58'-57" N	74-10'-43" W
Ortley Beach – 2 nd Ave Area	39-57'-27" N	74-04'-05" W
Ortley Beach – Fort Ave Area	39-57'-10" N	74-04'-07" W
Public Works-Church Road	40-00'-57" N	74-11'-02" W
Riverwood Park	40-00'-59" N	74-13'-58" W
Shelter Cove	39-58'-06" N	74-06'-50" W
Silver Bay Elementary	40-00'-27" N	74-08'-28" W
Silverton Park	40-00'-36" N	74-08'-19" W
Skyview Park	39-58'-06" N	74-09'-10" W
TR High School East	39-58'-59" N	74-11'-46" W
TR High School North	39-58'-59" N	74-11'-46" W
TR High School South	39-57'-18" N	74-11'-45" W
Walnut Street Elementary	39-58'-05" N	74-11'-49" W
Winding River Park	39-57'-57" N	74-12'-59" W
Windsor Ave Ball Fields	39-57'-23" N	74-12'-18" W
YMCA	40-00'-06" N	74-12'-18" W



Dover Township Fire Department

Guideline Number
7-01

Effective Date
1-1-05

Standard Operating Guideline

Title: Request for an Inspector

Purpose – This guideline is to provide a procedure for calling out the bureau of fire prevention to an incident.

Scope – This guideline pertains to any officer or firefighter requesting the bureau response to an incident.

Fire Inspectors are available 24 hours a day.

A. Working Hour Requests

A request for the Bureau shall be forwarded to the Bureau office for action by the Chief or Assistant Chief.

B. After Working Hour Requests

A fire officer can make a request for the Bureau after normal working hours. Upon receipt of the request, **the fire dispatcher shall notify the DTBFP Chief first via phone**, then pager or radio. If the chief has not been contacted within 15 minutes, the assistant chief shall be notified. The chief or assistant chief shall evaluate the situation and determine if the duty inspector should be notified to respond to the scene.

- C.** When attempting to contact the duty inspector, the dispatcher shall call by phone first. If no phone contact is made, the dispatcher shall page the duty inspector. If repeated attempts to contact fail, the dispatcher shall contact the chief and assistant chief and so on down the line until contact is made.

Fire Department paging system is accessed with 505-4984 then the listed operator #.

- D.** Any request for other investigative agencies shall be made through the Bureau.