

***Milford Fire  
Department***

**OPERATING  
PROCEDURES  
AND GUIDELINES**

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	i
MISSION STATEMENT	
TOWNSHIP PERSONNEL POLICY MANUAL	
ETHICS CODES	
<b>EMPLOYMENT AND JOB DESCRIPTIONS</b>	<b>SECTION I</b>
EMPLOYMENT POLICY	I, A
JOB DESCRIPTION - FIREFIGHTER	I, B
JOB DESCRIPTION - FIRE LIEUTENANT	I, C
JOB DESCRIPTION - FIRE CAPTAIN	I, D
JOB DESCRIPTION - ASSISTANT CHIEF	I, E
JOB DESCRIPTION - SAFETY OFFICER	I, F
MEDICAL TRAINING REQUIRED	I, G
TRAINING REQUIREMENTS	I, H
<b>REGULATIONS AND CONDUCT</b>	<b>SECTION II</b>
GROOMING AND HYGIENE	II, A
SUBSTANCE ABUSE	II, B
TELEPHONE POLICY	II, C
UNIFORM CODE	II, D
TUITION REIMBURSEMENT	II, E
PATIENT CONFIDENTIALITY	II, F
NOTICE OF PRIVACY PRACTICES	II, F, 1
MEDICAL RELEASE FORM	II, F, 2
ON-CALL PARTICIPATION	II, G
STATION SECURITY	II, H
<b>OPERATIONAL GUIDELINES</b>	<b>SECTION III</b>
INCIDENT MANAGEMENT	III, A
WEATHER EMERGENCIES	III, B
APPARATUS RESPONSE POLICY	III, C
RESPONSE GUIDELINES	III, C, 1
CARBON MONOXIDE RESPONSE	III, D
NOTICE OF FINDINGS	III, D, 1
AERIAL OPERATIONS	III, E
NIGHT WATCH	III, F
PATIENT TRANSPORT	III, G
TRENCH RESCUE	III, H
THERMAL IMAGING	III, I
WATER RESCUE	III, J
EXPLORER PROGRAM	III, K
<b>SAFETY</b>	<b>SECTION IV</b>
PERSONAL PROTECTIVE EQUIPMENT	IV, A
DRIVING	IV, B
EXPOSURE CONTROL	IV, C
EXPOSURE NOTIFICATION FORM	IV, C, 1

HAZARD COMMUNICATIONS PLAN	IV, D
TWO-IN, TWO-OUT RULE	IV, E
RESPIRATORY PROTECTION POLICY	IV, F
MECHANICAL LOCKOUT	IV, G
INCIDENT REHABILITATION	IV, H
OVERHEAD DOORS	IV, I
INCIDENT ACCOUNTABILITY	IV, J
MAYDAY	IV, K
CRITICAL INCIDENT STRESS MGMT	IV, L



## ***Mission Statement***

The mission of the Milford Fire Department is to protect the lives and property of residents and visitors through:

- Public education in fire safety and hazard recognition
- Diligent enforcement of modern fire prevention codes and laws
- Aggressive rescue and fire suppression
- Professional and compassionate emergency medical treatment of the sick and injured
- Efficient emergency management
- Hazardous material control and mitigation
- Providing a safe workplace that encourages innovation, professional development and diversity.

**CHARTER TOWNSHIP OF MILFORD**  
**PERSONNEL POLICY AND PROCEDURES MANUAL**

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**2004**

**Amended 10-17-07, Retirement Benefits**  
**Amended 10-17-07, Funeral Leave**  
**Amended 11-30-07 to add Longevity Resolution of 01-01-02 into Policy**  
**Amended 02/20/08, Sick/Personal Time**  
**Amended 02/20/08, Call-In Procedure**

**ACKNOWLEDGMENT**

I hereby acknowledge that I have received one copy of the Charter Township of Milford ("the Township") Personnel Policy and Procedures Manual (effective June 1, 2004), and agree to read and study its contents. I understand that the contents of this Manual govern the terms and conditions of my employment.

I also understand that this Handbook supersedes all previous manuals, handbooks, oral or written representations, policies, procedures, and may be amended from time to time in the sole discretion of the Township.

In consideration of my employment, I agree and understand that my employment, compensation and benefits can be terminated with or without cause, and with or without notice, at any time, at either my option or at the option of the Township, it being mutually understood and agreed that my relationship with the Township is one of employment-at-will, and no representative of the Township, other than the Township Board, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by the Supervisor of the Township on behalf of the Township Board.

In addition, all fringe benefits (including bonuses) that I receive as a result of my employment may be modified by the Township, and do not vest by reason of employment or otherwise. All employment benefits are subject to the terms and conditions of the applicable insurance policies and/or plan documents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

## GENERAL PERSONNEL POLICY

The managing of the Township of Milford (hereinafter referred to as “the Township” or “the Employer”), and the directing of the workforce, including, but not limited to, the right to determine methods, policies and procedures and the size of the workforce, to assign and reassign work duties and determine job content, to determine and schedule hours of employment, to hire, suspend, discipline or discharge employees, to promote and transfer employees, to layoff employees, to establish and revise rules of conduct, and to set wages and fringe benefits, are all necessarily the Township’s responsibility and authority, to be exercised in the Township’s sole judgment and discretion. While nothing contained in this Handbook or in the Township’s policies, benefits, procedures or rules, is to be construed as a contract or a contractual obligation on the part of the Township or the employee, in exercising these management rights, the Township will strive to:

1. Encourage each employee to become an effective and enthusiastic worker, supportive of the Township as far as job interest, attendance and overall performance.
2. Avoid favoritism.
3. Provide a clean, healthy, and safe working environment.
4. Provide compensation in line with job requirements.

A Department within the Township may promulgate procedures, rules, and regulations relative to that Department, provided such procedures, rules, and regulations are not in conflict with the terms of this Manual.

This Manual shall not apply to elected officials.

## DISCRIMINATION AND HARASSMENT

The Township will not tolerate unlawful discrimination or harassment by any of its elected officials, employees, vendors, contractors or others doing business with the Township. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual’s sex, race, color, national origin, age, religion, height, weight, marital status or disability constitutes harassment when:

-Submission to the conduct is made either an explicit or implicit condition of employment;

-Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

-The harassment substantially interferes with an employee's work performance; creates an intimidating, hostile, offensive or abusive work environment; or otherwise adversely affects an individual's employment opportunities.

Any employee or applicant who believes he or she has suffered discrimination or harassment, or who has reason to believe that another employee or applicant may have suffered discrimination or harassment, shall report the incident(s) to his or her immediate supervisor. If, for any reason, the employee or applicant feels that he or she cannot report the incident(s) to his or her immediate supervisor, the employee or applicant shall report the incident(s) to the Township Supervisor. If, for any reason, the employee or applicant feels that he or she cannot report the incident(s) to his or her immediate supervisor or the Township Supervisor, the employee or applicant shall report the incident to any member of Township Board, who in consultation with the Township's labor attorney, shall take steps to insure that an investigation is conducted.

The Township guarantees that an employee reporting incident(s) of discrimination or harassment will not suffer any form of reprisal.

The Township has the responsibility of investigating and resolving complaints of discrimination and harassment. In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the discrimination or harassment and the context in which the alleged incident(s) occurred will be investigated. The results of an investigation and any action taken thereon will be communicated to the complaining employee or applicant.

The Township considers discrimination or harassment on the basis of religion, race, color, national origin, age, sex, height, weight, marital status or disability to be a major offense which may result in disciplinary action against the offender, regardless of the offender's position with the Township.

### **WORKPLACE VIOLENCE**

It is the policy of the Township to provide all employees with a workplace free of personal threats and intimidation. The Township is firmly committed to a policy of zero tolerance as it pertains to acts of violence, threats of violence or other threatening and/or intimidating behavior. Such behavior includes, but is not limited to, the following:

1. Acts of physical violence in the workplace or involving the workplace.

2. Casual or joking remarks (including remarks made in jest, horseplay) of any threat of violence. The articulation of same will be presumed to constitute a statement of an employee's intent to do physical harm to another employee, person, customer, visitor, or the Township.
3. Any act of sabotage, or threat of an act of sabotage, against the property of the Township, an employee, customer or visitor.
4. Any threat of violence or conduct which creates a hostile, abusive or intimidating work environment.

All employees have a good faith responsibility to assist the Township in providing a workplace free of violence, threats and/or intimidation. It is the affirmative obligation of every employee to immediately report any violation of this policy to his/her immediate supervisor, or to any member of management. An employee reporting a violation of this policy will not suffer any form of reprisal of any kind.

The Township has the responsibility of investigating and resolving alleged threats or acts or violence. The Township reserves the right to take the appropriate legal action it deems necessary, and to report threats or acts of violence or sabotage to law enforcement authorities.

The Township reserves the right to discipline, up to and including discharge, any employee who violates this policy.

### COMMUNICATION EQUIPMENT

The Township provides employees with "Communication Equipment and Services" (e-mail, voice mail, internet access, etc.) for the express purpose of enhancing the legitimate business needs of the Township. The Communication Equipment and Services are Township property, and are intended for business purposes only. Employees utilizing the Communication Equipment and Services shall not have any expectation of privacy in its use. The Township will monitor employee use of the Communication Equipment and Services in furtherance of its legitimate business purposes.

Communication Equipment and Services provided by the Township are intended for reasonable business purposes. Inappropriate use is prohibited. Inappropriate use includes personal use which inhibits or interferes with the productivity of employees, or which is intended for personal gain; transmission of information which is disparaging to others based on religion, race, color, national origin, age, sex, height, weight, disability or marital status, or which is otherwise offensive or inappropriate; disclosure of confidential information to any individual, inside or outside the organization, who does not have a legitimate business-related need to know the information; and unauthorized reproduction of computer software. Instances of inappropriate use are subject to disciplinary action, up to and including discharge.

Each user is responsible for securing his or her password(s), and shall not share his or her password(s) with anyone except his or her immediate supervisor, the technology group and Township Administration. There shall be no secret passwords. Employees shall not allow unauthorized access to the Township electronic communication system. An employee may be directed, by authorized individuals, to provide access to his or her assigned electronic communication system. If a user suspects that his or her password has been compromised, he or she must immediately notify his or her immediate supervisor.

A duly authorized representative of the Township must approve computer software installed on any Township computer.

Employees should be aware that an e-mail message is stored on the network and may be accessed long after it has been sent and read by the recipients. Even when a message has been deleted from the e-mail system, a record of it may remain on the computer system.

Furthermore, e-mail messages sent to others can be forwarded to third-parties, printed, or inadvertently routed to individuals other than the intended recipient. Thus, employees should not expect that a message will never be disclosed to or read by others beyond the original intended recipients. The Township expects all employees to keep these guidelines in mind and exercise appropriate discretion when using e-mail, especially when considering the communication of confidential or sensitive information.

The Township licenses the use of computer software from a variety of outside companies. The Township does not own this software or its related documentation, and, unless authorized by the copyright owner, does not have the right to reproduce it except for back-up purposes.

With regard to local area networks and multiple machines, employees shall use the software only in accordance with the license agreement.

Employees learning of any misuse of software or related documentation within the Township shall notify a member of management.

According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The Township does not condone the illegal duplication of software. The Township employees who make, acquire, or use unauthorized copies of computer software shall be subject to disciplinary action, up to, and including discharge.

Employees may not use writable disks on Township Communication Equipment and Services which have been utilized on non-Township equipment.

Any questions concerning whether any employee may copy or use a given software program should be addressed to the Employee's Department Head.

### BUILDINGS & VEHICLES

No employee may be in Township owned buildings after the normally scheduled work day without the authorization of the Supervisor, Clerk, or Treasurer. Vehicles may only be used for township business unless specific request is approved by the Supervisor, Clerk or Treasurer.

### CALL-IN PROCEDURE

If an employee is going to be late for or absent from work, he or she is required to notify the appropriate individual no later than his or her starting time, each and every day he or she will be late or absent. In the use of this procedure, the Deputy Treasurer is to notify the Township Treasurer, the Deputy Clerk is to notify the Clerk, and all other employees are to notify the Township Supervisor (or in his/her absence, notify the Township Clerk). **Notice by way of e-mail must be given to the Clerk with the date, number of hours missed, and type of time to be charged. (Amended 02/20/08)**

The appropriate use of this procedure does not mean that the absence is excused.

If an employee is absent for more than two (2) consecutive days without notifying his or her immediate supervisor in this manner, or without a justifiable reason acceptable to the immediate supervisor for not reporting to work, his or her employment will be terminated as a voluntary resignation.

### HOURS OF WORK

Employees will be scheduled for work by the Township, which retains the sole and exclusive right to change an employee's hours of work. Overtime, if any, will be paid in accordance with applicable law, and must be approved in advance by the employee's immediate supervisor. Compensatory time may be allowed in lieu of payment for overtime, and such compensatory time must be used within the pay period immediately following the pay period in which the overtime is earned. Compensatory time shall be accumulated and used at the rate of 1½ hours for each overtime hour worked. Compensatory time not so used will be paid at the rate of 1½ hours for each overtime hour worked.

Each employee is to be at his/her designated workplace and ready for work at his/her scheduled starting time at the start of his/her shift, and after his/her lunch and break periods, and shall remain at his/her designated workplace until the scheduled quitting time.

Employees are not permitted to work through lunch or break periods.

In the absence of the approval of a Township elected official, no employee shall permit or cause a non-employee to be in the Township Offices outside of normal business hours.

### **KEEP PERSONNEL FILE CURRENT**

If an employee changes his or her name, address, telephone number, marital or dependent status, or the person he/she wishes to be notified in the event of an emergency, he/she must immediately notify his or her supervisor. This information is important for any Employer mailing, insurance records, tax forms and emergencies. The information on file in the Township's office shall be considered conclusive for all notices to employees.

### **SOLICITATION AND DISTRIBUTION**

Other than solicitation or distribution relative to Township-sponsored events or activities, employees are prohibited from engaging in oral or written solicitation for any cause or any purpose during working time, and distribution of literature of any kind is prohibited during working time or in work areas.

Working time includes the actual working time (excluding meal periods) of both the employee doing the solicitation or distribution and the employee to whom it is directed. Work areas do not include the lunch areas, parking lot, sidewalks, etc.

### **ACCIDENT AND INJURY REPORTING**

The Township is always concerned with the health and safety of its employees. The Township expects and insists that every employee exercise common safety practices, and follow all Township safety regulations.

It is the employee's responsibility to report any accident or injury when it occurs. Any time that an employee is involved in an accident or injury, he or she is to immediately report the incident to his/her supervisor.

### **CODE OF CONDUCT**

Each employee is required to conduct him/herself quietly, efficiently and in a professional manner at all times. All relevant facts and circumstances will be considered in determining the level of discipline imposed, and no case shall serve as precedent for any other case. Moreover, the Township reserves the right to seek prosecution for violations of criminal law.

Violation of any of the following rules is serious enough to warrant disciplinary action, up to and including, discharge. These rules are not all-inclusive, and the Township reserves the right to discipline employees for acts or omissions which are not listed below:

1. Verbal, physical, psychological abuse and/or mistreatment of a citizen, elected official, supplier, vendor, guest, or co-worker.
2. Refusal to carry-out work assignments, or insubordination.
3. Excessive absenteeism and/or tardiness.
4. Working or reporting for work under the influence of alcohol or unlawful drugs, and/or bringing or possessing alcohol or unlawful drugs on the premises of the Township.
5. Falsification or misuse of, or omission on, Township forms, records or reports, including time sheets and employment applications.
6. Violation of Township's policies or procedures.
7. Theft, misappropriation, removal or misuse of property belonging to the Township, an employee, elected official, customer, supplier, vendor, or guest of the Township. The Township reserves the right to inspect all offices, desks, files, vehicles, packages and handbags.
8. Failure to return from an authorized leave of absence or vacation at the designated time.
9. Unlawful discrimination or harassment, including sexual harassment, of others.
10. Possession of weapons, firearms or explosives on the premises of the Township.
11. Unsatisfactory work performance.
12. Disclosure or misuse of confidential information. Employees should assume that all information about the Township is confidential.
13. Failure to maintain proper grooming, dress, cleanliness or hygiene.
14. Smoking in unauthorized areas, or inappropriately disposing of smoking materials.
15. Sleeping, loitering or loafing on the job.

16. Tampering with the time-keeping system or misrepresenting time worked.
17. Unauthorized use of the Township's telephone.
18. Gambling on the Township's time or premises.
19. Conviction of a crime.
20. Engaging in political activities while on duty.

### **FITNESS FOR DUTY**

The Township has a vital interest in maintaining a safe and healthful environment for all of its employees, customers and guests. Consequently, employees must be fit for duty, and must refrain from behavior that threatens fitness for duty.

The Township may require, at its own expense, an employee to submit to such tests and examinations, and/or to be examined by the Township's appointed physician, clinic, hospital, psychologist, or other professional, to determine if the employee is fit for duty when such examinations/tests are job-related and consistent with business necessity.

In addition to the employee authorizing the Township's appointed physician, clinic, hospital, psychologist, or other professional, to conduct such tests and examinations, the employee shall sign such documents and medical release forms which are necessary in order to secure from the employee's physician, clinic, hospital, psychologist, or other professional, copies of all of his/her pertinent medical records.

The Township may require, at its own expense, an employee to submit to a drug or alcohol test based upon reasonable suspicion.

Refusal to submit to any of the foregoing examinations/tests may result in discipline, up to and including, discharge.

### **PROBLEM SOLVING PROCEDURE**

An employee (or former employee) who wishes to present a complaint or grievance must first discuss it with his/her immediate supervisor within ten (10) days of the occurrence of the complaint or grievance.

If the individual is not satisfied with the decision of the immediate supervisor, he/she may appeal that decision, in writing, to the Township Supervisor, by delivering a written appeal to the Township Supervisor and the immediate supervisor within seven (7) days of the decision of the immediate supervisor. The written appeal must contain all facts and argument that the individual wishes the Township Supervisor to consider. Within seven (7) days of his/her

receipt of this written appeal, the immediate supervisor may provide a written response to the Township Supervisor, with a copy to the individual. The Township Supervisor, or his designee, shall consider these documents and issue a decision.

If the individual is not satisfied with the decision of the Township Supervisor, he/she may appeal that decision, in writing, to the Township Board, by delivering a written appeal to the Township Supervisor within seven (7) days of the decision of the Township Supervisor.

If an individual does not present the grievance or complaint to his/her immediate supervisor within the appropriate time limit set forth above, the grievance or complaint is waived. If the individual does not appeal the grievance or complaint to the Township Supervisor or the Township Board within the applicable time limit set forth above, the grievance or complaint shall be conclusively presumed to have been resolved by the immediately preceding answer.

Employees utilizing this procedure will not suffer any form of reprisal.

### **PROMOTIONS, TRANSFERS, AND FILLING VACANCIES**

Any vacancy that the Township wishes to fill will be posted in the Township Offices. An employee wishing to fill such posted vacancies must indicate his or her interest in the position, in writing, within the time frame specified on the posting.

The Township will fill vacancies with the most qualified candidate, and reserves the right to hire new employees in this regard.

Vacancies may be filled, and/or transfers effectuated, on an involuntary basis, in the discretion of the Township.

### **CLASSIFICATION OF EMPLOYEES**

A full-time employee is an employee who is regularly scheduled to work, year round, 35-40 hours per week.

A part-time employee is an employee who is regularly scheduled to work, year round, less than 35 hours per week.

A co-op employee is a student who is employed on an hourly basis. A co-op employee is not considered to be either a full-time or a part-time employee.

A seasonal employee is an employee who is employed on a temporary basis to help with workloads of a temporary nature. A seasonal employee is not considered to be either a full-time or a part-time employee.

An on-call firefighter is an employee who responds to fire and/or medical emergencies, generally doing so on an “as-needed,” and “as-available” bases.

### LEAVES OF ABSENCE

A leave of absence is an authorized absence from work without pay, and, for purposes of medical or personal leaves, for a period of time in excess of five (5) work days. Unless otherwise required by law, leaves of absence may be granted only to full-time employees who have completed one (1) year of active employment.

A leave of absence will not normally exceed twelve (12) weeks.

An employee on a leave of absence shall not engage in any outside or supplemental employment, including self-employment.

Requests for leaves must be in writing, and submitted to the Township Supervisor not less than thirty (30) days before the leave is to begin. If such notice is not practicable, the notice is to be provided as soon as practicable.

An employee on a leave of absence must provide the Township at least seven (7) days notice of his or her intent to return from the leave. If such notice is not practicable, the notice is to be provided as soon as practicable.

Benefits and seniority do not accrue while on a leave of absence. During a leave of absence, the employee must utilize accumulated vacation, sick, and personal days on days not otherwise compensated.

The Township recognizes the following types of Leaves of Absence:

**Medical Leaves:** Leaves of absence may be granted when an employee is unable to work due to personal illness or disability, regardless of whether such illness or disability is work related. To obtain such a leave, the employee must furnish the Employer with a letter from his/her physician stating the reason for the leave and expected date of return to work.

During a medical leave of absence, the Employer will continue to provide the employee's health insurance on the same terms and conditions as prior to the leave for a period of twelve (12) weeks.

At the expiration of a medical leave, or if the employee wishes to return to work before completion of the leave, there must be a physician's certification confirming his/her fitness to return to work. The Employer may also require, at the employee's expense, periodic statements from his or her physician.

During a medical leave of absence, the Employer will not hold open an employee's position, and the employee may return to work only if a position is available for which the Employer feels he or she is qualified.

**Personal Leaves:** Personal leaves are available on such terms and conditions as are recommended to the Township Board by the Township Supervisor.

**Military Leaves:** Leaves for active military service or reserve training will be granted in accordance with applicable law.

**Funeral Leaves:** An actively-working employee who has completed six (6) months of active employment shall be allowed up to three (3) days with pay (calculated at his or her regular, straight-time rate) for time necessary to attend the funeral of a current family member. A family member shall mean the employee's spouse, children, parents, **grandparents**, grandchildren, **mother-in-law**, **father-in-law**, son-in-law, daughter-in-law, brother, sister, and step-children. Funeral leave pay shall apply only to time actually lost from work. **(Amended 10-17-07)**

**Jury Duty Leaves:** All employees shall be granted a leave of absence without pay for jury duty, but not to exceed the term of the jury for which called. Any actively-employed, full-time employee who has completed six (6) months of active employment shall receive the difference between his or her regular, straight-time rate of pay for eight hours and the amount of jury duty pay, not to exceed ten (10) days of pay in any one calendar year. This will be accomplished by the employee endorsing his juror check to the Township, and the Township paying the employee his/her regular, straight-time pay. An employee who is summoned for jury duty must immediately notify his/her immediate supervisor. On any day or half-day that an employee is not required to serve, he/she is expected to return to work. The Employer reserves the right to ask to have the employee excused from jury duty, and the employee agrees to assist the Employer in this effort if requested.

### VACATION

An actively-working, full-time employee earns the following number of vacation days, which are accrued and awarded on his or her anniversary date of hire:

<u>Number of Active Years of Service on Anniversary Date</u>	<u>Number of Vacation Days (Based Upon 7.5 Per Day And The Employee's Regular, Straight-Time Wage)</u>
One (1) to Five (4) Years	Ten (10) Days
Five (5) to Nine (9) Years	Fifteen (15) Days
Ten (10) Years or More	Twenty (20) Days

Vacation time may not be taken until earned. The use of vacation days must be approved in advance by the Township Clerk. Unused vacation time will be lost on the employee's anniversary date.

Upon separation from employment, other than discharge, the employee (or his or her estate) will be paid for all accrued and unused vacation days. In the event of discharge, earned and unused vacation will be lost.

### HOLIDAYS

The Township observes the following thirteen (13) holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

Actively-working, full-time and part-time employees who have completed thirty(30) days of active work will receive the day off, with pay at their regular, straight-time rate. To receive this holiday pay, the employee must work the full scheduled workday both before and after the holiday, unless his/her absence has been approved by the Township in advance. Should an employee who is scheduled to work on a holiday fail to work that holiday, he or she will receive no holiday pay.

### LONGEVITY (By Resolution effective 01-01-02)

An actively-working full-time employee shall receive in their November regular paycheck longevity pay based on the following:

\$500 after five (5) years of employment  
\$1,000 after ten (10) years of employment  
\$1,500 after fifteen (15) years of employment (maximum cap)  
**(Amended to add Longevity Resolution to Policy 11-30-07)**

### SICK DAYS

An actively-working full-time employee who has completed one (1) year of active work receives five (5) paid sick days per year on his/her anniversary date of hire. When used, sick days are paid at the employee's regular, straight-time wage for eight (8) hours per day.

Sick days unused at the time of an employee's hire date anniversary may not be accrued from year to year. **However, employee will be paid one-half (1/2) of unused sick time at the turn of employee's anniversary date. Employee may not work through lunch hours, begin work early or stay after hours in lieu of taking sick time off. (Amended 02/20/08)**

Upon separation from employment, other than discharge, the employee (or his or her estate) will be paid for all accrued and unused sick days. In the event of discharge, earned and unused sick days will be lost.

### PERSONAL DAYS

An actively-working full-time employee who has completed one (1) year of active work receives two (2) paid personal days per year on his/her anniversary date of hire. When used, personal days are paid at the employee's regular, straight-time wage for eight (8) hours per day.

Personal days unused at the time of an employee's hire date anniversary may not be accrued from year to year. **However, employee will be paid one-half (1/2) of unused personal time at the turn of the employee's anniversary date. Employee may not work through lunch hours, begin work early or stay after hours in lieu of taking personal time off. (Amended 02/20/08)**

Upon separation from employment, other than discharge, the employee (or his or her estate) will be paid for all accrued and unused personal days. In the event of discharge, earned and unused personal days will be lost.

### HEALTH AND DENTAL INSURANCE

Subject to the provisions of the policy or plan, full-time employees who have completed six (6) months of active employment, are eligible for the health and dental care coverage provided through the Township. Details regarding these benefits are available from the employee's supervisor.

### LIFE INSURANCE

Subject to the provisions of the plan or policy, full-time employees and on-call firefighters, who have completed six (6) months of active employment are eligible for life insurance provided through the Township in the amount of \$25,000.00. Details regarding this benefit are available from the employee's supervisor.

### SHORT TERM DISABILITY INSURANCE

Subject to the provisions of the policy or plan, full-time employees who have completed six (6) months of active employment, are eligible for short term disability insurance coverage provided through the Township. Details regarding these benefits are available from the employee's supervisor.

### RETIREMENT BENEFITS

Subject to the terms and conditions of the Township Pension Plan, the Township shall contribute a sum equal to fifteen percent (15%) of a full-time employee's base wage to that Plan, and a sum equal to fifteen percent (15%) of the on-call wages (not including training wages) of an on-call firefighter to that Plan.

An employee who retires after at least twenty (20) years of continuous full-time service, and who leaves the employment of the Township after reaching the age of fifty-five (55) years, shall be entitled to the same health insurance coverage for himself/herself, and for his or her spouse, as are full-time Township employees. The retired employee and spouse must apply for Medicare when eligible. The Township shall provide the difference in coverage between coverage provided by Medicare and the retired employee's Township-provided insurance coverage, once the employee or spouse is entitled to Medicare coverage.

An employee who retires after at least ten (10) years of continuous full-time service, and who leaves the employment of the Township after reaching the age of 62, will be offered the following: for every year of employment with the Township, the Township will contribute \$15.60 toward the employee's **township-provided** monthly health insurance, plus \$15.60 for the spouse of said employee **on said policy**. The retired employee and spouse must apply for Medicare when eligible. **Employees may not take cash instead of the medical coverage. (Amended 10-17-07)**

The above insurance coverage will continue unless or until said retiree is covered by health insurance with another employer. Retirees may elect to continue group health insurance coverage for their dependents, at the retiree's expense. In the event of a retired employee's death, the group health insurance coverage may continue to the spouse and other qualified dependents, but at the surviving spouse's/dependent's expense. If a surviving spouse should remarry, this benefit shall cease.

### NEPOTISM

No employee may be placed under the supervision of another person to whom the employee is related by blood or marriage.

Milford Fire Department  
POLICIES AND PROCEDURES

ISSUED: 01/05/05                      PAGES: 4                      POLICY: 1  
REVISED:  
SCOPE: All Milford Firefighters

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**ETHICS CODES**

**Purpose:**

Ethics codes are rules of conduct and behavior that guide employees along a professional line of service that provides courtesy and respect to the community and its citizenry.

**General:**

All members of the Milford Fire Department are required to be familiar with and abide by the following codes as well as all department policies and procedures.

The Officers of the Milford Fire Department shall enforce the ethics codes.

**Duties and Responsibilities:**

All Milford Firefighters shall:

1. Conduct themselves professionally and honorably with the highest degree of integrity.
2. Respond to alarms within their response areas whenever available.
3. Treat the public with the greatest degree of respect and courtesy.
4. Respect the privacy and dignity of all persons on all incidents.
5. Exert their greatest energy with enthusiasm and best ability while performing duties for the Township of Milford, its residents and visitors.

6. Refrain from controversial discussion with the public while performing official duties.
7. Refrain from discussing emergency incidents while in public earshot.
8. Refer all queries from the public to a Command Officer or designated Public Information Officer.
9. Exercise measures to avoid personal injury or injury to others while in the performance of duty.
10. Exercise due caution to avoid unnecessary damage to or loss of department property in their charge.
11. Practice economy in the use of supplies and metered services and see that waste is avoided.
12. Provide obedience, respect and courtesy to officers and senior firefighters in the performance of duty.
13. When acting in a higher rank or position, accept responsibility for the performance of the duties of that position.
14. Immediately report to the supervisor in charge any injury or illness occurring while performing duties for the fire department, no matter how trivial it may seem.
15. Notify the Fire Chief within three (3) business days of any change of address or phone number.
16. Maintain good personal hygiene, clean clothing/uniform while serving the public.
17. Bring all matters affecting the interest or welfare of the department to the attention of the immediate supervisor and provide suggestions for the improvement of the department.
18. Provide input related to policies, guidelines and procedures that need updating or revising.
19. Participate in training and drills, maintain familiarity with department equipment and perform work as required.
20. Not use the badge, identification cards, uniform or prestige of the department for the purpose of personal gain.

21. Not lend the name or prestige of the department to any commercial enterprise.
22. Not receive or accept a reward, gratuity, or valuable gift from any person for services provided in the line of duty with the fire department, except for small tokens of appreciation such as baked goods, etc.
23. Be governed by all socially acceptable behavior observed by law-abiding citizens.
24. Not remove anything of value from a person or place of an incident responded to by the fire department.
25. Not sell, give away or appropriate to their own use any Township or public property, nor shall they pilfer or be guilty of theft from any township building or employee.
- ✓ 26. Not conduct him/herself in a manner, or be a party to any act that would tend to impair the good order and discipline of the Fire Department.
27. Not furnish information relative to the business affairs of the department to persons not connected therewith, except as authorized by the Fire Chief.
28. Not present him/herself in public in a disorderly manner while wearing clothing that identifies the person as a member of the Milford Fire Department.
29. Refrain from more than moderate consumption of alcohol that impairs behavior while wearing clothing that identifies the person as a member of the Milford Fire Department.
30. Never consume alcohol while in uniform or on duty.
- ✓ 31. Not become a party to malicious activities intended to upset the morale of the department, or any activity that would undermine the mission of the department.
32. Not falsify records, make misleading entries or statements with the intent to deceive, or willfully mutilate an official or useful Fire Department record, book, paper or document.
33. Understand that all members may view their personnel file in the presence of the Chief or his/her designee. Under no circumstances may any records or documents be removed from personnel files.

34. Not leave the scene of an incident without prior approval from the Incident Commander.
35. Refrain from smoking at incident scenes unless the Incident Commander makes an exception. Smoking in department vehicles is prohibited. Smoking is permitted outside department buildings. Smoking materials must be disposed of in the proper containers provided at fire stations.
36. Not gamble in quarters, on details, or while on duty.
37. Obey any lawful order issued by a superior officer or senior firefighter.
38. Refrain from the wrongful or injurious exercise of authority not afforded by rank or seniority.
39. When being relieved from duty, acquaint their successor with every detail of information as may be necessary for the efficiency and benefit of the mission of the department.
40. Maintain familiarity with all official communications posted on station bulletin boards.
41. Not change or alter the arrangement of firefighting equipment on apparatus without the approval of the Fire Chief.
42. Bring to the attention of a fire officer or police officer any evidence of crime discovered at an incident scene.
43. Maintain reasonably good physical condition sufficient for the safe and efficient performance of duties.
44. Never, under any circumstances, refer residents to certain businesses, products or companies by name. Instead, refer residents to the yellow pages or the Internet as a source of assistance.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 02/14/1993                      PAGES: 2                      POLICY: I, A  
REVISED: 11/14/1997, 07/12/2004  
SCOPE: Candidates for the position of Firefighter

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### EMPLOYMENT POLICY STATEMENT

The applicant and the active firefighter must understand that the role of a firefighter can be both physically and mentally demanding. This is especially true of the volunteer or paid-on-call fire fighter, since this is a responsibility that is taken on in addition to normal work and home life. A high level of commitment and some personal sacrifice is expected from all firefighters, but are out-weighed by the camaraderie and the gratification of a job well done.

The Milford Fire Department is an equal opportunity employer however, since the primary responsibility of the fire department is to provide effective protection to the community of Milford, some applications for on-call firefighters may be given priority over others. This priority is usually based on geographic location and/or available hours of the applicant.

A membership committee will screen all applications to seek out those that match the requirements of the department at a particular time. A check of those applicants' criminal and driving records will be part of this screening process.

The membership committee will contact the applicants that most closely match these requirements and set up an appointment for an interview. The basis of the interview is to verify information on the application, confirm the policies and mission of the fire department, answer any questions the applicant may have, and to gain insight into the intent, qualifications, skills, and background of the applicant.

The membership committee will then present its' findings to the Fire Chief. The Chief may conduct an additional interview then forward a recommendation to the Township Board with a request that this person be installed as a probationary member on the fire department.

A probationary member has the same privileges and responsibilities of an active member of the fire department (see *Job Descriptions*) with the following exceptions;

- A. Probationary members may not drive emergency response vehicles during their probation except for training purposes.

- B. Probationary members will not operate, on an emergency scene, beyond their scope of training and without direct supervision of an officer or senior member.
- C. The Chief may terminate probationary members at any time without recourse.

The probationary period will last one (1) year. During this time period, the probationary member will be required to comply with the following;

- A. Undertake and pass a physical examination.
- B. Successfully complete Fire Fighter I & II training with Hazardous Materials Awareness and Operations sections, and Weapons of Mass Destruction/ CBRNE Awareness included.
- C. Successfully complete Cardio-pulmonary Resuscitation/Automatic External Defibrillator training.
- D. Successfully pass Basic Emergency Medical Technician course.
- E. Successfully pass periodic personnel evaluations that have been developed by the training and company officers.
- F. Successfully pass Volunteer Fire Insurance Services, Emergency Vehicle Driver's Course.

At the end of the probationary period, the Fire Chief will review the members' probationary status based on officer's reviews. The Chief will then take action in one of the following manners;

- A. Convert the status from probationary to active.
- B. Extend the probationary period by six (6) months.
- C. Extend the probationary period until training requirements have been met or a period of six (6) months has gone by.
- D. Terminate the candidates' affiliation with the fire department.

The fire chief may then recommend membership to the Milford Township Board for their approval.

Active, as well as, probationary members are expected to attend scheduled meetings on a regular basis, respond to a minimum of forty percent of all emergency calls, that occur during his or her scheduled hours of availability, and participate in a minimum of forty-eight (48) hours of training per year.

Failure to meet these conditions, without verifiable cause, may result in disciplinary action up to, and including, discharge from the department.

I certify that the above conditions are understood by me.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05                      PAGES: 2                      POLICY: I, B

REVISED:

SCOPE: All Milford Firefighters

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### JOB DESCRIPTION - FIREFIGHTER

#### **General:**

Each Milford Firefighter is expected to provide public services that includes protection of life and property from the ravages of fire through public education and suppression, hazardous material mitigation as well as performing rescue and other life saving functions.

The Firefighter shall work under the direction of the Station Lieutenant or Senior Firefighter.

#### **Duties and Responsibilities:**

The following duties are a representative sampling of the duties and responsibilities normally performed by those in the position of Firefighter, and are not intended to be an all-inclusive list of the essential functions of this position.

- Safe and efficient operation of fire equipment and apparatus
- Responding to fires, rescue, medical, hazardous materials incidents and other such emergencies
- Participating in fire safety inspections
- Participating / conducting community education sessions
- Performing routine maintenance on fire stations, grounds and equipment
- Participating in training activities
- Responding to emergencies by driving fire apparatus in compliance to Michigan State law.
- Perform lifting activities.
- Connecting, controlling, deploying and loading hose lines and nozzles.
- Controlling fire hydrants.
- Deploying, climbing and working from ladders with confidence and ease.
- Operating fire extinguishers.
- Safely and efficiently using axes, pike poles, rope lines and other equipment.

- Safely and efficiently using gas and electric power tools and other portable equipment.
- Operating fire pumps.
- Working as a member of a team to control and suppress all types of fires and hazardous conditions.
- Participating in rescue operations at fires, accidents, hazardous atmospheres and other emergency situations.
- Rendering emergency medical care including cardio-pulmonary resuscitation under a variety of challenging conditions.
- Conducting fire prevention inspections, notifying building occupants of fire hazards, recommending and advising corrective actions and fire prevention methods.
- Entering enclosed or confined spaces.
- Participating in continuing education programs to maintain proper certification as required by law or department policy.
- Assisting in the investigation of fires, preserving evidence and testifying in court as required.
- Preparing clear and concise written or computer generated reports as required.
- Communicating by listening and speaking over a telephone and radio.
- Carry out duties in conformance with Federal, State, County, City and Local laws and ordinances.
- Other duties as assigned.

### Minimum Qualifications

All Milford Firefighters must:

- Be 18 years of age or older at time of employment
- Have a High School Diploma or GED Equivalent.
- Posses, or be able to obtain by time of hire, a valid State of Michigan drivers license without record of suspension or revocation in any State.
- Have no felony convictions or disqualifying criminal histories within the past seven years.
- Be able to read, write, speak and comprehend the English language.
- Have the ability to meet departmental physical standards.
- Possess or be able to obtain the Michigan Firefighter's Training Council, Firefighter I and II certification
- Possess or be able to obtain a Michigan or National Registry Basic Emergency Medical Technician or Higher level of licensure.
- Possess or be able to obtain an Emergency Vehicle Driver Training Course certification approved by the Michigan Firefighter's Training Council.
- Possess or be able to obtain Hazardous Materials Awareness and Operations Level certification.
- Possess or be able to obtain current documentation of completion of a recognized CPR-AED Course for Health Care Professionals.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05                      PAGES: 2                      POLICY: I, C

REVISED:

SCOPE: All Milford Firefighters

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### JOB DESCRIPTION - FIRE LIEUTENANT

#### **General:**

The Fire Lieutenant holds rank at the pleasure of the Fire Chief and shall work under the direction of a Fire Captain, Assistant Fire Chief, Fire Chief or Township Official to supervise or assist in supervising fire fighting personnel at an assigned station or incident. The senior Lieutenant (time in rank) shall have authority over other Lieutenants.

#### **Duties and Responsibilities:**

In addition to those duties of Firefighter, the following are a representative sampling of the duties and responsibilities normally performed by those in the position of Fire Lieutenant, and are not intended to be an all-inclusive list of the essential functions of this position.

A Fire Lieutenant shall:

- Assign personnel to tasks and supervise as needed.
- Supervise and participate in the preparation of written or computer generated reports, records, log sheets, etc.
- Supervise the cleaning and maintenance of fire fighting and rescue apparatus, equipment, fire stations and grounds.
- Perform and supervise emergency scene activities.
- Operate radios and other communications equipment.
- Carry out duties in conformance with Federal, State, County and Local laws, ordinances and procedures.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Present Public Education Programs.
- Participate in continuing education programs and maintain proper certifications.

- Assist in conducting in-service training activities.
- Interact with the public concerning fire department matters.
- Perform other duties as assigned.

### Qualifications

#### Minimum Qualifications

- Must have five (5) years firefighting experience.
- Must have a high school diploma or GED equivalent
- Must have Firefighter I and II, HazMat Operations or higher, CPR and AED certification.
- Must be licensed to Basic EMT or higher.

#### Preferred Qualifications

- A minimum of Fire Officer I certification.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05                      PAGES: 2                      POLICY: I, D

REVISED:

SCOPE: All Milford Firefighters

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### JOB DESCRIPTION - FIRE CAPTAIN

#### **General:**

The Fire Captain holds rank at the pleasure of the Fire Chief and shall work under the direction of the Assistant Fire Chief, Fire Chief or Township Official to supervise or assist in supervising fire fighting personnel at an assigned station or incident. The senior Captain (time in rank) shall have authority over other Captains.

#### **Duties and Responsibilities:**

In addition to those duties of Fire Lieutenant, the following are a representative sampling of the duties and responsibilities normally performed by those in the position of Fire Captain, and are not intended to be an all-inclusive list of the essential functions of this position.

A Fire Captain shall:

- Respond to emergencies and direct operations as appropriate within the Incident Management System using the best methods of mitigating the situation
- Schedule, assign, supervise, evaluate and review the work of Lieutenants and firefighting personnel at an assigned station.
- Monitor and observe departmental activities to ensure that conduct and performance conform to departmental standards.
- Monitor discipline and deal with personnel issues at an assigned station and report such matters to the Fire Chief.
- Maintain accurate written or computer generated reports and records.
- Work with the Assistant Chief, Chief, other Township and Village departments and Township and Village officials to ensure a quality service to the residents.
- Work with the Fire Chief in developing and updating policies that are oriented toward department objectives.

- Be involved in the recruitment, selection and promotion of personnel.
- Direct department in-service training objectives.
- Assist in developing plans for special assignments such as emergency preparedness, pre-incident surveys, hazardous communications, training programs, firefighting, hazardous materials, and emergency medical activities.
- Supervises maintenance of departmental apparatus, equipment, and facilities.
- Carry out duties in conformance with Federal, State, County and Local laws and Ordinances.
- Maintain knowledge of modern firefighting principles, practice, theory and methods with the ability to direct operations at an incident scene.
- Establish and maintain working relationships with other employees, supervisors, outside departments and the public.
- Perform other duties as assigned

### Qualifications

#### Minimum Qualifications:

- Must have seven (7) years firefighting experience.
- Must have a high school diploma or GED equivalent
- Must have Firefighter I and II, HazMat Operations, MFFTC Certified Fire Instructor or higher, National Fire Academy ICS or NIMS certification, CPR and AED certification.
- Must be licensed to Basic EMT or higher.

#### Preferred Qualifications:

- Should have a minimum of Fire Officer II certification.
- Should be certified to HazMat Technician level.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 2

POLICY: I, E

REVISED:

SCOPE: All Milford Firefighters

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### JOB DESCRIPTION - ASSISTANT FIRE CHIEF

#### **General:**

The Assistant Fire Chief holds rank at the pleasure of the Fire Chief and shall work under the direction of the, Fire Chief or Township Official to supervise or assist in supervising fire fighting personnel within the department or at the scene of an incident. The Assistant Chief shall assume the duties of Chief in the absence of the Chief as required.

#### **Duties and Responsibilities:**

In addition to those duties of Fire Captain, the following are a representative sampling of the duties and responsibilities normally performed by those in the position of Assistant Fire Chief, and are not intended to be an all-inclusive list of the essential functions of this position.

The Assistant Chief shall:

- Schedule personnel duty assignments within the department.
- Enforce policies and procedures.
- Make recommendations for the appointment, promotion and dismissal of fire department personnel.
- Assist in the preparation and administration of the departmental budget and maintaining expenditures within revenues provided.
- Assist the Fire Chief in coordinating fire department activities with other municipal departments.
- Supervise fire prevention activities.
- Maintain professional development by attending meetings, conferences and seminars, etc.
- Recommend the purchase of new equipment and drafting of specifications for the equipment.
- Develop long term plans for improving and maintaining cost-effective operations.

- Responsibility for maintaining incident, personnel and training records and reports.
- Annual inspection and documentation of on-call firefighters' personal vehicles.
- Annual inspection and repair or replacement of all firefighters' personal protective equipment.
- Supervise the maintenance, repair, improvement and replacement of fire fighting equipment, radio equipment and property of the fire department.
- Assure that an incident command system is used at all emergency operations.
- Authorize the release of information to the media at the direction of the Fire Chief.
- Perform other duties as assigned.

### Qualifications

#### Minimum Qualifications:

- Must have ten (10) years firefighting experience, three years of which having been in a company officer's position.
- Must have a high school diploma or GED equivalent
- Must have Firefighter I and II, HazMat Operations, National Fire Academy ICS or Dept. of Homeland Security NIMS, CPR and AED certification.
- Must be licensed to Basic EMT or higher.

#### Preferred Qualifications:

- Should have a minimum of Fire Officer III certification.
- Should have a degree in Fire Science or related field.
- Should be certified to the level of HazMat Technician.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05                      PAGES: 2                      POLICY: I, F

REVISED:

SCOPE: All Milford Firefighters

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### HEALTH AND SAFETY OFFICER

#### **General:**

A Fire Department Health and Safety Officer shall be appointed by the Fire Chief to oversee the general safety of the department. The Health and Safety Officer shall report directly to the fire chief or to the fire chief's designated representative.

#### **Duties and Responsibilities:**

The following are a representative sampling of the duties and responsibilities normally performed by those in the position of Fire Safety Officer, and are not intended to be an all-inclusive list of the essential functions of this position.

The Department Safety Officer shall:

- Ensuring cleanliness and sanitary conditions at stations.
- Eliminating hazards in the workplace.
- Eliminating or reducing risks on incidents.
- Training firefighters in subjects related to the Health and Safety of Firefighters.
- Encouraging physical fitness among firefighters.
- Reporting all safety concerns to the Fire Chief or Incident Commander.
- Maintaining a knowledge of infection control practice and procedures as required in NFPA 1581, Standard on Fire Department Infection Control Program.
- Perform other duties as assigned.

#### Qualifications

Minimum Qualifications:

- Minimum certification to the level of NFA Fire Officer I.
- Has completed NFA Fire Department Safety Officer Program.

- Certified in Incident Management.

Preferred Qualifications:

- Training in Risk Management.
- Training in Critical Incident Stress Management

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 01/03/1996                      PAGES: 2                      POLICY: I, G

REVISED: 10/05/2004

SCOPE: All Milford Firefighters

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### **MEDICAL TRAINING**

#### **Purpose:**

Since a majority of Milford Fire Department alarms are medical in nature, all personnel will be required to obtain and maintain medical licensure and CPR with Automatic External Defibrillator (AED) certification. This policy has been put in place to outline the minimum medical training required for all Milford Firefighters and to establish guidelines for the use of automatic external defibrillators.

#### **General:**

All non-probationary members of the Milford Fire Department are required to obtain and maintain a minimum level of pre-hospital emergency medical care licensure to Medical First Responder or greater.

New firefighters hired after January 1, 2003 shall be required to have licensure to the level of Basic Emergency Medical Technician prior to termination of probation.

A firefighter who at any time is not licensed to the minimum level of Medical First Responder and certified in CPR shall not respond to medical or personal injury alarms with the exception of those individuals currently enrolled in a state certified EMT course.

A firefighter who at any time has not been sufficiently trained in the use of AED's shall not attempt to use an AED while on an emergency response with the Milford Fire Department.

Employees of the Milford Fire Department shall never perform or attempt to perform a medical procedure or technique that is beyond their scope of training.

#### **Duties and Responsibilities:**

##### **I. MEDICAL LICENSE**

The department shall provide EMT training to all new employees at the expense of Milford Township.

The department shall also provide EMS training opportunities for all individuals as part of the annual in-house training schedule. Should a member fail to obtain enough continuing education units (CEU's) through in-house training, that person will be responsible for obtaining the necessary CEU's by other means.

A six-month grace period will be extended to any firefighter who fails to relicense prior to the expiration date of his or her license during which:

- A. The firefighter may not respond to or be paid for medical emergency or related incidents.
- B. The firefighter will be placed on probation at probationary pay grade until:
  - 1. The firefighter has obtained a new license, or
  - 2. Six months have elapsed since expiration of the medical license.

A firefighter who has failed to license or relicense within an allotted probationary period shall have his or her membership status reviewed by the Fire Chief. The Chief may then choose to extend probation or terminate employment of the individual.

## II. CPR/AED

The department shall provide Healthcare Provider CPR certification with AED training included. The department shall also provide CPR recertification classes every two (2) years and AED reviews twice annually.

A probationary firefighter who fails to certify in CPR with AED during the initial probationary period shall have his or her member status reviewed by the Fire Chief. The Chief may then choose to extend probation or terminate employment of the individual.

A non-probationary firefighter who fails to recertify in CPR with AED shall be placed on probation for a period of six months during which:

- A. The firefighter may not respond to or be paid for medical emergency or related incidents.
- B. The firefighter shall obtain the necessary certification.

A firefighter who fails to recertify during the probationary period shall have his or her member status reviewed by the Fire Chief. The Chief may then choose to extend probation or terminate employment of the individual.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 03/05/1997      PAGES: 3      POLICY: I, H

REVISED: 07/20/2004, 01/02/2008, 02/13/2008

SCOPE: All Milford Firefighters

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### FIREFIGHTER TRAINING

#### **Purpose:**

The skill and proficiency of a modern firefighting team depends on the ability of the individuals to work together toward common goals. This policy will help to ensure that the department remains well practiced in the many tasks inherent to modern firefighting.

This training policy has been enacted to establish and ensure that all active Fire Fighters of the Milford Fire Department undergo a minimum of emergency services training each calendar year.

#### **General:**

Each Milford Firefighter shall accumulate a minimum of forty-eight (48) hours of emergency service training each calendar year. Of those forty-eight (48) hours, each Milford Firefighter must attend a minimum of twenty-four (24) hours of in-house training per calendar year. This training can be a combination of any type of scheduled Milford Fire Department training. (fire, medical, hazmat, etc.)

Should an active firefighter fail to accumulate the required number of training hours, that person will be given a grace period to make-up the lost hours or face termination from the department.

#### **Duties and Responsibilities:**

##### **I. SCHEDULED IN-HOUSE TRAINING**

The Milford Fire Department will offer several hours of in-house training each year. The training officer, on or before the March business meeting each year will distribute a schedule of the years training sessions.

Regular training will be held at 7:00 P.M. (1900 hours) on various Wednesday evenings each scheduled month. Some Sunday and occasional Thursday morning training events will be scheduled for day-available firefighters. The department training officer(s) reserves the right to schedule training as he or she deems necessary to meet department needs.

## II. UNSCHEDULED TRAINING

Firefighters may also take part in unscheduled in-house training, such as aerial practice, apparatus checks, driver's training, SCBA practice, etc. Log sheets of such activities must be filled out and turned in to the department training officer to obtain credit.

## III. OUTSIDE TRAINING

Outside emergency services training may be pursued by a fire fighter. This training may include taking part in training at other departments, attendance at seminars or schools, or training offered by product manufacturers.

Firefighters may seek reimbursement for training fees or tuition under the following conditions:

- The training must be pre-approved by the Fire Chief.
- The fire fighter must provide documentation of successful completion of the training.
- The dollar amount may not exceed 10% of the fire fighter's previous year's incident response pay without approval from the Fire Chief. (This dollar amount is not cumulative from year to year.)

Fire service or medical training taken outside the Milford Fire Department may be submitted for credit, as long as documentation of the training is provided. To receive credit for outside training, the training must be related to the fire service and must have prior approval of the Fire Chief.

Fire Department vehicles may not be used for non-required outside training. Individuals attending required training such as EMT schools or hazmat drills at other agencies may use department vehicles with the Chief's approval.

## IV. CORRECTIVE ACTION

If an active fire fighter fails to accumulate 48 hours (including 24 hours in-

house) annual training at the end of the calendar year, the following actions will be taken:

- A. At the discretion of the Fire Chief, the fire fighter will be placed on a six month, minimum probationary period effective January 1.
- B. After six months, or on June 30, the fire fighters' current year training record will be reviewed. If the fire fighter has made up the delinquent training hours from the previous year, plus has at least 50% (24 hours) of the current years required training, the probation will be lifted. If the fire fighter has not made up the delinquent hours and/or has less than 50% of the current years required training, the probationary period may be extended another six months.
- C. On December 31, the fire fighter's training record will again be reviewed. If the fire fighter has made up the previous year's delinquent training and has at least the 48 hours of the current year's required training, including 24 hours of in-house, the probation will be lifted. If the fire fighter has not made up the delinquent training from the previous year, and/or has not accumulated the required training for the present year, the fire fighter will be terminated from the Milford Fire Department.
- D. If the firefighter is making little or no attempt to correct the delinquency, the Fire Chief may choose to terminate the firefighter's affiliation with the department at any time.

#### V. RECORD KEEPING

The Training Officer or his/her designee shall maintain all training records. The Senior Captain shall be the department Training Officer.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

DATE: 03/04/93 PAGES: 2 POLICY: II, A

REVISED: 10/19/04

SCOPE: All uniformed members of the Milford Fire Department, full paid, part paid and paid-on-call

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### GROOMING AND HYGIENE

#### **Purpose:**

To maintain the highest degree of personal safety while wearing SCBA (self contained breathing apparatus) and to provide for a proper facepiece seal as required in NFPA 1404, 1500 and MIOSHA rules regarding facial hair.

To present a neat, clean and professional image to the public served.

#### **General:**

All members of the Milford Fire Department shall keep their bodies, hair and clothing neat and clean at all times while representing the Fire Department:

#### **Duties and Responsibilities:**

- I. Hair
  - A. Hair must be kept clean at all times.
  - B. Hair must be kept neatly trimmed at all times.
  - C. A firefighter must be able to keep his or her hair completely isolated inside personnel protective equipment while operating in hazardous atmospheres or environments.
  
- II. Facial Hair
  - A. Facial hair must be kept neatly trimmed at all times.
  - B. All members who wear SCBA must be clean shaven in the area of the sealing surface of the facepiece.
  - C. No person shall wear a beard while serving as an active member of the Milford Fire Department.

III. Hygiene

All firefighters must attempt to keep themselves clean and odor free while representing the department on incidents, while meeting the public, at meetings or training sessions.

IV. Jewelry

- A. Each firefighter must keep his or her jewelry completely isolated inside personal protective equipment while operating in extreme hot or cold atmospheres.
- B. Each firefighter must keep his or her jewelry completely isolated inside personal protective equipment while operating mechanical tools or equipment where moving parts could snag the jewelry and cause injury.
- C. Body piercing(s) which may be considered excessive or socially extravagant shall be reviewed and judged for appropriateness by the Fire Chief.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 03/04/93                      PAGES: 2                      POLICY: II, B

REVISED: 02/21/05

SCOPE: All Milford Firefighters, full paid, part paid and paid-on-call.

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### SUBSTANCE ABUSE

#### **Purpose:**

To provide a safe, drug-free work environment. To provide guidelines for the consistent handling of alcoholic beverages and drug use violations in the Department.

#### **General:**

##### I. General

Employees may not use, possess, conceal, manufacture, distribute, dispense, or sell controlled substances, narcotics or drugs, unless such use has been prescribed by a physician. Employees are also prohibited from using or being under the influence of alcohol at any time while working for the Township.

An employee required to submit to a drug and/or alcohol test shall cooperate fully with the collection process and complete all required forms and documents. Failure to do so will result in immediate discharge.

If an employee refuses to submit to a requested drug and/or alcohol test, or deliberately submits or attempts to submit an adulterated or substituted sample, such conduct will result in immediate discharge.

##### II. Reasonable Suspicion

An employee may be required to submit to drug and/or alcohol testing under this policy where there exists reasonable suspicion that he or she has used, or is under the influence of, controlled substance(s), narcotic(s), drug(s) or alcohol. Reasonable suspicion shall be based upon specific objective facts documented in the employee's performance and/or attendance record, disciplinary problems or otherwise unexplained behavior, or upon another employee's or complainant's personal

observation of specific facts including the appearance, behavior, speech, conduct, or body odor of the employee, and the reasonable inferences drawn from these facts in light of experience and/or training. An employee may also be required to submit to a drug and/or alcohol test when the employee is involved in an accident with a Department vehicle or personal vehicle while acting on behalf of the department.

All objective facts on hand at the time of the demand for testing which form the basis for the reasonable suspicion shall be disclosed to the employee at the time, and the employee shall, at the same time, be given the opportunity to explain his or her behavior, actions, and/or appearance.

### **Duties and Responsibilities:**

#### **I. Collection and Testing Procedures**

Testing for drugs and/or alcohol under this policy shall be at the expense of the Township, and shall be conducted in accordance with 49 CFR Part 40, Subparts E-I, and L-N, as amended from time to time.

#### **II. Ramifications of a Positive Test**

When a positive drug test may be the result of the use of a prescribed drug, the employee will be required to submit proof of the prescription within forty-eight (48) hours of the test, together with a written statement from his or her physician approving the use of the drug during working time.

An employee who tests positive for drugs and/or alcohol as set forth above shall be subject to disciplinary action, up to and including discharge.

In the event the Township determines that discharge shall not occur, the following procedure will apply:

1. The Township may require the employee to enroll in a Township-approved treatment, counseling, and/or rehabilitation program for drug and or alcohol abuse; and
2. The employee's continued employment or reinstatement will be contingent upon successful completion of the program. The employee must also sign all documents necessary to permit the Township access to the records of the program, including but not limited to, all drug and/or alcohol test results. The employee will also be subject to random drug and/or alcohol tests by the Township for a period of two (2) years.

An employee who tests positive for drugs and/or alcohol as set forth above for a second time will be discharged.

Milford Fire Department  
PROCEDURES AND GUIDELINES

ISSUED: 04/04/2001            PAGES: 2            POLICY: II, C  
REVISED: 08/10/2004  
SCOPE: All Milford Firefighters

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**TELEPHONE POLICY**

**Purpose:**

This policy has been instituted to regulate the use of department and personal phones.

**General:**

Fire department telephones are meant for department business and contact with family members. Therefore, it is the policy of the Milford Fire Department that telephones shall be used for department business and family emergencies and notification only.

In addition, the use of personal wireless phones shall be prohibited while on the scene of an emergency, during duty hours, during meetings and training sessions. Under special circumstances, a firefighter may make a personal call using a cell phone during duty hours with permission from the officer-in-charge.

Fire Department issued wireless phones are meant for department business and use of such phones will also abide by the terms of this policy.

Fire Department facsimile devices will be used for department business only.

**Duties and Responsibilities:**

I. Department Phones

Department telephones shall not be used for personal business other than to notify family members of a firefighters location and estimated time of release from duty. Firefighters may receive calls from family members only. Such calls must be kept to a minimum and will be limited to five (5)

minutes in length.

If a firefighter wishes to make a phone call using a department phone, permission must first be obtained from the officer in charge.

Firefighters are responsible for informing friends and business associates and other agencies not to call on department phones.

Calls that require dialing 1-(area code) are strictly forbidden except for Fire Department business and family emergencies.

## II. Facsimiles

If a firefighter wishes to send or receive a fax of a personal nature, permission must first be obtained from the officer in charge.

## III. Personal Wireless Phones

Personal wireless phones shall be kept in the manner mode (on vibrate) when carried by firefighters on incidents and during meetings or training sessions. Personal wireless phones may not be used by firefighters while engaged in emergency activities except in cases where the use of the phone may provide a positive difference related to the outcome of that emergency.

Firefighters on duty shall refrain from making or receiving personal phone calls during duty hours. Calls of an emergency nature may be made by duty firefighters during duty hours.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 01/05/05

PAGES: 3

POLICY: II, D

REVISED:

SCOPE: All Milford Firefighters

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### UNIFORM/DRESS CODE

#### **Purpose:**

The definition of the word "Uniform" according to the American Heritage Dictionary is: "1. Always the same: unvarying. 2. Being the same as or consonant with another or others. -*n*. A distinctive outfit intended to identify those who wear it as members of a specific group."

It is the intention that this policy will guide members of the Milford Fire Department toward a respectable uniformed identity.

#### **General:**

While on duty, personnel shall wear the uniform and insignia of the Milford Fire Department as approved by the Fire Chief. Uniforms shall be kept clean and wrinkle free. Shoes and boots shall be highly polished.

Department issued job shirts (duty t-shirts and duty sweatshirts) may be worn in lieu of the uniform shirt under certain work conditions. T-shirts and sweatshirts that identify other agencies may not be worn during duty assignments.

On-call personnel responding to an incident shall not wear any clothing with offensive wording, or words and logo promoting alcoholic beverages, or with sexual innuendoes, or controversial subject matter, or any words or artwork that members of the general public may find offensive or insulting.

#### **Duties and Responsibilities:**

- I. Standard Work Uniform
  - A. Day Duty
    1. Firefighters shall report for duty assignments during normal business hours wearing the following:

- a. Light blue duty shirt with badge over left breast pocket, department patch on left shoulder and a 2" x 3 1/4" American Flag patch on right shoulder.
  - b. Navy blue uniform pants.
  - c. Black belt.
  - d. Black or navy blue socks.
  - e. Black steel toe shoes or boots.
  - f. Job shirts for station detail.
2. Accessories approved
- a. Nametags may be worn over right pocket seam.
  - b. Milford Fire Department (MFD) ball caps or watch caps may be worn on duty.
  - c. Firefighters shall not wear collar pins on uniform shirts.
  - d. One (1) pin, approved by the Fire Chief, may be worn on the right pocket flap.
3. Inclement Weather
- a. Job shirt for station detail.
  - b. Black wind coat.
- B. Night Duty
1. The duty uniform between 1700 hours and 0700 hours shall be as follows:
- a. Light blue duty shirt with badge or, department issued navy blue t-shirt with mill house logo or, department issued navy blue sweatshirt with mill house logo.
  - b. Navy blue uniform pants.
  - c. Black belt.
  - d. Black or navy blue socks.
  - e. Black steel toe shoes or boots.
  - f. Black wind coat.

## II. Officer's Uniform

- A. Lesser Chief Officers (Deputy Chief, Asst. Chief, Battalion Chief, District Chief or Fire Marshal when and if a position is created)
- 1. Have the option of wearing a white duty shirt with badge, and department patch on left shoulder, and a 2" x 3 1/4" American Flag patch on right shoulder in lieu of the light blue uniform shirt.
  - 2. Shall wear rank insignia on collar.
- B. Company Officers (Captains and Lieutenants):
- 1. Captains also have the option of wearing a white uniform shirt.
  - 2. Lieutenants shall wear light blue shirts
  - 3. Company officers shall wear rank insignia on collars when wearing the uniform shirt.

III. Additional Authorizations

- A. During summer or hot weather periods
  - a. Short sleeve light blue uniform shirts with the department patch on the left shoulder and a 2" x 3 1/4" American Flag patch on the right shoulder are provided for duty personnel.
  - b. Department issued navy blue t-shirt with the mill house logo may be worn in lieu of the uniform shirt during day duty assignments. However, the uniform shirt shall be worn during contact with the public, i.e. emergency responses, station visits, inspections, etc.
- B. During winter or periods of cold weather.
  - a. Long sleeve light blue uniform shirts should be worn during day duty assignments.
  - b. The department issued navy blue commando sweater with the department patch on the left shoulder and a 2" x 3 1/4" American flag patch may be worn during day or night duty assignments.
  - c. The department issued black nylon coat with the mill house logo over the left breast is authorized for day, night or on-call personnel.
  - d. A navy blue (white for Chief Officers) turtleneck may be worn beneath the uniform shirt during duty assignments.
  - e. Insulated socks (any color) may be worn while responding to outside incidents.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 01/05/05                      PAGES: 2                      POLICY: II, E

REVISED:

SCOPE: All Milford Firefighters

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### TUITION REIMBURSEMENT

#### **Purpose:**

The tuition reimbursement policy will serve to provide for a reimbursement program that is fair and equitable to all parties. This policy will cover reimbursement for the cost of fire - rescue related schools, seminars and other educational undertakings.

#### **General:**

To receive reimbursement for outside educational experiences requiring a registration fee or tuition, the Fire Chief must first approve the program. Only training sessions, seminars or schools that relate directly to the mission of the fire department will be considered. The Chief has the right to approve or deny any request.

Fire department members must complete the program to receive reimbursement. Persons attending graded courses must pass with a "C" or better to receive reimbursement.

#### **Duties and Responsibilities:**

- I. Prior Approval
  - A. Receiving prior approval for training can eliminate confusion when requesting reimbursement.
  - B. A written request can be made to the Fire Chief for reimbursement of funds.

## II. Requesting Reimbursement

- A. The employee seeking reimbursement must submit a written request to the Fire Chief following completion of the school, class, course or seminar.
- B. The request must be accompanied by:
  - 1. Receipts for fees, tuition, books, materials, etc.
  - 2. Proof of successful completion such as a certificate, diploma or voucher from the instructor.
  - 3. A grade report for academic classes showing proof of a minimum passing score of "C", seventy -percent or 2.0 grade points.

## III. Payment

- A. Required training such as Firefighter I and II or Basic EMT will be paid for by the department in advance of the class.
- B. College courses, specialty schools and seminars will be reimbursed as follows:
  - 1. For paid-on-call firefighters, up to an amount equal to ten-percent (10%) of the employee's previous year's on-call response pay.
  - 2. For career firefighters, fifty-percent (50%) of the total cost of tuition, books and materials.
- C. The Fire Chief will submit all approved reimbursement requests to the Township with the payroll that follows receipt of the request.

# Milford Fire Department

## PROCEDURES

ISSUED: 05/04/05                      PAGES: 9                      POLICY: II, F

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SCOPE: All Milford Firefighters

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### **PATIENT CONFIDENTIALITY AND HIPAA (Health Insurance Portability and Accountability Act)**

#### **Purpose:**

The Milford Fire Department is required by law to maintain the privacy of certain confidential health care information. This procedure provides a guideline for sharing protected health information (PHI) with life support entities and persons requesting such.

PHI may be used to promote and improve overall patient care and pre-hospital EMS activities by sharing patient information with the Oakland County Medical Control Authority for the purpose of quality improvement (QI).

This procedure enables the Milford Fire Department to comply with all state and federal patient confidentiality and privacy laws to include but not limited to Public Law 104-191 of 1996, The Health Insurance Portability and Accountability Act.

#### **General:**

Milford Firefighters are obligated to:

- Access, use or disclose PHI only if and to the extent required to perform their job.
- Disclose PHI only if authorized by the patient, unless disclosure without an authorization is expressly permitted under this policy.
- Use and disclose only the PHI that is necessary to accomplish their purpose, unless an exception exists under this policy.
- Use appropriate physical and technical safeguards to protect PHI.

All personnel are required to abide by these policies and to report any use or disclosure of PHI made in error or otherwise not permitted under these policies. Inappropriate access or retention of PHI may result in disciplinary action, up to and including termination.

## Duties and Responsibilities:

### I. Job Function

Access, disclosure and use of PHI will be based on the role of the individual staff member in the organization, and should be only to the extent that the person needs access the PHI to complete necessary job functions.

### II. Disclosures

PHI may not be disclosed unless:

- Disclosure is expressly authorized by the patient or patient representative, as described below; or
- Disclosure without authorization is expressly allowed under this procedure.

#### A. Disclosures Permitted without Authorization

1. PHI may be used and disclosed in the discretion of the Privacy Officer without an authorization for the following non-routine purposes:
  - To the patient who is the subject of the PHI
  - To other health care professionals solely for treatment of the patient
  - For health care operations such as quality improvement or quality assurance including routine disclosure to Oakland County Medical Control Authority for performance assessment, supervision, training, compliance activities and planning as described in section A,2 below
  - For health care operations within the Milford Fire Department for the purpose of quality assurance, incident critique, training and planning.
  - To a close family member or friend of the patient with power-of-attorney, if it appears from the circumstances that the patient does not object to the disclosure (for example, if a patient does not object to the presence of a spouse during discussion of the patients condition) or, if an objection is not feasible (for example, because the patient is not present or is medically impaired) if it is reasonably determined the disclosure is in the patient's best interest.
2. The Oakland County Medical Control Authority (OCMCA) may collect patient care information from all county EMS agencies for the purpose of QI.
  - a. An Oakland County EMS run form will be completed for all patients where any type of care or assessment has occurred, a

- copy of which may be forwarded to Medical Control for quality improvement purposes
- b. The OCMCA will hold all patient care information in strictest confidence.
  - c. Representatives of various pre-hospital agencies will conduct QI under the Professional Standards Review Organization. No patient identifiers will be used or shared during reporting of any retrospective QI review of patient care.
  - d. Patient outcomes may be tracked by pre-hospital agencies and/or OCMCA and may be shared among pre-hospital agencies responsible for patient care. No patient identifiers will be used or shared during reporting.
  - e. Patient care audits may occur as part of the QI process. No patient identifiers will be used or shared during reporting. Aggregate data will be shared with pre-hospital agencies using no patient identifiers. This data will be used for education, remediation and overall improvement of the county EMS system.
3. PHI may be used and disclosed without an authorization for the following non-routine purposes:
- If required by law or by a court order or other lawful process
  - For law enforcement activities in limited situations related to an incident or patient
  - To a public health authority for the purpose of preventing or controlling disease, injury, or disability
  - For reporting to the appropriate authority where the patient is a victim of abuse, neglect or domestic violence
  - For judicial or other administrative proceedings such as lawsuit and disputes
  - For public health and health oversight purposes or activities
  - To avert serious threat to health or safety.
  - To law enforcement officials in response to a court order, subpoena, warrant, summons or similar process; to identify or locate a suspect, fugitive, material witness or missing person; about the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement; about a death that is believed may be due to criminal conduct; about criminal conduct at a Milford Fire Department facility; in emergency circumstances to report a crime, its location or victims, or the identity, description or location of the person(s) who committed the crime.
  - To Coroners, Medical Examiners and Funeral Directors
  - To organ procurement organizations

- To medical research organizations for approved medical research projects
- For specialized government functions
- To worker's compensation or similar programs
- To insurance companies for reimbursement of services

B. Disclosures with Authorization

1. Authorization Form

Unless disclosure is permitted without an authorization, PHI may not be disclosed without a signed Release of Medical Authorization Form for circumstances outlined in this section. The form must be signed and dated by the patient or a legal guardian or other patient representative. Only the information authorized to be released may be disclosed. (i.e. specific dates, types or locations of treatment, etc.) Whenever possible, an authorization should be witnessed. All signed authorizations shall be retained.

2. Minor Patient

A parent or legal guardian must authorize release of information for patients less than eighteen years of age, unless the patient is an emancipated minor.\* Legal guardians must provide proof of guardianship. Minor patients receiving treatment for alcohol or substance abuse must authorize release of their own records. In addition, we are not permitted to disclose PHI to parents regarding mental health or abortion issues, if an abortion is approved by a court, without the minor patient's authorization.

\* Note: a minor is emancipated if he/she is: (a) validly married; (b) 18 years of age; (c) on active duty with the armed forces of the United States; (d) there is a court order for emancipation; (e) in police custody and the minor's parent or guardian cannot be located; or (f) incarcerated and the minor's parent or guardian cannot be located.

3. Patient Declared Mentally Incompetent

A legal guardian, next of kin, or a representative designated in a durable health care Power of Attorney or testamentary document may authorize release of medical information. The representative must provide proof of guardianship or other representative capacity. If the release of information is involved in controversy, a court order may be necessary.

4. Physically Incompetent Patient

The patient's oral authorization is sufficient to disclose medical information. Two representatives of the Fire Department should witness the authorization. If the patient is incapable of providing an oral authorization, the release may be authorized by a legal guardian, next of kin, or a representative designated in a durable health care Power of Attorney or testamentary document.

5. Patient Treated for Alcohol or Substance Abuse

To release the records, an authorization must be signed and dated by the patient and must include:

- Name of institution disclosing the information (i.e. Milford Fire Department)
- Name of person and/or organization to which disclosure is being made
- Name of patient
- Purpose of the disclosure
- Nature of the information to be disclosed - specific reference to alcohol or substance abuse
- A statement that the consent is subject to revocation at any time, except to the extent that action has been taken, and the date, event or condition upon which the authorization will expire without express revocation.  
EXCEPTION: The patient's attorney is allowed access to his/her client's record with a general authorization, without requiring a specific substance abuse authorization.  
NOTE: Minors must sign authorization as well as parent or guardian.

6. Deceased Patient

The personal representative of the patient's estate may authorize release of information from the medical records of a deceased patient. A personal representative must produce legal proof of Power of Attorney, personal representation or a Letter of Authority with the Authorization Form.

III. Minimum Necessary Disclosure

Fire Department personnel will access, disclose and use only the minimum necessary PHI required to accomplish the intended purpose, as determined in the reasonable judgment of the personnel, unless there is an applicable exception.

A. Exceptions to the "Minimum Necessary Disclosure" requirement  
We are not required to limit our disclosures to the minimum amount of information necessary:

- When disclosing PHI to other health care providers for treatment of the patient. This includes crewmembers of a transporting ambulance, doctors, nurses, etc. at the receiving hospital, any mutual aid provider involved in the incident, your fellow crewmembers involved in the incident, or any other health care provider involved in the treatment of the patient who has a need to know the patient's PHI.

- If the patient has provided an Authorization for the disclosure. For example, if we have a patient's authorization to disclose PHI to Medicare, Medicaid or other health insurance plan for claim determination purposes, the department is permitted to disclose the PHI requested without making any minimum necessary determination.
- When disclosing PHI to the patient.
- When disclosure is required by law.

#### IV. Safeguards and incidental Disclosures

The Milford Fire Department understands that even if we use reasonable safeguards and follow all procedures, there will be times when there are incidental disclosures about PHI in the context of caring for a patient. For example, when treating an accident victim, it may not be possible to discuss the treatment with other care providers without being overheard by someone who is not involved in the patient's care. These types of disclosures, which occur despite using reasonable safeguards to prevent them, are known as "Incidental Disclosures".

Whenever possible, we must employ reasonable safeguards to prevent accidental or inadvertent disclosures of PHI. All personnel must be sensitive about the importance of maintaining the confidence and security of all material we create or use that contains patient care information. Coworkers and other staff members should not have access to information that is not necessary for the staff member to complete his or her job. Similarly, we should pay attention to who is within earshot when making verbal statements about a patient's health information, and follow common sense procedures for avoiding accidental or inadvertent disclosures, such as the following:

##### A. Verbal Security

1. Waiting or Public Areas: If patients are in waiting areas to discuss the service provided to them, make sure that there are no other persons in the waiting area, or if so, bring the patient into a screened area before engaging in discussion.
2. Patient Unloading Areas: Personnel should be sensitive to the fact that members of the public and other agencies may be present in hospital patient unloading areas and other easily accessible areas. Conversations about patients and their condition and care should not take place in areas where those without a need to know are present.
3. Other Areas: Personnel should only discuss patient care information with those who are involved in the care of the patient, regardless of physical location. We must be sensitive

to voice level and to the fact that others may be in the area where we are speaking. This is not intended to impede anyone's ability to speak with other health care providers freely when engaged in the care of the patient. When it comes to treatment of the patient, we must be free to discuss all aspects of the patient's medical condition, treatment provided, and any of their health information we may have, with others involved in the care of the patient. Communication among crewmembers is essential to the teamwork necessary to successfully complete our mission.

B. Physical Security

1. Patient Care Reports and Other Patient Records: Patient care reports should be stored in safe and secure areas. All medical run reports will be kept in locked file cabinets at all times. When any paper records concerning a patient are completed, they should not be left in the open on desktops or other surfaces. Only those with a need to have the information for the completion of their job duties should have access to any paper records.
2. Computers and Data Entry Devices: Computer access terminals and other remote entry devices such as electronic notebooks should be kept secure. Computer access to PHI should be by password only. Personnel must be sensitive to who may be in viewing range of the monitor screen and take simple steps to shield viewing of the screen by unauthorized persons. All remote devices carrying PHI should at all times remain in the physical possession of the person to whom it is assigned. We are also required to comply with the Milford Township Employee Policy regarding the use of computer equipment and information systems.
3. Facsimile Transmittal of Patient Information: Facsimile machines are an acceptable mechanism for the transmission of patient information provided the following conditions are met:
  - a. Confirm that the receiving party is standing ready to accept the fax.
  - b. Substance abuse, HIV or psychiatric diagnosis information may never be faxed.
  - c. Prior to faxing the document(s), ensure the fax machine is set for giving you a "Confirmation Report".
  - d. The fax cover sheet must contain the following notice in the comments section:

**CONFIDENTIAL NOTICE**

**The documents accompanying this cover sheet transmission contain legally privileged, confidential information belonging to the sender. This information is intended only for the use of the individual or entity named**

above. If you are not the intended recipient, you are hereby notified that any disclosure, copy, distribution, or action taken in reliance on the content of these documents is strictly prohibited. If you have received this telecopy in error, please notify the sender immediately to arrange for return of these documents.

- e. After faxing the document(s):
  - Confirm that they were sent to the correct machine.
  - Attach the confirmation report, fax cover sheet and the faxed copy to the original patient record.

#### V. Patient Rights and Complaints

Patients have the right to request limits on uses and disclosures of their health information. Patients have the right to choose how we communicate with them. Patients have the right to see and copy their health information. Patients have the right to obtain a list of disclosures we have made to them. Patients have the right to request that their PHI be amended.

Patients have the right to complain to the department about any concerns they may have concerning patient privacy. Any patient or family member who expresses a concern or complaint to member of the Milford Fire Department or wishes to make a request based on the aforementioned rights should be directed to contact the department Privacy Officer. The Privacy Officer shall be the Chief of Department or his/her designee and is responsible for receiving, investigating and documenting all complaints from patients concerning patient privacy issues.

Workforce members shall refrain from intimidating, threatening, coercive or discriminating behavior against any individual for their exercise of any right under this procedure, or for otherwise participating in any investigation initiated under this policy.

#### VI. Penalties for Violation

The Milford Fire Department takes its responsibility to safeguard patient information very seriously. There are significant legal penalties for violating laws that protect patient privacy.

Personnel who do not follow these procedures will be subject to disciplinary action, up to and including verbal and written warnings, suspension and/or termination from the department. When prudent, Milford Fire Department shall provide remedial education and training as to our policies, guidelines and procedures when there is an inadvertent first time violation of these procedures.

## VII. Notice of Privacy Practices

### A. Patient Information

1. A written statement of our privacy practices titled "Notice of Privacy Practices" will be given to each patient that we assess or treat medically.
2. The "Notice of Privacy Practices" should be handed to the patient prior to transport to a medical facility following all necessary on-scene emergency medical procedures.
3. For a patient who is physically or mentally unable to accept the notice, the notice can be given to a family member, if present or shall accompany the paperwork handed over to the transporting agency.

### B. Patient Acknowledgement

1. Following treatment, the firefighter responsible for charting the patient's care will ask the patient to sign a "Patient Acknowledgement" form which is a document acknowledging the patient has been provided with the departments "Notice of Privacy Practices.
2. If the firefighter is not able to obtain Patient Acknowledgement, the firefighter will state on the form the reason.
3. If the patient refuses to sign the Patient Acknowledgement, the firefighter will check the refusal box, sign and date the form and obtain a signature from a witness.

**MILFORD FIRE DEPARTMENT**

**Notice of Privacy Practices**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

If you have any questions about this Notice, please contact our privacy officer, Chief Larry Waligora, ph. 248-684-2335.

Milford Fire Department is required by law to maintain the privacy of certain confidential health care information, known as Protected Health Information or PHI, and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. Milford Fire Department is also required to abide by the terms of the version of this Notice currently in effect.

***Uses and Disclosures of PHI***

Uses and Disclosures Without Authorization: Milford Fire Department may use PHI for the purposes of treatment, payment, and health care operations, without your authorization. Examples of our use of your PHI:

- **For treatment.** This includes such things as obtaining verbal and written information about your medical condition and treatment from you as well as from others, such as doctors and nurses who give orders to allow us to provide treatment to you. We may give your PHI to other health care providers involved in your treatment, and may transfer your PHI via radio or telephone to the hospital or dispatch center.
- **For payment.** This includes any activities we must undertake in order to get reimbursed for the services we provide to you, including such things as submitting bills to insurance companies, making medical necessity determinations and collecting outstanding accounts.
- **For health care operations.** This includes quality assurance activities, licensing, and training programs to ensure that our personnel meet our standards of care and follow established policies and procedures, as well as certain other management functions.

*Other Uses and Disclosure of PHI Without Your Authorization.* Milford Fire Department is permitted to use PHI without your written authorization, or opportunity to object, in certain situations, and unless prohibited by a more stringent state law, including:

- For the treatment, payment or health care operations activities of another health care provider who treats you;
- For health care and legal compliance activities;
- To a family member, other relative, or close personal friend or other individual involved in your care if we obtain your verbal agreement to do so or if we give you an opportunity to object to such a disclosure and you do not raise an objection, and in certain other circumstances where we are unable to obtain your agreement and believe the disclosure is in your best interests;
- To a public health authority in certain situations as required by law (such as to report abuse, neglect or domestic violence);
- For health oversight activities including audits or government investigations, inspections, disciplinary proceedings, and other administrative or judicial actions undertaken by the government (or their contractors) by law to oversee the health care system;
- For judicial and administrative proceedings as required by a court or administrative order, or in some cases in response to a subpoena or other legal process;
- For law enforcement activities in limited situations, such as when responding to a warrant;
- For military, national defense and security and other special government functions;
- To avert a serious threat to the health and safety of a person or the public at large;
- For workers' compensation purposes, and in compliance with workers' compensation laws;
- To coroners, medical examiners, and funeral directors for identifying a deceased person, determining cause of death, or carrying on their duties as authorized by law;
- If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ donation and transplantation;
- For research projects, but this will be subject to strict oversight and approvals;
- We may also use or disclose health information about you in a way that does not personally identify you or reveal who you are.

*Uses and Disclosures With Your Authorization.* Any use or disclosure of PHI, other than those listed above, will only be made with your written authorization. You may revoke your authorization at any time, in writing. However, we cannot take back any uses or disclosures that have already occurred in reliance on your authorization.

***Patient Rights:***

As a patient, you have a number of rights with respect to your PHI, including those listed below. If you wish to exercise any of these rights or have any questions about them, you should contact our privacy officer. :

*The right to access, copy, or inspect your PHI.* You have the right to inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. We may also charge you a reasonable fee for you to copy any medical information that you have the right to access. In limited circumstances, we may deny you access to your medical information, and you may appeal certain types of denials. We have available forms to request access to your PHI and we will provide a written response if we deny you access and let you know your appeal rights.

*The right to amend your PHI.* You have the right to ask us to amend written medical information that we may have about you. You must provide a reason that supports your request for an amendment. We are permitted by law to deny your request to amend your medical information. We will notify you that we have either granted or denied it (and provide an explanation of the reason for denial), usually within 60 days of your request. We will also notify you when we have amended the information.

*The right to request an accounting.* You may request an accounting from us of certain disclosures of your medical information that we have made in the six years prior to the date of your request. We are not required to give you an accounting of certain types of disclosures, such as disclosures for purposes of treatment, payment or health care operations, disclosures to business associates, like our billing company or a medical facility from/to which we have transported you, or disclosures for which you have already given us written authorization. The first accounting you request within a 12-month period is free. For additional accountings, we may charge you for the costs of providing the list.

*The right to request that we restrict the uses and disclosures of your PHI.* You have the right to request that we restrict how we use and disclose your medical information that we have about you. Milford Fire Department is not required to agree to any restrictions you request, but any restrictions agreed to in writing are binding on Milford Fire Department.

*The right to request confidential communications of your PHI.* You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. We will accommodate all reasonable requests.

*Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice on Request.* If we maintain a web site, we will prominently post a copy of this Notice on our web site. If you allow us, we may forward you this Notice by electronic mail instead of on paper and you may always request a paper copy of the Notice.

*Revisions to the Notice:* Milford Fire Department reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all protected health information that we maintain. Any material changes to the Notice will be promptly posted in our facilities and posted to our web site, if we maintain one. You can get a copy of the latest version of this Notice by contacting our privacy officer.

*Your Legal Rights and Complaints:* You also have the right to complain to us, or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. We will not retaliate against you in any way for filing a complaint with us or to the government. Should you have any questions, comments or complaints you may direct all inquiries to our privacy officer.

***Privacy Officer Contact Information:***

Larry Walligora  
Fire Chief  
Milford Fire Department  
1100 Atlantic St.  
Milford MI 48381  
Phone: (248)684-2335  
Fax: (248)684-2387  
E-MAIL: firechief@milfordtownship.com

*Effective Date of the Notice:*

**MILFORD FIRE DEPARTMENT**

**Notice of Privacy Practices**

**Patient Acknowledgement**

Patient: \_\_\_\_\_ Incident #: \_\_\_\_\_ - \_\_\_\_\_

I hereby acknowledge that I have been provided with a copy of Milford Fire Department's Notice of Privacy Practices on this date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship to Patient (if applicable)

\_\_\_\_\_  
Date

**Unable to Obtain Patient Acknowledgement**

I was unable to obtain Patient Acknowledgement due to the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Firefighter Signature

\_\_\_\_\_  
Date

**Patient Refusal to Acknowledge**

I have attempted, to the best of my ability, to have the above named patient sign this form acknowledging receipt of Milford Fire Department's Notice of Privacy Practices. Despite these efforts, the patient refuses to cooperate and will not sign the form.

\_\_\_\_\_  
Firefighter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

MILFORD FIRE DEPARTMENT

RELEASE OF MEDICAL RECORD AUTHORIZATION FORM

I, \_\_\_\_\_  
(YOUR NAME) (YOUR AREA CODE AND PHONE #)

hereby authorize the Milford Fire Department to release information or a copy of the  
medical records of \_\_\_\_\_  
(PRINT PATIENT'S NAME) Patient Signature

\_\_\_\_\_  
(STREET ADDRESS) (CITY) (STATE) (ZIP)

pertaining to incident# \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_  
(DATE OF INCIDENT) (LOCATION OF INCIDENT)

Birth date of Patient \_\_\_\_/\_\_\_\_/\_\_\_\_ S.S.# of Patient \_\_\_\_/\_\_\_\_/\_\_\_\_

Individual/Organization who will be receiving records: \_\_\_\_\_

Address: \_\_\_\_\_ P.O. Box \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Relationship to patient: \_\_\_\_\_

ID Check? \_\_\_ YES \_\_\_ NO Signature of FD representative \_\_\_\_\_

Signature of person receiving records: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_

**For patients requesting copies of their records:**

1. A **RELEASE OF MEDICAL RECORD AUTHORIZATION FORM** must be completed by the patient or the personal representative. Proof must be provided.
2. If the patient is deceased, a copy of the **Letters of Authority** must be presented by the personal representative along with the **signed AUTHORIZATION**.
3. All record requests, as well as those requested for personal use only, must be accompanied by a standard \$10.00 processing fee.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 07/23/2008      PAGES: 2      POLICY: II, G

REVISED:

SCOPE: All Milford Firefighters

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### ON CALL PARTICIPATION REQUIRED

#### **Purpose:**

The Township of Milford invests a substantial cost for each paid-on-call member of the Fire Department. This includes, but is not limited to, uniforms, training, turnout gear, pagers, medical testing, fit testing, etc. To justify this investment, the On-Call Participation Policy helps to provide the residents of Milford with the greatest number of on-call firefighters during any given incident. This policy also guarantees the taxpayers of Milford that their tax dollars collected to hire and train firefighters and emergency medical personnel is being used in the best interest of public service.

#### **General:**

All Milford Firefighters, while at a Milford Fire Station, be it as a duty person or an on-call firefighter visiting the station, shall respond to dispatched incidents regardless of the reason for being at the station.

All Milford Firefighters are required to respond to a minimum fifteen percent (15%) of each month's dispatched calls.

The Fire Chief or officer-in-charge reserves the right to wave the above requirements in cases such as illnesses, injuries, temporary out-of-town job assignments, family emergencies, among other reasons.

#### **Duties and Responsibilities:**

- I. Participation Required while at Station
  - A. Firefighters attending meetings, training or using the facility, (washing, or performing mechanical work on personal vehicles, etc.) will be expected to respond until the necessary number of firefighters to handle the incident has responded. Firefighters

visiting fire stations with their children will be expected to respond, therefore no children under the age of 18 shall be left unattended at the station.

- B. Members of the Explorer Program who are under the age of 18 are exempt from the above item (item I, A) and may be left unattended at the station during an incident.

II. Participation Reviewed

- A. Each firefighter's on-call participation shall be reviewed on a monthly basis.
- B. Each firefighter's on-call participation will be averaged quarterly.

III. Disciplinary

This process is meant to be self-disciplining.

- A. A firefighter who fails to meet the 15% on-call run requirement within a quarter of the calendar year will have his or her pay reduced to the next lowest pay grade for a minimum of one calendar quarter.
  - 1. At the end of that quarter, the firefighter's run response will again be reviewed
  - 2. If the firefighter has not made the required 15% response requirement, the firefighter's pay will be reduced another pay grade.
- B. At the end of the year, a firefighter who has not met the 15% response requirement shall:
  - 1. Meet with the chief officers of the department
  - 2. Have his/her on-call response participation evaluated for further disciplinary action up to and including possible termination from the department.
- C. Firefighters who refuse to answer an alarm while on duty or at a fire station for any other reason shall;
  - 1. Explain to the chief why he/she was unable to respond, and
  - 2. Face possible disciplinary action up to and including termination from the department.

III. Requirement Attained

If an employee is bumped down in grade and meets his/her minimum commitments for the subsequent quarter they will be moved up one grade each successful quarter, up to the pay grade level previously attained.

**Milford Fire Department**  
**PROCEDURES AND GUIDELINES**

ISSUED: 07/23/2008      PAGES: 2      POLICY: II, H

REVISED:

SCOPE: All Milford Firefighters

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**STATION SECURITY**

**Purpose:**

To ensure the authorized entry of persons to Milford Fire Stations

**General:**

All overhead doors shall be closed and service doors closed and locked whenever there are no authorized individuals in the fire station.

Only authorized persons shall have access to fire station entry codes. There will be zero tolerance for persons who provide an entry code to an unauthorized person.

**Duties and Responsibilities:**

I. Authorized Persons

Uniform members of the Milford Fire Department and members of the department Explorer Program shall be authorized to know the entry codes to the doors of Milford Fire Stations. Because of his or her position as Statutory Keeper of the Records, the Township Clerk shall also have access to entry codes.

Any explorer or member of the fire department who knowingly provides an entry code to an unauthorized person shall have his or her affiliation with the Milford Fire Department terminated.

II. Entry Codes

The Fire Chief shall determine what the entry code(s) shall be and change the code(s) whenever an employee retires, resigns or is dismissed from the department. The Chief may, at his/her discretion, change the code(s) periodically for security reasons.

The Fire Chief or his/her designee shall enter the new code(s) into the station key pads. The Fire Chief or his/her designee shall inform all active members as well as the Township Clerk whenever the code(s) have been changed and what the code(s) are. Explorer Program Supervisors shall inform members of the Explorer Program of the change.

III. Securing the Facility

The last member to leave a fire station shall ensure that all overhead doors are fully closed and service entry doors are shut and locked. Windows must be kept closed when the station(s) are unoccupied.

Each Station Captain will;

- A. Periodically check station doors during times of inactivity to ensure they are locked, and
- B. See that the batteries in the electronic keypads are replaced when clocks are reset in the spring and fall.

MILFORD FIRE DEPARTMENT  
PROCEDURES AND GUIDELINES

ISSUED: 09/06/90                      PAGES: 7                      POLICY: III, A

REVISED: 06/02/93, 06/19/99, 06/29/04

SCOPE: All Personnel who operate at the scene of an emergency within the jurisdiction of the Milford Fire Department.

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### INCIDENT MANAGEMENT

**Purpose:**

An Incident Command System begins to develop at the time an incident occurs and remains in effect until the emergency no longer exists.

This procedure is established to:

- Provide for the safety of personnel operating at emergency incidents through improved command and control (or management of emergencies).
- Improve the use of resources and tactical effectiveness.
- Meet the OSHA/MIOSHA and EPA regulations requiring the use of an Incident Management System for hazardous materials incidents.
- Meet NFPA Standard 1500 requirements for the use of an Incident Command System for operations at all emergency incidents.

To meet these goals, The Milford Fire Department has adopted an Incident Command System (ICS) which consists of procedures for controlling personnel, facilities, equipment and communications at all incidents.

**General:**

Incident management shall be initiated at all incidents and shall remain in effect until the incident commander terminates command. All personnel operating at the scene of an emergency under the jurisdiction of the Milford Fire Department shall function within the parameters of this Incident Command System.

Freelancing outside of the command structure is absolutely prohibited. Any person at such an incident found not functioning within the parameters of the command system may be removed from the incident scene at the discretion of the Incident Commander.

## Duties and Responsibilities:

### I. COMMUNICATIONS

- A. All communications should be clear text, (plain talk, no "10" codes).
- B. Radio communications shall be receiver-from-sender.  
Example: "Station 17, this is Rescue 1"
  - 1. Initiate communications by alerting the receiver and determining that the intended receiver is listening.  
Example: sender, "Engine 1 from Command"  
receiver, "Go ahead Command, this is Engine 1"
- C. Receive feedback from the receiver to ensure that the message was received and understood.  
Example: "Message received, protect exposure C"
- D. Confirm that the message or order was understood, if not, correct and clarify the message.  
Communication example:  
Liberty IC: "Engine 2 from Liberty Command"  
Engine 2: "Liberty Command, this is Engine 2"  
Liberty IC: "Establish a vertical vent, access from side B."  
Engine 2: "Copy, establish a vertical vent, access from side D".  
Liberty IC: "Negative, establish a vertical vent, access from side B, Bravo".  
Engine 2: "Vertical vent, access side B as in Bravo".  
Liberty IC: "Affirmative".
- E. Since other communities use the same apparatus designations, the name of the agency shall precede the unit ID.  
Example: "Station 17, Milford Rescue 1 is responding with two", or
- F. All radio traffic between the incident scene and dispatch should be handled by the IC or his/her designee.
  - 1. The exception to this would be an immediate life safety emergency.
- G. Incident scene traffic should go through the IC or Operations Chief. Normally, subdivisions of the command system do not speak directly to one another.
- H. Incident scene radio traffic at large or complex incidents should be on a channel other than the primary fire frequency (channel 1).
- I. The emergency evacuation signal will be as follows
  - 1. three (3) long blasts on the air horns, minimum 5 seconds each, accompanied by
  - 2. an order transmitted over the radio to evacuate.
  - 3. Because it is often difficult to hear while operating inside a building, a hand-held boat horn may be sounded at the entry point of the building.

### II. THE COMMAND FUNCTION AND ESTABLISHING COMMAND

- A. Command shall be established at all incidents.  
The IC will be the ranking or senior member of the first company to arrive at

the scene. When multiple resources will be committed to the incident, command will be formally established by transmitting a brief initial report containing the following information to the dispatcher:

1. Identify the company transmitting the report.
2. Actual location of the incident.
3. Brief description of the incident and report of conditions.
4. Designation and location of the person assuming command.

- B. Incidents are given a specific name to reduce confusion when multiple incidents share the same radio frequency. Command should be designated by the name of the street or business where the incident is occurring. A brief size-up report is given when command is established.

Example:

Engine 1: "Station 17 from Milford Engine 1"

Dispatch: "Go ahead Engine 1"

Engine 1: "Milford Engine 1 is on the scene of a 2-story restaurant with fire showing from the second floor. Lieutenant One is Main Street Command (or Appeteeaser Command)".

Dispatch: "Engine 1 is on the scene reporting fire showing from the second floor of a Restaurant. Lieutenant One is Main Street Command".

Main St. IC: "Affirmative".

- C. Responsibilities of Command include:

1. Assessing incident priorities
  - life safety
  - incident stabilization
  - property conservation
2. Performing Size-up
3. Determining goals and objectives
4. Developing and implementing an action plan
5. Developing an incident command structure
6. Assessing resource needs
7. Acquiring and deploying needed resources
8. Coordinating all activities
9. Serving as or delegating a safety officer
10. Authorizing information release to the media

### III. ASSUMING COMMAND AND TRANSFER OF COMMAND

- A. The first arriving company officer or senior firefighter must establish command.
- B. Assumption of command by a higher-ranking officer is discretionary by that officer. The fewer changes of command, the better (2 or 3 max.).
- C. If command is transferred, the officer assuming command must communicate, preferably face-to-face, with the person being relieved. Information passed should include:

1. status of current situation
  2. resources committed, responding or needed.
  3. incident organizational structure (who's where doing what).
  4. what's being done and how effective it is.
  5. tactical needs.
  6. safety considerations
- D. The firefighter being relieved should be used in a command function.
- E. If command is transferred, the designation remains the same as originally stated. Many workers may not even realize a change has occurred. It's important that someone remains in command. If the IC needs a break, command can be temporarily passed to another officer.

#### IV. WORKING COMMAND

- A. While establishing command is done by the first arriving unit, certain situations may require the IC to become actively involved in line functions such as rescue or suppression. This may occur when urgent rescue is needed or immediate intervention could greatly impact the outcome of the situation prior to the arrival of other units. This situation is known as "working command".
- B. Command may be assumed by another person but should never be passed.. Passing of command should only occur if the IC cannot get back to an outside command position due to a task commitment.
- C. Command is usually passed by radio communication.

Example:

Command, "Station 17 from Command"

Dispatch, "Go ahead Command"

Command, "I'm involved in rescue operations with people trapped on the second floor. I'm passing command to Lieutenant 2".

OR, if Command hears Lt. 2 call on scene,

Command, "Lt. 2 from Command"

Lt. 2, "Go for Lt. 2"

Command, "I'm inside doing rescue work and I need you to take over command"

Lt. 2, "message received." "Station 17, Lt. 2 is assuming command"

This exchange tells everyone responding what's going on at the scene and who is in charge.

#### V. OFFENSIVE MODE OF OPERATION

- A. It must be standard procedure to attempt to bring a fire under control using an aggressive, well placed interior attack. This is known as an offensive mode of operation.
- B. A primary search with the first-in line coordinated with ventilation and a second, back-up line should be an automatic tactical maneuver.

#### VI. DEFENSIVE MODE OF OPERATION

- A. An exterior attack directed to first, reducing fire extension and then bringing the fire under control by attacking from the outside is known as a defensive mode of operation. This usually occurs when it is too dangerous for firefighters to work inside the building.
- B. **Defensive Operations must never begin while the Offensive Operating Mode is being used.** All personnel must exit the building and be accounted for prior to the onset of defensive operations.

#### VII. THE COMMAND POST

At large or complex incidents a Command Post (CP) should be established.

When the need for a CP exists, it should be established using the following guidelines:

- A. Ideally, the Command Post should be identified by an oscillating green light.
- B. The Command Post should be set up with the best vantage point for viewing the incident, preferably on the address side.
- C. The CP should be established up wind, uphill and upstream of the incident.
- D. The location of the CP should be announced over the radio.
- E. The IC must remain at the Command Post and perform the responsibilities of Command from that location

#### VIII. SAFETY

Safety is the responsibility of all personnel.

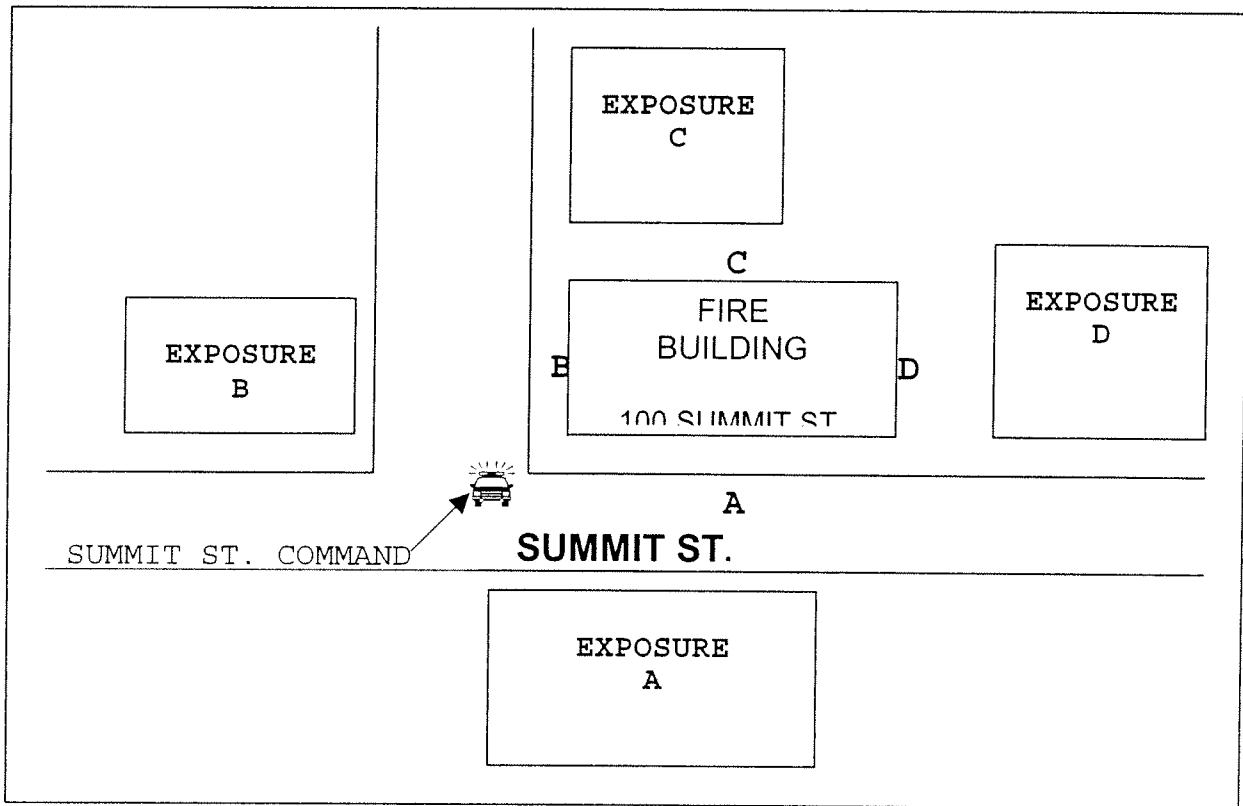
- A. Any and all safety problems identified on an emergency scene must be corrected immediately or brought to the attention of the IC or his/her designated safety officer.
- B. Appropriate Personal Protective Equipment shall be worn by all members.
- C. The IC must remember to rotate firefighters and use a REHAB group to handle fatigued personnel.

#### IX. DESIGNATION OF DIVISIONS AND GROUPS

- A. When multiple resources are assigned to the same function incident-wide (such as ventilation, or search and rescue), a Group shall be established to provide coordination and control of tactical operations.
- B. When multiple resources are assigned to perform tactical functions in a specified geographic area (such as on a specified floor or side of a structure), a Division shall be established to provide coordination and control of tactical operations.
- C. In radio communications with a Division, the letter or number designation shall follow the word "Division" (Division A, Division 3). If a descriptive designation is given, it shall precede the word "Division" in radio communications (Interior Division, etc.).
- D. Groups shall be designated by function (Vent, Water Supply, etc.). In radio communications the function shall serve as the designation.

X. DIVIDING THE INCIDENT

- A. The exterior of a structure or in nonstructural incidents (such as a wildland fire), a letter designation (A,B,C,D,) shall be used to designate the sides or perimeter of the scene (see diagram below). The street or address side (front) of an incident location is usually considered side "A". The letter designations continue in a clockwise fashion around the incident.
- B. When Division boundaries are defined by level in a structural incident, a number or descriptive designation shall be used (1,2,3,basement,roof,etc.), with the first floor being "Division 1", the second floor "Division 2", etc. If a Division is given responsibility for the entire structure, it shall be designated as the Interior Division.



XI. STAGING

First due units should arrive and spot their apparatus in such a manner as to avoid problems with overhead wires, building collapse, fire spread or interference with next due apparatus.

- A. Level I Staging  
When an incident is escalating, responding apparatus may not be immediately deployed. These units should stop a short distance from the scene, announce their location on the radio and remain uncommitted until ordered into action.
- B. Level II Staging

Additional units responding to a large or complex incident should be placed in a specific location designated by either the IC or Operations.

1. This area is to be known as "Staging"
2. The ranking officer or senior firefighter on the first company to arrive in Staging shall assume the function of Staging Officer.
3. Sufficient resources to meet potential incident development should be available in Staging until the incident has been stabilized.
4. Dispatch is to be informed of the location of Staging and shall direct all responding resources to that area.

C. Level III Staging

Units placed on standby or moved up to cover closer stations are considered to be at level III staging.

- D. In radio communications, the term "Staging" shall be used to identify the Staging Officer. If more than one staging area is set up, the location of that area shall precede the designation "Staging". (i.e. Farmer Jack's Staging)

XII. SUSPICIOUS FIRES

- A. When encountering a fire of suspicious nature or evidence thereof, or a fire of unknown cause, the scene must remain undisturbed and secured by personnel and apparatus until Fire Investigators have been notified to obtain consent or warrants.
- B. Oakland County Sheriffs Department Fire Investigation Team shall be notified to investigate suspicious fires.
- C. Michigan State Police Fire Investigators will handle investigations in cases involving schools and nursing homes or whenever OCSD is unable to respond in a timely manner.

XIII. TERMINATION OF COMMAND

Termination of command and release of units will be handled by the IC in an orderly and systematic manner.

- A. First arriving units should be allowed to leave first.
- B. Mutual aid units should be returned to service as soon as possible.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 08/01/90                      PAGES: 2                      POLICY: III, B

REVISED: 04/01/92, 11/14/97, 10/19/04

SCOPE: All Milford Firefighters

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### WEATHER EMERGENCY RESPONSE

#### **Purpose:**

This policy is provided to give guidance to dispatchers and firefighters regarding response to weather emergencies.

#### **General:**

Fire personnel responding to weather related emergencies should use the following procedures as a guide for operation.

#### **Duties and Responsibilities:**

- I. WEATHER ALERT
  - A. DISPATCH, upon receiving notification of a severe weather watch or tornado watch shall notify the firefighters by pager and announce the conditions.
  - B. FIREFIGHTERS will monitor their radios and observe the weather.
    1. If weather conditions worsen, firefighters should respond non-emergency to their respective stations for coverage and possible assignments until conditions clear.
    2. Radio traffic should be kept to a minimum during a severe weather watch.
  
- II. TORNADO WARNING
  - A. DISPATCH shall notify firefighters by pager immediately upon receiving information of a tornado warning.
  - B. FIREFIGHTERS will respond, emergency mode, to their respective stations for coverage and possible assignments.

- C. STATION OFFICERS shall make duty / vehicle assignments for response to alarms during the period of coverage.
- D. RADIO TRAFFIC must be kept to a minimum during a tornado warning.

### III. NOTIFICATIONS

- A. Station 1 Officer shall ensure the following notifications are made:
  - 1. Notify dispatch of station coverage
  - 2. Notify the following facilities of a tornado warning using the phone numbers posted on the bulletin in the dispatch office:
    - West Hickory Haven Nursing Home
    - Milford Park Place
    - Violet Meadows Adult Foster Care
    - Golden Years Village
  - 3. Notify the above facilities again when conditions clear.
- B. The following information shall be recorded on the incident run form:
  - 1. The time of each notification
  - 2. The name of the person making the call
  - 3. The name of the person spoken to at each facility

### VI. FIREFIGHTER'S FAMILY MEMBERS

- A. Any firefighter who feels that it is necessary to stay with his/her family should do so.
- B. Family members may also be brought to a fire station if they would feel safer.  
**REMEMBER! NEVER RESPOND WITH LIGHTS AND SIREN WHEN FAMILY MEMBERS ARE IN THE VEHICLE.**

### IV. OPERATIONAL PROCEDURES

- A. Fire Station 1 will be designated "Command Center" unless command is passed to Fire Station 2.
- B. Utility 1 and Brush 2 may be assigned "patrol" or "Skywarn" duties by the Station Officer or Senior Firefighter.
  - 1. Trained Skywatch personnel should be used to staff these vehicles if possible.
  - 2. Suggested Skywatch positions are:
    - a. Utility 1 - St. Mary's Church upper parking lot
    - b. Brush 2 - South Hill and Moore Road area
- C. Oakland County Amateur Radio Operators may be stationed at each fire station for additional radio capabilities and coordination with Oakland County Emergency Response and Preparedness.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 08/01/90 PAGES: 3 POLICY: III, C & III, C, 1

REVISED: 11/24/97, 10/19/04

SCOPE: All Milford Firefighters

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### RESPONSE GUIDELINES

#### **Purpose:**

To provide guidance to firefighters when determining which apparatus should respond in what order to a given incident.

#### **General:**

All due apparatus shall respond according to this policy until the Incident Commander (IC) has transmitted a "Code One" or Sufficient Manpower" message.

When responding to mutual aid incidents, only the apparatus requested by the IC shall respond. Those responding must consider home coverage so as not to deplete equipment and manpower resources. Milford firefighters will not respond to mutual aid incidents in personal vehicles.

In all instances, discretion of the ranking officer or senior firefighter may supersede these guidelines.

#### **Duties and Responsibilities:**

The Response Guideline on the following pages shall be used to determine the order in which department apparatus responds to specific incidents.

**Milford Fire Department  
RESPONSE GUIDELINES**

TYPE OF INCIDENT	STATION 1	STATION 2
MEDICAL EMERGENCY IN STATION 1 AREA	1) RESCUE 1 2) AIR 1	1) RESCUE 2
MEDICAL EMERGENCY IN STATION 2 AREA	1) RESCUE 1	1) RESCUE 2 2) BRUSH 2
SECOND MEDICAL	1) UTILITY 1	1) ENGINE 2
MVA WITH INJURIES IN STATION 1 AREA	1) RESCUE 1 2) UTILITY 1 3) ENGINE 1	1) ENGINE 2 2) RESCUE 2 3) BRUSH 2
MVA WITH INJURIES IN STATION 2 AREA	1) ENGINE 1 2) UTILITY 1 3) RESCUE 1	1) RESCUE 2 2) ENGINE 2 3) BRUSH 2
WATER / ICE RESCUE	1) RESCUE 1 2) AIR 1 WITH DIVE BOAT 3) UTILITY 1	1) RESCUE 2 2) BRUSH 2 3) ENGINE 2
STRUCTURE FIRE IN THE VILLAGE (INCLUDES AUTOMATIC FIRE ALARMS, SMOKE AND ODOR INVESTIGATIONS)	1) ENGINE 1 2) LADDER 1 3) RESCUE 1 4) AIR 1 5) UTILITY 1 6) TANKER 1	1) ENGINE 2 2) TANKER 2 3) BRUSH 2 4) RESCUE 2
STRUCTURE FIRE IN THE TOWNSHIP (INCLUDES AUTOMATIC FIRE ALARMS, SMOKE AND ODOR INVESTIGATIONS)	1) ENGINE 1 2) TANKER 1 3) LADDER 1 4) RESCUE 1 5) AIR 1 6) UTILITY 1	1) ENGINE 2 2) TANKER 2 3) BRUSH 2 4) RESCUE 2
HAZARDOUS MATERIALS INCIDENT	1) ENGINE 1 2) RESCUE 1 3) UTILITY 1 4) LADDER 1	1) ENGINE 2 2) RESCUE 2
UNCONTROLLED GROUND COVER FIRES	1) GRASS 1 2) TANKER 1 3) ENGINE 1	1) BRUSH 2 2) GRASS 2 3) ENGINE 2

**Milford Fire Department  
RESPONSE GUIDELINES**

UNAUTHORIZED CONTOLLED BURNING	1) ENGINE 1	1) BRUSH 2 2) ENGINE 2
DOWNED OR ARCING WIRES/TRANSFORMER	1) ENGINE 1 STATION 1's AREA ONLY	1) ENGINE 2 STATION 2's AREA ONLY
DUMPSTER FIRES	1) ENGINE 1 STATION 1's AREA ONLY	1) ENGINE 2 STATION 2's AREA ONLY
AIRCRAFT DOWN	1) ENGINE 1 2) RESCUE 1 3) TANKER 1 4) UTILITY 1 5) AIR 1	1) ENGINE 2 2) RESCUE 2 3) TANKER 2 4) BRUSH 2 5) GRASS 2
BOMB SCARE	RANKING OFFICER OR SENIOR FIREFIGHTER W/ DRIVER STAGE AT A MINUMUM OF 1/4 MILE FROM THE SCENE ALL OTHERS STAND BY AT THEIR STATIONS	

# MILFORD FIRE DEPARTMENT

## PROCEDURES AND GUIDELINES

DATE: 6/7/95 PAGES: 5 POLICY: III, D & III, D, 1

REVISED: 6/16/99, 10/5/04

SCOPE: All Milford dispatchers and firefighters

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### CARBON MONOXIDE RESPONSE

#### **Purpose:**

To establish a guide for the Milford Fire Department's response to reports of carbon monoxide (CO) detectors being activated, and to outline the minimum actions that must be taken at the site of each reported incident.

Because of the large number of carbon monoxide detectors which are activated by unknown causes or non-threatening activating agents, and because it would impair a Fire Department's ability to address genuine emergencies if it treated every activation as requiring an emergency response, it is necessary to implement a policy which distinguishes activations which require an emergency response from those which can be treated as non-emergencies.

To assist dispatchers in the process of making a decision as to how the fire department should be dispatched in response to CO detector activation.

#### **General:**

- I. Each member of the fire department shall become familiar with carbon monoxide gas and know its hazards.

#### *DEFINITION:*

##### CARBON MONOXIDE GAS:

Carbon Monoxide gas is a colorless, odorless, poisonous gas that is produced by the incomplete burning of a fuel.

- II. When the Fire Department receives a report of a carbon monoxide detector activation, Dispatchers shall determine if the problem is just the activation of a detector or if there are associated medical problems or symptoms. Exposure to

CO gas can cause flu-like symptoms, which include but are not limited to:

- headaches
- dizziness
- fatigue
- disorientation
- nausea
- vomiting

Other late stage poisoning effects include:

- difficult breathing
- cherry-red skin and mucous membranes
- unconsciousness
- death

Small children and older adults may be more severely affected.

III. If there are associated medical problems, the incident shall be handled as an emergency response and EMS shall also be dispatched; otherwise, the incident shall be a non-emergency response.

IV. Firefighters entering a building where symptoms of CO poisoning are present shall wear full protective firefighting gear including SCBA.

### **Duties and Responsibilities:**

#### I. DISPATCH PROCEDURE:

When dispatch receives a report of a carbon monoxide detector activating, Dispatchers shall;

- A. Determine if the problem is just the activation of a detector or,
- B. There are associated medical problems or symptoms (if so advise occupants to evacuate building)

#### II. RESPONSE PROCEDURE:

- A. If the problem is merely the activation of a CO detector, 1 (one) engine will respond to the scene in non-emergency mode.
- B. If there are symptoms of a medical problem or obvious signs of defective gas operated equipment, a full medical response with the addition of one engine with a fan will respond.

#### III. ON SCENE PROCEDURE:

- A. Upon arrival, the officer/senior firefighter in charge shall make contact

with the reporting party to determine the number of occupants in the building and what, if any, medical treatment is necessary (a person suffering from carbon monoxide poisoning may not provide factual information or accurate responses to questions). The officer in charge shall ensure that any medical treatment necessary is immediately provided. Utilizing the electronic monitor, if available a carbon monoxide reading shall be taken outside the structure and at the doorway, prior to entry. Readings of 9 parts per million (ppm) or less are considered acceptable background levels. The permissible exposure limit is 35 ppm; therefore, readings above that figure will require the use of full protective equipment, including self-contained breathing apparatus. Personnel shall search the building to determine that all occupants have been removed and shall complete the following minimum actions:

- B. Fire personnel shall make a cursory inspection of the building specifically to examine potential carbon monoxide sources for signs of damage, improper installation, improper use, or tampering. Potential sources shall include, but are not limited to, any fuel-burning appliance or equipment such as stoves, ranges, fireplaces, portable kerosene heaters, gas heaters, space heaters, furnaces, and hot water heaters. Personnel shall also check for vehicles, lawn mowers, generators or barbecues used in close proximity or inside of buildings. Inspect through-the-wall chimneys for outside blockage or obstructions. Any reading above the 9 ppm background level is to be recorded on the incident report, including the specific location where detected. When monitoring for carbon monoxide levels, consideration shall be given to negative pressures within the building or a reverse stacking effect from multiple appliances.
- C. Local utility company may have to be contacted for assistance at the scene.
- D. Record the manufacturer's make and model number of the CO detection device that activated. This information may be needed for the fire report.
- E. Advise the homeowner of the following:
  - 1. The specific ppm readings found and the location where they were detected. (if you monitor)
  - 2. Carbon monoxide levels may be dependent upon the tightness of the dwelling or building. Consequently, opening doors and windows prior to the Fire Department or utility company arrival may

dissipate accumulations of carbon monoxide, therefore if additional detector activations occur or symptoms continue additional investigation into the problem will be necessary.

3. Under no circumstances is an occupant to be advised to re-enter a structure where a carbon monoxide detector has activated without first verifying the absence of carbon monoxide with a calibrated monitoring device. If the individual has additional questions or concerns, they can be referred to their local utility company or a licensed contractor.

F. Complete the "Notice of Findings" sheet and present it to the building owner/occupant.

G. In summary, responding firefighters should:

1. Don SCBA
2. Evaluate all building occupants and evacuate the building if necessary
3. Verify that the alarm is coming from a CO detector
4. Disconnect gas service and/or shut off all possible sources of CO gas
5. Treat all patients showing signs/symptoms of CO poisoning
6. Advise homeowner/occupant:
  - that gas service has been disconnected and/or appliances have been shut off,
  - of the dangers of CO poisoning,
  - that they must contact a private contractor to service their appliances, (Yellow Pages)
  - that they must not reestablish gas service until a private contractor or the gas company has been advised of the situation and gives the OK.

G. EDUCATION:

Each fire department member must, on an annual basis, review:

1. The effects and symptoms of carbon monoxide exposure
2. This document
3. "Notice of Findings" sheet.

The following tables are for general reference only. Different agencies and manufacturers establish somewhat different concentrations and response times.

<b>CONCENTRATION OF CO IN AIR (ppm = parts per million)</b>	<b>APPROXIMATE INHALATION TIME AND TOXIC SYMPTOMS DEVELOPED</b>
35 ppm	The maximum allowable concentration for continuous exposure for healthy adults (OSHA PEL)
200 ppm	Slight headache, fatigue, dizziness, nausea after 2-3 hours
400 ppm	Frontal headaches within 1-2 hours, life threatening after 3 hours, also maximum parts per million in flue gas (on an air free basis) according to Environmental Protection Agency and American Gas Association.
800 ppm	Dizziness, nausea and convulsions within 45 minutes. Unconsciousness within 2 hours. Death within 2-3 hours.
1,600 ppm	Headache, dizziness and nausea within 20 minutes. Death within 1 hour.
3,200 ppm	Headache, dizziness and nausea within 5-10 minutes. Death within 25-30 minutes.
6,400 ppm	Headache, dizziness and nausea within 1-2 minutes. Death within 10-15 minutes.
12,800 ppm	Death within 1-3 minutes.

<b>SAMPLE ALARM RESPONSE TIMES</b>	
30 ppm	approximately 118 minutes
100 ppm	approximately 35 minutes
200 ppm	approximately 18 minutes
400 ppm	approximately 8 minutes
500 + ppm	approximately 2 1/2 minutes or less

**Milford Township Fire Department**  
1100 Atlantic St.  
248-684-1000

**NOTICE OF FINDINGS**  
**CARBON MONOXIDE DETECTOR ACTIVATION**

Carbon Monoxide is an odorless, tasteless, colorless gas that can be deadly. It is a by-product of the burning of fuels. It can cause flu like symptoms, unconsciousness, or death. Many appliances in the home are capable of producing Carbon Monoxide when a faulty or unusual condition exists. Since the source maybe transient in nature, the source may not always be detected.

Carbon Monoxide affects individuals differently, depending on their size, age, and medical history. Therefore families with young children, members with medical conditions, or aged individuals should take extra precautions in the event that Carbon Monoxide is detected.

The Milford Fire Department responded to investigate a possible Carbon Monoxide problem at:

\_\_\_\_\_, on: \_\_\_\_\_, at \_\_\_\_\_.  
Location Date Time

Significant levels of Carbon Monoxide was was not found by our instruments. Our instruments recorded a Carbon Monoxide reading of \_\_\_\_\_ PPM.

**WHAT DOES THIS READING MEAN?**

The US Environmental Protection Agency has established that residential levels are not to exceed nine (9) Parts Per Million (PPM) averaged over an eight-hour period.

- ◆ 9 PPM or less: Our instrument did not detect significantly elevated levels at this time. However, this does not mean that higher levels did not exist prior to our check, nor that they will not rise again. Check your Carbon Monoxide detector per the manufacturer's recommendations. Replace or reset it per the manufacturer's recommendations.
- ◆ 9 PPM or greater: Our instrument has detected a **POTENTIALLY DANGEROUS LEVEL** of Carbon Monoxide. We recommend that you leave this building immediately. We believe it is unsafe to re-occupy this building until repairs are made and your detector is replaced or reset according to manufacturer's recommendations.
- ◆ 35 PPM: OSHA has established a maximum safe working level for carbon monoxide at 35 PPM over an eight hour period in the **GENERAL WORKPLACE**.
- ◆ 100 PPM or greater: We have detected a **POTENTIALLY LETHAL** level of carbon monoxide in your residence. Leave the building immediately. It is not safe to re-occupy the building, even for a short period of time, until a qualified technician makes repairs or the source is found and corrected. Replace or reset your carbon monoxide detector according to manufacturer's recommendations.

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Fire Department Personnel

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Owner or Occupant

# Milford Fire Department

## POLICIES AND PROCEDURES

ISSUED: 06/07/95

PAGES: 5

POLICY: III, E

REVISED: 07/20/2004

SCOPE: All Operators of Milford Fire Department Motorized Aerial Ladders or Elevating Platforms

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### AERIAL LADDER OPERATIONS

#### **Purpose:**

Because modern firefighting apparatus, and specifically aerial apparatus, are mechanically complex, it is important that operators have complete knowledge of the correct procedures to be used when operating and deploying such equipment. This policy is to promote the safe and proper operation of department aerial apparatus.

#### **General:**

Only those persons who meet the qualifications identified in this document may operate Milford Fire Department aerial apparatus. Persons not trained in the driving, pumping or deploying of Milford aerial apparatus shall be considered unqualified and therefore prohibited from its use.

A minimum of two (2)-qualified operators are required for the safe operation of Milford Ladder 1. This allows for:

- A spotter to help back the vehicle, check for overhead obstructions, check for correct positioning of the nozzle and ladder during bedding of the aerial device and to check for clearance on all sides of the apparatus for jack extension and check ladder pipe drain.
- A person to operate the pump, or
- A nozzle person.

A maximum of one person may deploy the aerial device at any given time. This eliminates:

- the operator assuming that someone else did one or more of the steps while deploying the device (a second person may help set pads and pins), and
- the use of safety override switches.

## **Duties and Responsibilities:**

### **I. Operator Qualifications:**

- A. A member must have a Michigan Operator's License or Commercial Driver's License.
- B. A member must have completed the Michigan Fire Fighter's Training Council (MFFTC) Emergency Vehicle Driver Training Course.
- C. New members must receive initial training from the department Training Officer or his/her designee.
- D. A member must have practiced setting up the device within the past six (6) months.
  - 1. The department Training Officer will maintain records of who has completed this training.
  - 2. Training may be done at anytime by any person needing the training.
  - 3. While practicing, the trainee must be accompanied by a qualified operator.
- E. Operators must become familiar with all aspects of the operators' manual.

### **II. Spotting Aerial Apparatus:**

#### **Approach:**

Always approach the scene toward the uphill grade when possible.

#### **Intended Use:**

If unit is to be used for water tower operations or for aerial rescue, position the turntable at the corner of the two sides of the building that will be its target area of operation.

Position the vehicle at a safe distance from the building while attempting to allow for the best climbing angle. This requires practice.

#### **Overhead Obstructions:**

Take notice of any overhead wires, building overhangs, light poles, trees, etc.

#### **Stabilizer Clearance:**

The area at the rear sides of Ladder 1 must be clear to a minimum of four and a half feet for full stabilizer extension.

#### **Weight:**

The area where stabilizer jack pads make contact with the ground must be firm and capable of supporting 75 PSI. Manhole covers, storm drains and underground parking facilities may not be able to support the weight of the

apparatus. (Use only on hard all-weather surfaces or compacted roads or driveways.)

### III. Ladder 1 set-up:

The apparatus should be set up for aerial operations first then the pump can be engaged.

1. Shift transmission to neutral.
2. Set parking brake.
3. Turn "ON" the switches marked "Aerial Master" and "Aerial PTO".
4. Set wheel chocks (should be on non-operating side).
5. Walk around vehicle to check clearances.
6. Ensure diverter is switched to stabilizers.
7. Turn "ON" high idle switch.
8. Extend stabilizer beams.
9. Position pads under jacks with handles in upward angle.
10. Extend stabilizer jacks one hole beyond ground contact after obtaining 2 axis level.
11. Insert stabilizer safety pins with collar 1" from jacks.
12. Turn "OFF" high idle.
13. Switch diverter control from stabilizer to aerial hydraulics.
14. Close stabilizer control doors and rear pull down door.
15. Operate Ladder.

### IV. Ladder Operations:

Aerial controls should be operated smoothly so as to allow for as little bouncing and swaying as possible. This is accomplished through practice. As with many things, the more one practices, the more proficient one becomes.

Each member of the department must become familiar with the **aerial operating limitations** found on page 12 of the red Operator's Manual. Various conditions (wind, ice, waterway dry or wet) can influence the loading capabilities of the ladder.

The aerial is designed for positive loads. **NEVER** set the tip of the ladder on the ground, roof edge or window ledge. Always allow space for deflection.

When using the aerial for rescue operations, approach the victims from above to prevent them from jumping down onto the ladder.

When fighting fire with the aerial, operating directly over the fire can leave a person at the tip in a vulnerable position should the roof self vent.

V. Pumping Operations:

250 PSI shall be the maximum pumping pressure for an elevated water stream.

1. Check that parking brake has been applied.
2. Ensure that transmission is in neutral.
3. Engage pump.
4. Shift transmission into drive.

The aerial discharge valve should be closed when attack lines are being used.

The pump operator must stand on the operators' platform while aerial operations are being carried out. (To avoid potential electrocution)

VI. Returning Apparatus to Service:

When returning the Ladder 1 to service, all set up operations should be performed in reverse. Be careful to ensure that:

- the water pump and ladder pipe are drained while nozzle is still elevated
- the nozzle is up and rotated so that the motors are on the upper side.
- safety pins are removed prior to any retraction of the stabilizer system.
- the diverter switch is left in the stabilizer position.

The operator should walk around the apparatus to make sure that:

- compartments are closed,
- rear steps are up,
- pump operator step is returned to its stowed position,
- turntable control console is closed,
- ladder has been bedded properly, and
- pads have been replaced in holders.

VII. Prohibited Operations:

The following procedures shall be prohibited:

- practicing short-jacking or any safety overrides,
- climbing ladder without a safety harness,
- retracting ladder while water is being pumped through the waterway
- directing an elevated stream at a person,
- using interaxle-lock on dry roads,
- using Jacob Braking Mechanism on icy, wet or snow covered roads.

VIII. Safety Summary:

It is important that every member of the fire department become familiar with the red Operator's Manual and all of the warnings and cautions therein.

Full protective gear and safety belts must be worn when climbing the ladder.

As with any ladder, always check for electrical wires in the area of operation. Raising ladders during electrical storms is very dangerous and that danger must be weighed against the merits before doing so.

If the ladder is used when temperatures are below freezing, be aware of possible ice build-up.

Retracting or extending the ladder while someone is in a climbing position between the turntable and the tip could cause serious injury including amputation or death of the individual.

Remember that firefighter safety is the number one priority of the fire department. If you become injured, you cannot help anyone else.

# Milford Fire Department

## POLICIES AND PROCEDURES

ISSUED: 01/24/2000

PAGES: 2

POLICY: III, F

REVISED: 07/29/2004

SCOPE: All Milford Firefighters

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### NIGHT WATCH

#### **Purpose:**

Having firefighters at the station at night will enable faster response times and improve services to the community. This policy provides the guidelines for a sleepover program utilizing on-call firefighters.

#### **General:**

A minimum of two (2) firefighters shall be assigned to night watch at Fire Station #1, Sunday through Saturday, from 2200 hours until 0600 the next morning. The Assistant Fire Chief shall designate an officer to maintain a monthly night watch schedule.

Firefighters scheduled to be on night watch will be expected to report for duty prior to 2200 hours. A scheduled firefighter who, for any reason, is unable to report for duty shall be responsible for finding another firefighter to cover his or her duty assignment. The scheduling officer must approve all schedule changes. A firefighter who fails to cover his or her duty assignment will be removed from further scheduling.

#### **Duties and Responsibilities:**

##### **I. DISPATCH**

During the time period of 2200 hours until 0600, night watch personnel and fire department officers shall be notified by transmitting the officer tones for the following type of incidents:

- Medical Emergencies
- Non-emergency incidents such as citizen assists or burning complaints
- Carbon monoxide alarms

If responding personnel determine that there is a need for more personnel, dispatch will be notified to transmit the appropriate tones.

A full department response shall be dispatched for all uncontrolled fires, injury accidents, fire alarms and smoke investigations and mutual aid requests.

In cases where the Fire Chief has not responded, the chief shall be notified by phone of all reported structure fires, hazmat incidents and responses to incidents involving accident deaths.

## II. PAY RATE

Sunday through Thursday nights, each firefighter shall be paid fifty-five dollars (\$55.00) per night watch shift in addition to their regular on-call rate for incidents to which they respond.

On Friday and Saturday nights, each firefighter shall be paid a seventy-five dollar (\$75.00) stipend in addition to their regular on-call rate for incidents responded to.

## III. OPERATIONS

All department rules, policies and procedures are in effect for night watch personnel in addition to the following:

- Visitors are not allowed in the station after 2200 hours.
- Apparatus will be cleaned and resupplied as needed after each response.
- Prior to ending their duty assignment, the night watch crew must complete all reports and paperwork.
- Night watch crews will be responsible for making their beds and cleaning up after themselves at the end of their shift.

## IV. INCIDENT RESPONSE

Night watch personnel shall respond to all incidents including mutual aid incidents.

# Milford Fire Department

## POLICIES AND PROCEDURES

ISSUED: 05/04/05

PAGES: 10

POLICY: III, G

REVISED:

SCOPE: All Milford Firefighters

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### Patient Transport

#### **Purpose:**

This policy establishes guidelines for the transportation of the sick and injured using Milford Fire Department apparatus.

#### **General:**

Members of the Milford Fire Department (MFR's, EMT-B's or EMT-A's) shall use the following procedures as a guideline for transportation of patients to a hospital.

A minimum of two (2) EMT-B's or higher level must be in the rescue/ambulance (unit) when transporting patients per Oakland County Medical Control Authority protocol.

A member other than the two EMT's may drive the unit provided:

- There are two (2) EMT's onboard
- The driver is licensed to a minimum of the MFR level
- The driver is a State of Michigan licensed driver
- The driver has completed an Emergency Vehicle Driver course recognized by the Michigan Fire Fighter's Training Council

Fire department members engaged in patient transport must be identifiable as members of the Milford Fire Department either in uniform or wearing an identifying outer garment or by wearing an ID card.

The Incident Commander (IC) shall make the decision as to which members will be assigned to patient transport duties.

#### **Duties and Responsibilities:**

##### I. RESPONSE

- A. ALS will be dispatched simultaneously, and cancelled by the IC if:

1. Patient is a **priority 2** or **priority 3** and the highest medical authority on scene deems that ALS intervention is not necessary and ALS is greater than 15 to 20 minutes away.
  2. Patient is a **priority 1** (life or limb threatening illness or injury) and ALS is greater than 15 to 20 minutes away.
- B. See "Attachment A" on prioritization of patients

## II. HOSPITAL ROUTING

- A. **Priority 1** and **Priority 2** patients are to be transported to the closest appropriate hospital according to Oakland County Medical Control Authority protocols.
- B. All **Priority 3** patients will be transported to Huron Valley-Sinai Hospitals emergency department unless otherwise directed by Medical Control
- C. If a **Priority 3** patient wants to go to any other hospital, a private ambulance must provide transportation.
- D. Patients will not be transported to clinics or nursing homes using fire department apparatus.

## III. MEDICAL CONTROL

- A. Huron Valley - Sinai Emergency Department shall be contacted for medical control instruction on all priority 1 and 2 patients.
- B. Medical reporting procedures shall be followed. (SEE ATTACHMENT B).
- C. The hospital will be contacted utilizing the following medium:
  - 1<sup>st</sup> choice - HEAR Radio, frequency 155.340 MHz
  - 2<sup>nd</sup> choice - Officer's cellular phone
  - 3<sup>rd</sup> choice - Patients home phone
  - 4<sup>th</sup> choice - OCMCA 800 MHz radio

## IV. RETURNING UNIT TO SERVICE

- A. Place all disposable used items in appropriate containers at the hospital.
- B. Replace disposed of items from hospital stock.
- C. Retrieve all equipment from previous calls.
- D. Clean cot and interior of ambulance with disinfectant and dispose of contaminated materials in an approved container.
- E. Make-up cot for next call.
  1. Pillow on head of cot.
  2. Sheet pack under pillow.
  3. Blanket under buckle at foot end of cot.
- F. Vehicle checklist must be completed after each transport. (See Attachment C)

## V. FIRE RADIO PROCEDURE

- A. Normal radio procedures are to be used en-route to the scene.

- B. If transporting, notify Fire Dispatch of the following
  - 1. En-route to hospital, priority (1, 2, or 3), with starting mileage
  - 2. Arrival at hospital with ending mileage
  - 3. Back in the township
  - 4. Back in service (can be accomplished by phone from the station)

VI. STATION COVERAGE

- A. Personnel may be released from stations once their apparatus is back in service and while the rescue crew is transporting to or returning from the hospital.

VII. BILLING INFORMATION

- A. All information on attachments D & E are required for the Township to collect for services provided.
- B. Make a photocopy of the insurance cards for each patient while at the hospital.

VIII. HARDSHIPS

- A. A "Hardship Application" (Attachment F) must be filled out by any patient or family member of patient seeking a fee waiver.
- B. Hardship applications will be reviewed by a committee composed of:
  - 1. Fire Chief
  - 2. Assistant Chief
  - 3. A representative appointed by the Township Board

## ATTACHMENT A

### PRIORITY ONE PATIENTS:

**Immediate threat to life or limb.** -- examples include but are not limited to airway obstructions, inadequate breathing, radiating chest pain, arterial bleeding, impaled objects, anaphylaxis, etc.

### PRIORITY TWO PATIENTS:

**Potentially life threatening conditions which may become worse if left untreated.** -- examples include but are not limited to swelling in soft tissues that may cause airway obstruction, croup, significant bleeding, impaled objects, etc.

### PRIORITY THREE PATIENTS:

**Non-life threatening conditions.** -- examples are walking wounded, stomach illness, minor lacerations, etc.

### PRIORITY FOUR PATIENTS:

**Obvious death.** -- examples are hospice death, decapitation, full thickness burns, do-not-resuscitate orders, etc.

## **ATTACHMENT B**

**When contacting the hospital the following guidelines must be followed:**

- State unit number, incident number and name
- State location (Milford Township)
- State the age and gender of the patient
- State the nature of the incident (PIA, Chest Pain, SOB, etc.)
- State the patient's chief complaint, medical history, current medications and allergies
- Relay the patient's vital signs as well as your findings
- Explain what you have done for the patient thus far
- State your estimated time of arrival at the hospital, as accurately as possible
- Ask if they have any orders

## **ATTACHMENT C**

### **Vehicle Checklist Procedure**

After each transport the vehicle must be checked for the following:

1. Fuel
2. Cleanliness of interior, clean and disinfect
3. Cleanliness of exterior, wash if necessary
4. Medical supplies, restock supplies prior to placing unit back in service
5. Onboard oxygen, if tank is below 500 psi a replacement must be ordered

**ATTACHMENT D**

**BILLING INFORMATION**

ALL INFORMATION IS REQUIRED FOR BILLING PURPOSES

Obtain as much information as possible

A copy of the patient's insurance card is necessary

Date: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Patient: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age: \_\_\_\_ Sex: \_\_\_\_

Transported from: \_\_\_\_\_

Transported to: \_\_\_\_\_

**Billing Info:**

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Patient S.S.N.: \_\_\_\_\_

Patient Medicare Number: \_\_\_\_\_

Medicare Recipient I.D. Number: \_\_\_\_\_

Ordering Doctor (First and Last Name): \_\_\_\_\_

**ATTACHMENT D (cont.)**

**Auto Accident?**      Yes      No

**Auto Insurance Company:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Claim Number: \_\_\_\_\_

-----  
Workman's Compensation: \_\_\_\_\_

-----  
Injury / Medical Diagnosis \_\_\_\_\_

-----  
Type of Transport: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_

Attendant Name: \_\_\_\_\_

Attendant I.D. Number: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Driver I.D. Number: \_\_\_\_\_

## ATTACHMENT E

### **PATIENT / RESPONSIBLE PERSON SIGNATURE REQUIRED**

I request that payment of authorized Medicare and/or other insurance benefits be made on my behalf to \_\_\_\_\_ for ambulance services, medical supplies and treatment furnished to me by the \_\_\_\_\_, now or in the future.

I authorize the release of medical information about me to the Milford Fire Department, its agents and carriers as well as, now or in the future, any information needed to determine these benefits or the benefits payable for related services(s).

If this service is not covered by insurance, I acknowledge responsibility for this bill.

\_\_\_\_\_  
PATIENT / RESPONSIBLE PERSON SIGNATURE

---

### **INSURANCE INFORMATION**

(for EMT use) COMPLETE INFORMATION BELOW AND ATTACH A COPY OF THE PATIENT'S INSURANCE CARD

INSURANCE COMPANY: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

INSURANCE COMPANY PHONE NUMBER: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

GROUP NUMBER: \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

NAME OF PERSON ON THE CARD: \_\_\_\_\_

**ATTACHMENT F**

**CHARTER TOWNSHIP OF MILFORD  
EMERGENCY MEDICAL TRANSPORTATION  
FEE WAIVER APPLICATION**

-----  
All applicants must complete the application form in its entirety and return it to the Milford Fire Department at: 1100 Atlantic Street, Milford MI 48381, WITHIN TWENTY (20) DAYS.

FULL NAME (print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ BILL AMOUNT: \$ \_\_\_\_\_

PATIENT'S NAME (print): \_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_

-----  
REASON FOR REQUEST: financial Hardship \_\_\_\_\_ Other \_\_\_\_\_

EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

-----  
CURRENT EMPLOYER (or retirement information): \_\_\_\_\_  
\_\_\_\_\_

-----  
INSURANCE COMPANY: \_\_\_\_\_

POLICY HOLDER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

-----  
I attest that all the information I have submitted is true to the best of my knowledge. I further attest that payment would create a hardship for me and I request a waiver of the fee.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FOR HARDSHIP COMMITTEE USE**

Disposition of waiver application: Denied \_\_\_\_\_ Approved \_\_\_\_\_

Applicant advised: Date \_\_\_\_\_ By \_\_\_\_\_

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 3

POLICY: III, H

REVISED:

SCOPE: All Milford Firefighters

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### TRENCH RESCUE

#### **Purpose:**

Trench rescue operations present a significant risk to the safety of Milford Firefighters. Most fatal trench collapses occur in trenches less than 12 feet deep. This procedure provides guidelines for department personnel when responding to emergencies involving trench or below grade rescues.

Cave-ins and collapses generally occur because of unstable soil conditions combined with improper or inadequate shoring. The potential for additional collapse must always be considered as a primary hazard and personnel must be aware of any action that may disrupt the stability of the excavation.

#### **General:**

The safe and effective management of trench rescue operations requires specialized training and equipment. Since the Milford Fire Department does not have a trained and equipped technical trench or below grade rescue team, such rescues will be handled by one or more outside agencies. Members who are certified in trench rescue may assist an outside agency with tasks inside the hazard zone.

It shall be the policy of the Milford Fire Department not to allow untrained personnel entry into the hazard zone of a trench or below grade emergency involving trench or excavation wall collapse. This policy is not meant to prohibit rescuers from entering a safe trench or excavation for the purpose of treating and/or extricating a sick or injured person.

#### **Basic Terminology:**

- Spoil Pile - soil removed from the trench
- Wall or Face - the side of the trench from the top of the lip to the trench floor

- Lip - the top two feet of the trench wall
- Belly - the center section of the wall, from the bottom of the lip to the top of the toe of the trench
- Toe - the bottom two feet of the trench wall, where it contacts the floor
- Floor - the bottom or base of the trench

**Duties and Responsibilities:**

I. Contacts

As soon as possible following confirmation that a person is trapped below grade, dispatch shall be contacted to notify the following agencies for support as needed:

1. South Lyon Fire Department for trench rescue team and equipment.
2. Milford Department of Public Services to standby for heavy equipment such as front loader, sewer vacuum, etc.
3. Independence Township Fire Department for additional trench rescue personnel and equipment
4. Pontiac Fire Department for additional trench rescue personnel and equipment.
5. Confirm that an ALS unit is responding
6. Police to help control the scene and investigate the incident to rule out criminal intent
7. MIOSHA must be notified whenever a workplace fatality has occurred

II. Tactical

A. First Due Unit

First in companies at a trench collapse with a trapped victim can help prepare the scene for the arrival of the technical rescue team.

1. Spot apparatus at least 50 feet from the excavation
2. Establish command and restore order to the scene
3. If possible, approach the trench from the end
4. perform size-up
  - a. try to establish communication with the victim(s) to determine the degree of entrapment and nature of injuries or disabilities
  - b. make contact with job supervisor/person in charge
  - c. ascertain what happened
  - d. determine number of persons trapped
  - e. determine the length of time since the victim became entrapped
  - f. determine existing hazards
  - g. report findings through dispatch
5. Establish a hazard zone with a single entry point and begin accountability

6. Determine resources available vs. resources needed
  7. Call for additional resources as needed
  - B. Command
    1. Assess on-scene capabilities
    2. Assign a Safety Officer
    3. Maintain ICS, Accountability and Resources
  - C. Scene Safety
    1. Keep non-essential personnel at least 150 ft. away
    2. Prevent workers from attempting an unsafe rescue of their workmate.
    3. Control traffic movement near the excavation
    4. Shut down heavy equipment operating in the area of the collapse
    5. Control utilities if affected
    6. Identify the soil type and condition
    7. Keep all non-essential rescue personnel outside the hazard zone
    8. Ensure the trench atmosphere is monitored and ventilated prior to team entry
- III. Entry Operations  
Entry operations will be handled by the Trench Rescue Team following their protocol once they arrive. They should function under an Operations Officer or Rescue Branch Officer.
- IV. Termination
- A. Perform a PAR
  - B. Secure the scene
    1. scene tape
    2. leave shoring in place if necessary
    3. cover excavation if necessary
  - C. Leave scene undisturbed if an investigation is pending. Check with investigating agencies:
    - Police agency having jurisdiction
    - MiOSHA
  - D. Secure tools and equipment
  - E. Consider CISM debriefing
  - F. Return units to service
- V. Additional Considerations
- A. Consider equipment staging away from incident
  - B. Rotation of crews in inclement weather
  - C. Public Information Officer
  - D. Notification of MiOSHA
  - E. Effects on neighbors, bystanders, co-workers

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 3

POLICY: III, I

REVISED:

SCOPE: All Milford Firefighters

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### THERMAL IMAGING

#### **Purpose:**

To provide a guide for the storage, strategic and tactical deployment, and maintenance of thermal imaging cameras (TIC) for the Milford Fire Department. To establish a guideline to provide for the most effective use of imagers by the department in a manner that promotes the maximum level of safety.

#### **General:**

All Milford Fire Department personnel shall become familiar with the operation and maintenance of the department thermal imagers through training and by reading the manufacturer's information provided with the devices. Only those persons trained in the use of the thermal imaging cameras may use them.

Safety practices employed by the department are not to be ignored because of the added visibility provided by the imagers. All safety guidelines and procedures, interior search techniques, and firefighting practices used by the Milford Fire Department apply to operations using thermal imagers.

#### **Duties and Responsibilities:**

- I. Location of Thermal Imagers
  - A. The thermal imaging cameras will be carried on the lead engine assigned to each station.
  - B. The cameras shall be stored in vehicle mounted chargers in the front of the upper compartment behind the street side pump panel.
- II. Deployment
  - A. Responsible Person
    1. The passenger on the first due engine that is neither the engineer or the incident commander shall be responsible for carrying the TIC into the area where it is to be used.

2. The person responsible for the TIC will remove it from the vehicle mounted charger and clip the carabiner with retractable lead to the accountability tag ring or loop on his or her turnout coat.
  3. Always test the TIC before entering a hostile environment to ensure it is functional.
- B. Applications
1. Size-up  
The TIC may provide valuable information during size-up, which can assist the IC in determining the strategy and formulating the incident action plan. Early identification of tactical priorities and needs can prove beneficial in placing initial and subsequent attack lines. When a company officer or incident commander arrives on the scene, one of the first challenges is to identify the location of the fire. A TIC can save a great deal of time helping to pinpoint a concentration of heat within a particular area of the building, especially in large commercial or multistory structures. An IC armed with this knowledge can better direct firefighters regarding their point of entry and plan of attack so as to optimize their resources.
  2. Search and Rescue  
The primary use of the TIC for the fire department is for conducting search and rescue. The TIC can reduce the amount of time it may take to locate a fire victim using standard search techniques. The seat of the fire may be located during a primary search using the TIC.
    - a. The person operating the imager shall not advance ahead of or lose contact with their crew
    - b. Scan the imager back and forth, from shoulder to shoulder and from high to middle to low in a deliberate, systematic manner to locate victims or fire
    - c. Beds are always checked by hand regardless of what the TIC indicates. Blankets obscure heat signatures (especially of children), latent heat signatures are possible (especially if someone just escaped), electric blankets will give off their own heat signatures. The bed must be searched above and below and pulled away from the wall and searched
    - d. A TIC has no peripheral vision. Search an area completely.
  3. Accountability  
The TIC can be used to keep track of crewmembers or to locate separated or missing crewmembers. This does not mean that members may wander away from their crews.
  4. Overhaul  
The TIC may be used to locate hidden fires or hot spots in walls, ceilings, etc. It may be used for post fire inspections.

5. Abnormal Conditions  
It may also be used to identify overheated florescent light ballast, overheated motors, shorted electrical equipment, excessive heat in cooking appliances, machinery, etc.
  6. Non-structural Searches  
The TIC can be used to for non-structural searches for lost or missing persons, persons ejected from vehicles, aircraft accidents, and searches in darkness or other searches where persons may be hidden or obscured and unable to help themselves.
  7. Explosive Atmospheres  
TIC's are not intrinsically safe. They must not be used in environments or atmospheres where static or sparks may cause an explosion.
- C. Rapid Intervention Crews  
Thermal Imagers not in use should be placed with the RIT crew.

### III. Maintenance Guidelines

- A. Pre-use Maintenance  
The unit shall be checked each duty day to insure that:
- The unit is in its proper stored location
  - The unit is fully charged
  - The unit is functional
  - The spare battery is properly stored and charged
- B. Post-use Maintenance  
Following each use, the TIC shall be:
- cleaned (external surfaces only) with mild detergent and warm water. Dry with a soft, lint-free cloth to avoid scratching the optical surfaces.
  - inspected for structural, heat and/or chemical damage
  - inspect for loose or missing screws, O-rings, gaskets
  - tested for operation
  - batteries switched

### IV. Assisting Other Agencies

- A. Fire Mutual Aid  
Whenever another fire department requests the use of a Milford Fire Department thermal imager, it must be operated by a Milford Firefighter
- B. Police Assists  
The Milford Fire Department will assist the Milford Police Department with thermal imaging whenever requested. Whenever possible, a Milford Firefighter should operate the camera. In a dangerous police emergency, it may be necessary to provide on-site training in the operation of the imager to police personnel to keep firefighters out of harms way.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 3

POLICY: III, J

REVISED: 02/17/08

SCOPE: All Personnel involved in water and/or ice rescue operations as well as associated training exercises

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### WATER AND ICE RESCUE

#### **Purpose:**

This guideline is to assure that all personnel operating at the scene of water and ice rescues are properly trained and equipped. To provide guidance for performing cold water/ice rescue operations using department equipment. To ensure the highest degree of safety at water and ice rescue incidents.

#### **General:**

It shall be the policy of the Milford Fire Department that all personnel working on water and ice rescue operations, or during associated training exercises, are properly protected by wearing appropriate personal protective clothing and equipment as outlined by this policy.

Tactical operations and training shall be executed in accordance with NFPA 1670, Chapters 7 and 9. Under no circumstances shall any aspect of personal safety be compromised in order to increase the speed of emergency operations.

#### **Duties and Responsibilities:**

##### I. Protective Clothing and Equipment

Emergency operations shall not commence until all involved personnel have donned necessary protective clothing and equipment prior to entering the hot zone. Cold water rescue suits may be donned prior to response. The donning of equipment in moving vehicles is prohibited.

##### A. Protective Clothing and Certifications

1. Water rescue suits shall be worn by *Technician* certified personnel only and are to be used for surface rescues only.

2. All personnel assigned to surface support operations (in watercraft or on ice) or working within 10 feet of the water while on shore shall wear personal floatation devices (PFD) and must be certified to the minimum level of *Operations*.
  3. SCUBA equipment shall only be worn by personnel certified in underwater operations.
  4. Shore support rope handlers must be certified to the minimum level of *Operations*.
- B. Equipment Inspections
1. All equipment shall be inspected:
    - Monthly during equipment checks
    - After each use
    - After each repair
  2. Damage to clothing or equipment shall be immediately reported to the Safety Officer or immediate supervisor.
  3. The damaged article shall be removed from service, if necessary, until it can be repaired or replaced.
- C. Station 1 shall respond with:
1. The rescue boat pulled by Air 1
  2. Rescue 1
  3. Utility 1
- D. Station 2 shall respond with:
1. Rescue 2
  2. Engine 2
  3. Brush 2
- E. Water and ice rescue *Technicians* should get to the scene in any vehicle that is available to them if the above apparatus are unavailable or otherwise out-of-service.

## II. Command / Tactical

- A. The first arriving officer or senior firefighter shall establish command, accountability and perform size-up.
1. The IC shall decide if operations will be offensive, marginal or defensive in nature.
  2. Assess resource needs. Mutual Aid may be requested from Commerce Fire, White Lake Fire, Oakland County Sheriff's Dept., U.S. Coast Guard.
  3. Interview witnesses if necessary to determine the "last seen" location and time of submersion.
  4. Perform risk assessment (rescue vs. recovery).
  5. Establish a hazard zone
  6. Have *Technicians* suit-up in Cold Water Rescue Suits
  7. If *Technicians* need time to dress, *Operations* level rescuers should take such actions to assist the victim as may be necessary. This might include:

- a. Throwing rope(s) and/or flotation devices
  - b. Placing a ladder (on the ice)
- B. Hazard Zone
 

The hazard zone shall begin on shore 10 feet or more from the shoreline.
- C. Rescue Strategy
  - 1. Offensive: An offensive rescue is one where immediate action can effect the rescue with little risk to the rescuer(s). These rescues require little physical effort and the commitment of less than four people to perform the rescue.
  - 2. Marginal: Marginal rescues are rescues that have one or more complicating factors. These rescues may require considerable physical effort on the part of the rescuers or take the commitment of more than four personnel to execute the rescue.
  - 3. Defensive: Defensive rescues are large or complicated situations that involve the commitment of many rescuers, possibly from other agencies, to effect a successful rescue.
- D. Communication
  - 1. Radio
 

Radio communications shall be used:

    - a. Between shore teams and Command
    - b. Between watercraft and Command.
  - 2. Hand Signals
 

Hand signals shall be used between surface rescuers and rope handlers who are out of voice contact.
  - 3. Rope Signals
 

Rope signals shall be used between divers and rope handlers.

### III. Training

- A. All procedures outlined in this policy shall be practiced during training exercises with the following exceptions:
  - Trainees who are not certified to the level of Technician may don water rescue suits for the purpose of upgrading their certification.
  - Trainees who are not certified to the level of Operations may perform surface support tasks for the purpose of upgrading their certification
- B. Rope and hand signals must be reviewed annually to maintain familiarity.
- C. All firefighters should be trained in the unique handling and packaging of water rescue victims.
- D. All firefighters should be able to recognize and treat a hypothermic victim.

- E. All firefighters must remain familiar with the location and operation of all associated water and ice rescue garments, equipment and vehicles.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: September 3, 2008      PAGES: 3      POLICY: III, K

REVISED:

SCOPE: Explorer troop leaders and members of Fire Explorer Post 2017  
Milford Fire Officers and Senior Firefighters working as IC's

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### EXPLORER PROGRAM

#### **Purpose:**

To establish guidelines for the supervision and activities of Fire Explorer Post 2017 members.

#### **General:**

The Milford Fire Department Explorer Post shall consist of a supervisory staff to include, but not limited to a Post Advisor and a Post Committee Chairman and member Explorers between 14 and 21 years of age inclusive. Members of the Explorer Post are generally referred to as "Cadets". For eligibility in the program Cadets must have and maintain a grade point average of 2.0 in their school studies.

Nothing in this procedure shall supersede the requirements that have been established by the Boy Scouts of America for explorer programs.

#### **Duties and Responsibilities:**

- I. Supervisory Staff shall be:
  - A. Expected to report any and all activities of the program, good or bad, directly to the Fire Chief.
    - Report all injuries using proper chain-of-command procedures.
  - B. Exclusively responsible for overseeing the training of cadets.
  - C. Responsible for directing cadets in proper fire department etiquette, protocol and behavior.
  - D. Required to familiarize all cadets with Milford Fire Department Operating Procedures and Guidelines that may be directly related to their activities.

- examples: seatbelt rule, how the incident command system works, on-scene accountability, fire station security, etc.

## II. Cadets

Cadets are welcome to visit Fire Station 1 while duty personnel are present.

Cadets must sign in when visiting the fire station.

### A. Training

1. Cadets are expected to be familiar with the placement of equipment on Milford Fire Department apparatus within 90 days of attaining membership.
2. Cadets must become certified in cardio-pulmonary resuscitation within 90 days of attaining membership.

### B. Attendance at meetings

1. Cadets are expected to present themselves on time for regular fire department business and training meeting.
2. Cadets must wear proper attire while attending meetings.
  - a) Cadets will be provided with a uniform shirt
  - b) Cadets may be expected to acquire on their own specific color and types of clothing and shoes for this purpose.

### C. Incident response

1. All members of the program will be issued pagers (dependent upon supply) that will alert them when the department is toned out.
2. Licensed drivers who have transportation may respond via normal traffic regulations to Station One only.
  - a) Cadets shall not drive Milford Fire Department apparatus, under any circumstances.
  - b) A cadet can board responding apparatus if a seat is vacant; Unless apparatus is responding to a mutual aid call.
  - c) Upon arrival at the incident scene, he/she must check in with the Post Advisor, Post Committee Chairperson, Staging Officer or the IC if staging has not been established.
  - d) Cadets shall never enter or be ordered into the Hot Zone.
  - e) Cadets will be expected to retrieve tools and equipment during the incident, and help with clean-up following the incident.
  - f) A cadet may perform duties within the limits of his or her scope of training, certification or licensure if so assigned.
  - g) Cadets must wear turnout gear on all fire and injury accident responses
3. When responding to an incident, the cadet's initials must be placed on the Incident Run Sheet.

### D. General Expectations

1. Cadets will be supplied with "Run Sheets" to record their fire department activities.
  - a) Cadets must fill out their "Run Sheet" for each training session attended and every incident responded to.

2. Cadets must report any injury, no matter how trivial it may seem, to the Post Advisor, Post Committee Chairperson or in their absence, the ranking officer or firefighter on duty or on scene.
3. On school nights, cadets must leave the station no later than 21:00 hours, Sunday through Thursday, Friday and Saturday nights until 12:00 midnight as well as during holidays and summer break.

E. Other Safety Issues

1. Milford Fire Department explorers may not:
  - a) Enter or work within a "Hot Zone" or "Warm Zone" at an incident scene.
  - b) There shall be NO direct patient contact.
  - c) Climb aerial apparatus.
  - d) Climb ground ladders that exceed 35 feet in length, or not supported against a structure.
  - e) Use tools or gloves on energized electrical equipment.
  - f) Operate cutting torches.
  - g) Operate hydraulic rescue tools or any other mechanical equipment.
2. Exceptions
  - a) Using an official training facility such as a controlled burn building.
  - b) Training on the use of aerial ladders while using appropriate safety equipment.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

DATE: 03/03/93                      PAGES: 3                      POLICY: IV, A  
REVISED: 10/20/97, 10/19/04  
SCOPE: All Milford Firefighters

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### PERSONAL PROTECTION EQUIPMENT

#### **Purpose:**

To assure that all personnel are prepared to safely commence fire suppression or rescue operations upon arrival at an emergency scene. This policy provides guidance as when personal protective equipment (PPE) is to be used.

#### **General:**

It shall be the policy of the Milford Fire Department that all personnel, when responding to fire suppression or rescue operations, or during training exercises, be properly protected by wearing full protective clothing as designated by this policy.

#### Protective Clothing Defined

Protective clothing consists of:

- helmet with face shield
- protective hood
- turnout coat
- turnout pants (bunker pants)
- boots
- gloves
- SCBA with PASS device activated

All equipment must be properly fastened with hood donned and collar and ear flaps in place.

The department shall issue all equipment. Removal of liners is prohibited and the Fire Chief must approve any alterations to equipment.

## Duties and Responsibilities:

- I. Use of PPE
  - A. Emergency firefighting operations shall not commence until all involved personnel have donned necessary protective equipment.
  - B. All firefighting personnel shall wear full protective equipment when responding to any type of alarm indicative of fire, potential fire, explosion, potential explosion, or release of any type of hazardous material. All protective clothing shall be donned prior to boarding apparatus. Full protective clothing is optional for drivers only, during a response.
  - C. If an alarm is received while the apparatus is out of quarters, all personnel shall don full protective clothing immediately upon arrival at the emergency scene and prior to beginning any emergency operations.
  - D. All other responding personnel, including paid-on-call or off duty personnel shall don full protective clothing upon arrival at the scene and prior to beginning any emergency operations.
  - E. In addition to personal protective clothing, Self Contained Breathing Apparatus (SCBA) shall be provided for and shall be used by all personnel working in an area where:
    1. the atmosphere is hazardous
    2. the atmosphere is suspected of being hazardous
    3. the atmosphere may rapidly become hazardous
    4. they are below grade or in a confined space in which the safety of the atmosphere is unestablished.
  - F. Structure fires, vehicle fires, dumpster fires, carbon monoxide and hazmat incidents as well as overhaul operations all constitute potentially toxic atmospheric environments and shall be treated as such until deemed safe by the officer in charge.
  - G. Full protective clothing shall be worn by all personnel operating any power, hydraulic or forcible entry tools; when using ladders, ropes or hose; or when operating any tools that could cause personal contact or contact with debris.
  - H. Personnel operating at the scene of an EMS incident shall wear personal protective equipment as describe in Milford Fire Department IV C, Exposure Control Policy to assure personal safety during that type of incident.
- II. Damaged PPE
  - A. Damage to personal protective clothing or equipment shall be immediately reported to the incident commander or designated safety officer. The officer shall inspect the damaged article and order it replaced or repaired.

B. EQUIPMENT DAMAGED SUCH THAT ITS PROTECTIVE ABILITY IS IMPAIRED SHALL NOT BE USED. PERSONNEL SHALL WEAR ALL PROTECTIVE EQUIPMENT NECESSARY TO PROTECT AGAINST ALL FORESEEABLE HAZARDS.

III. Enforcement

As with any safety procedure, primary responsibility for adherence rests with each individual. Company officers are responsible for enforcement of this procedure and shall not allow personnel to deviate from such.

IV. Equipment Inspections

Station Captains shall personally inspect their firefighter's personal protective clothing bi-annually. The inspection shall be made in accordance with department guidelines for personal protective equipment to insure that all personnel have the necessary equipment and that it is in usable condition.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

DATE: 06/05/91                      PAGES: 5                      POLICY: IV, B  
REVISED: 04/20/04  
SCOPE: All Milford Firefighters

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### EMERGENCY VEHICLE DRIVING

#### **Purpose:**

This policy establishes guidelines for the safe operation of fire department apparatus and other vehicles.

#### **General:**

It shall be the policy of the Milford Fire Department that all personnel, while operating department vehicles, or personal vehicles, while carrying out their duties as Milford Firefighters, responding to or from an incident or while in representation of the department, do so safely and courteously in accordance with this policy. All emergency driving shall be of the defensive type, with the safety of the general public in mind, as outlined in the "Michigan Motor Vehicle Code", Act 300 P.A. of 1949 as amended.

All fire department members are required by law to use seat belts at all times while riding on or operating a motor vehicle.

#### **Duties and Responsibilities:**

##### I. Driver Safety

It is the responsibility of the driver of each fire department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Michigan Motor Vehicle Code. This code provides specific legal exceptions to regular traffic regulations that apply to authorized emergency vehicles only when responding to an emergency incident. Emergency response does not absolve the driver of any

responsibility to drive with due caution. This includes responding in personal vehicles.

## II. Lights and Sirens

During emergency response, warning lights must be on and sirens sounded to warn drivers of other vehicles, as required by the Michigan Motor Vehicle Code.

The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers. In order to be prepared for the unexpected actions of others, defensive driving is a must.

## III. Speed

Fire department vehicles are authorized to exceed posted speed limits only when responding to an alarm under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement.

The emergency vehicle driver may exceed the posted speed by a maximum of ten (10) miles per hour. Under less than a favorable condition, the posted speed limit is the absolute maximum permissible.

The emergency vehicle driver may not exceed posted hazard speeds such as hills, curves, hidden intersections, etc.

## IV. Intersections

Intersections present the greatest potential danger to emergency vehicles. When approaching an intersection with a negative right-of-way (red light or stop sign), the emergency vehicle shall come to a complete stop and may proceed only when the driver can account for all conflicting traffic and that all other drivers in all lanes have yielded the right-of-way.

When emergency vehicles must use the left turn lane or the oncoming traffic lane to approach a controlled intersection (traffic light or stop sign), it must be assured that all opposing traffic has yielded the right-of-way prior to proceeding. This includes occasions when the emergency vehicle has the green light.

The emergency vehicle driver may not exceed the posted speed through an intersection where the emergency vehicle has the green light.

V. Authorized Emergency Response

Emergency response is authorized only in conjunction with emergency incidents. The first arriving unit will advise additional responding units to respond in a non-emergency mode whenever appropriate. A report of "Code One" means continue to the location designated (scene or station) in a non-emergency mode.

VI. Backing of Apparatus

Drivers shall avoid backing up whenever possible: When backing up is unavoidable, a guide shall be used. If no guide is available, the driver shall dismount and walk completely around the apparatus to determine if obstructions are present before backing up.

VII. Seating and Seat Belts

Seat belts shall be worn by Milford Firefighters while operating or riding in a vehicle while on fire department business. This includes, but is not limited to fire and rescue apparatus, staff vehicles, privately owned vehicles and private ambulances.

The driver of an emergency vehicle will confirm that all personnel and riders are seated with seat belts fastened before the vehicle is permitted to move.

All personnel shall ride only in regular seats that are provided with seat belts.

VIII. Passing other Emergency Vehicles

During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.

IX. Driving On or Near the Incident Scene

The unique hazards of driving on or adjacent to an emergency scene requires that drivers use extreme caution and be alert and prepared to react to the unexpected.

Drivers must consider the dangers that their moving vehicle poses to emergency personnel and spectators who may be preoccupied with the emergency and may inadvertently step in the way of or behind a moving vehicle.

Drivers must use their best judgment to protect any evidence at an accident scene or possible crime scene.

X. Using Vehicles as Protection

When spotting apparatus at the scene of an incident, vehicles should be placed to protect personnel who are working in the street. Warning lights shall be used to make approaching traffic aware of the incident. At night, all available lighting shall be used to illuminate the scene.

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc.

XI. Responsibility

The driver is in charge of the vehicle and is responsible for the safety of all personnel riding on the vehicle, all vehicle operations and maintaining compliance with this guideline.

XII. Emergency Response

Fire department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.

Prompt, safe response shall be attained by:

- Knowing the incident location and best response route prior to leaving the station.
- Leaving the station in a standard manner;
  - Quickly mounting apparatus.
  - All personnel seated with seat belts on.
  - Station doors fully opened.
  - Apparatus doors are closed and secured.
- Driving defensively and safely at reasonable speeds.
- Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.

XIII. Drivers License Requirements

All firefighters and officers of the Milford Fire Department are required to maintain a valid State of Michigan Operators License. In accordance with

Act 300, the Michigan Motor Vehicle Code, operation of fire and rescue apparatus responding to emergency may be done only by members having successfully completed the Michigan Fire Fighters Training Council's Emergency Vehicle Driving Course with certification of such on file with the department training officer.

All members are subject to an annual driver license check and may be required to show proof of vehicle insurance and registration. All members have the responsibility to report any moving violations to the Fire Chief.

The following criteria will apply as to an individual's driving status:

Points on License = 6 - 8

Withdrawal of emergency driving privileges, both personal and department vehicles.

Points on License = 8 or more

Withdrawal of emergency driving privileges of personal vehicle and total withdrawal of driving privileges of department vehicles.

If a suspension of a members license or "work only" restriction is issued by the State of Michigan, that individual's membership with the Milford Fire Department will be suspended.

The Fire Chief can review or restrict an individual's driving status if complaints of unsafe driving practices occur.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 04/02/92

PAGES: 7

POLICY: IV, C

REVISED: 03/10/95, 05/18/04

SCOPE: All members of the Milford Fire Department

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### EXPOSURE CONTROL PROTOCOL

#### **Purpose:**

The nature of the work that we do as Firefighters and Medical First Responders requires us to expose ourselves to certain dangers. Most of these inherent risks can be substantially reduced through precaution and education.

The Officers of the Milford Fire Department wish all department members to have a safe working environment. An employer has the responsibility to provide a safe workplace, and the employee has a responsibility to follow department policies and protocols. Consequently, this Standard is being issued to each active member as a written policy from the Fire Chief and must be complied with accordingly.

This Protocol is written in compliance with The Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens standard, 29 CFR 1910.1030 and The National Fire Protection Association (NFPA) Standard 1581. NFPA 1581, which covers this subject, is still being proposed. This Protocol will be updated as changes and additional information is received from the above organizations.

The primary purpose of this protocol is to protect Milford Firefighters from bloodborne pathogens including, but not limited to the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV), as well as Mycobacterium Tuberculosis.

According to OSHA, "Occupational transmission of HIV is relatively rare, but the lethal nature of HIV requires that we take every possible measure to prevent exposure. Nevertheless, the greatest bloodborne risk workers face is the threat of infection posed by the hepatitis B virus. OSHA estimates that occupational exposures account for roughly 5,900 to 7,400 of HBV infections each year."<sup>1</sup>

#### **General:**

Members of the Milford Fire Department will consider all body fluids to be infectious and will take appropriate precautions to protect themselves from exposure as outlined in the

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<sup>1</sup> Gerald Scannell, OSHA, 1991

following procedure.

## **Duties and Responsibilities:**

### I. DEFINITIONS

**Airborne Pathogens** are disease causing (pathogenic) microorganisms that are carried from person to person through the air.

**Barrier Precautions** refers to the use of approved personal protective equipment.

**Bloodborne Pathogens** means pathogenic microorganisms that are present in human blood and can cause disease in humans.

### II. RISK DIFFERENCES

It is important that all fire department employees understand the differences between Category 1 (bloodborne) and Category 2 (airborne) diseases. In generalized terms, bloodborne pathogens (i.e. HBV and HIV), are transmitted through contact with an infected persons blood versus airborne pathogens (i.e. tuberculosis), which are contacted via the infected persons respiration's. Bloodborne pathogens should not only be suspected in blood but in all body fluids as well. These other potentially infectious fluids include but are not limited to saliva, cerebrospinal fluid, amniotic fluid (childbirth), mucous, semen and vaginal fluids.

For every known infection as many as five unknown infectious cases may be treated without knowledge. Since it is difficult, in fact impossible, for emergency workers to determine which patients and/or fluids are infectious, Milford Firefighters will treat all as such.

### III. EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. It is hereby determined that all members of the Milford Fire Department, job classification "Firefighter", are at potential risk of exposure as outlined in this document.

A Category 1 exposure occurs when an infected persons blood or body fluid enters another's blood stream. This can occur in the following ways:

1. Accidental needle sticks
2. Through human bites or openings in skin
3. Splashes into eyes, nose or mouth
4. Inhalation
5. Percutaneously (absorbed through the skin)
6. Through openings in the mucous membrane

A Category 2 exposure occurs when there is contact with a patient known to have positive titer values for Mycobacterium Tuberculosis, or other acid-fast bacilli. At least one of the above conditions must be met to constitute an exposure.

#### IV. REPORTING AND TREATMENT OF EXPOSURE

A firefighter who believes he/she has been exposed to a communicable disease may request, under Public Act 368 and 419, that the patient be tested for HIV and Hepatitis B and C surface antigens, and shall adhere to the following **reporting procedure**:

- A. The firefighter will place a Red Exposure Sticker on the copy of the patients Medical Run Form that accompanies the patient to the hospital.
- B. The firefighter must contact the Fire Chief immediately and obtain and fill out an Infectious Disease Notification Form.
- C. The firefighter must gather information about the patient that he/she treated, protecting patient confidentiality while doing so. This information should include;
  - name
  - date of birth
  - address of patient
  - date of incident
  - incident number
  - method of exposure
  - any medical information legally obtainable
  - where the person is now
  - why the firefighter believes this person is infected.
- D. The Fire Chief or his designee will contact the receiving hospital emergency room to request a Michigan Department of Community Health (MDCH) Form J427.
- E. The MDCH J427 shall be completed and given to the attending emergency physician.
  1. The patient will be tested for HIV/Hepatitis B and C and notification of a positive or negative result will be released to the individual specified on Form MDCH J427.
  2. A copy of all completed forms shall be maintained by the Fire Department.
- F. Treatment and/or counseling will be provided if necessary.
  1. The exposed person shall be referred to the department physician for testing within 72 hours of the exposure.
  2. Confidentiality is of the utmost concern.

## V. UNIVERSAL PRECAUTIONS

The term "UNIVERSAL PRECAUTION" simply means that all patients and all body fluids are to be considered infectious and handled as such. Universal blood and body fluid precautions will be utilized with all patients. All blood, body fluids, secretions and excretions shall be handled as if contaminated. Assume that all things wet are bad.

It is imperative that all personnel practice Body Substance Isolation (BSI) by using the appropriate equipment. Barrier precautions will be used when caring for patients as follows:

### **Full turnout gear**

- on all personal injury accidents

### **Latex gloves**

- when handling blood or body fluids.
- when handling containers or instruments contaminated with blood or body fluids.
- when in contact with mucous membranes.
- when cleaning contaminated equipment.
- in all cases **except** when talking to or examining a patient with intact skin.

### **Aprons or gowns**

- whenever danger of soiling street clothes with contaminants exists.

### **Goggles, glasses**

- when suctioning

### **Helmet face shields**

- on all PI accidents
- any patient with a respiratory condition

### **Masks**

- during exposure to category 2 diseases
- when mucous membrane exposure may occur (i.e., emergency childbirth)
- if excessive splattering could occur as sometimes happens during suctioning or arterial bleeding.
- OSHA and MIOSHA approved High Efficiency Particulate Air (HEPA) respirators, provided by the Milford Fire Department, will be worn in instances where contact with patients who have the signs and symptoms of, or have tested positive for Mycobacterium Tuberculosis infection, are being cared for. Included with this category are patients who are currently undergoing treatment for active TB, drug resistant TB, or any other form of parenchyma infection of the lungs.

### **Pocket masks or**

-whenever rescue breathing or

**Bag-valve-mask**

-whenever CPR is performed.

**Sharps containers**

-when disposing of needles or infusion devices left on scene by  
Advanced Life Support Units

**Shoe covers**

-whenever there exists a danger of splashing or splattering footwear  
with contaminated fluids.

The above mentioned equipment is either issued to each firefighter or can be found in Rescue 1 or Rescue 2. Each firefighter must remain familiar with the location of the BSI equipment provided by this department and the engineering controls covered in this section.

The above controls shall be examined and maintained on a weekly basis by the Assistant Fire Chief.

VI. HYGIENE AND HOUSEKEEPING

A. HANDWASHING

Handwashing must be done after each patient contact, after removal of gloves, or if contaminated with blood or body fluids. A hand disinfectant is provided by the department and is located in restroom dispensers and at apparatus room sinks in each fire station. Handwashing can be done at the scene using instant hand sanitizer or antiseptic towelettes located on the rescue vehicles. Paper towels are to be kept on rescue vehicles for this purpose. When these waterless methods are used, hands are to be washed with soap and running water as soon as possible. Hands are to be cleaned prior to getting into the cab of a vehicle.

B. MEDICAL TOOLS AND EQUIPMENT

Medical tools and equipment of the non-disposable type must be decontaminated with an approved disinfectant such as a 10% chlorine bleach solution or "Clean-Gear" disinfectant. This would include the inside of a rescue vehicle. Equipment washing is to be done in the plastic tubs located in the workshop of each station. Non-disposable equipment must be cleaned and disinfected according to manufacturers guidelines after every use. The interior of the rescue vehicles are to be cleaned and disinfected after each incident that results in contamination and by day personnel every Friday. Contaminated units returning from an incident are to be considered out-of-service until they are properly cleaned and disinfected.

C. SHARPS

Needles and other contaminated sharp instruments shall not be bent, recapped, put into waste packages, sheared or purposely broken. The one and only exception to this rule is if a needle is left on the scene and the only

way to keep the tip safely covered until it can be brought to a sharps container is by recapping. In this case the needle may be recapped using the one handed method. All used or opened sharps are to be considered contaminated. A puncture resistant, leak proof sharps container with the biohazard label affixed to it will be kept next to the biohazard waste container at each fire station.

#### D. TURNOUT GEAR, BLANKETS AND CLOTHING

Turnout gear, blankets and other clothing that have been contaminated with blood or other body fluids must be laundered in a disinfecting detergent solution at 160 degrees F (71 C) for 25 minutes. Laundering must be done using universal precautions. All blood soaked/contaminated clothing must be removed as soon as possible, placed in red biohazard bag and either laundered according to this procedure or disposed of as if it were regulated waste. No sorting or rinsing at site of use.

Contaminated clothing must be removed prior to leaving the work area. **No blood goes home.** The work area includes the scene of the incident and the back the rescue or ambulance. BSI equipment is to be removed prior to leaving the work area.

### VII. DISPOSAL OF MEDICAL WASTE

The disposal of contaminated **BSI equipment** such as latex gloves, aprons or masks and other disposable items such as dressings, clothing, etc. will be done by placing contaminated items in red "biohazard" plastic, infectious waste bags. These items are to be **double bagged** & sealed with tape (no staples). The bag shall then be either taken to Huron Valley Hospital and disposed of with HVH medical waste or given to the responding transporting unit for proper disposal. The red "biohazard" bags can be found on Rescues 1 and 2 as well as in the workshop area of each station. In addition, a small trash can marked "INFECTIOUS WASTE MATERIAL" and lined with a red "biohazard" plastic bag can be found in the apparatus room of each station next to the workshop door. Dressings and bandages that are not contaminated may be disposed of with the regular station garbage.

### VIII. VACCINATIONS

#### **Hepatitis B:**

At the expense of The Charter Township of Milford, Hepatitis B vaccinations are offered to all fire department employees on a voluntary basis. Employees who choose not to accept the vaccine must sign a declination form, but may be vaccinated at a later date if they change their minds.

#### **Tuberculosis:**

At the expense of the Charter Township of Milford, and at least on an annual basis, each at-risk-employee shall be given a Tuberculin Purified Protein Derivative

(PPD) skin test. This test will also be on a volunteer basis with the same qualifications as above. Individuals exhibiting a positive reaction to the skin test will be referred to a Physician for follow-up evaluation.

**Measles:**

In addition and in compliance with Center for Disease Control (CDC) standards, measles revaccination can be obtained during annual physical examinations.

**Human Immunodeficiency Virus:**

At this time there is no known vaccine for the HIV virus.

IX. EDUCATION

Each and every member of the Milford Fire Department must participate in annual training. Training will be provided to maintain awareness in the following areas:

1. Education regarding airborne and bloodborne diseases.
2. Understanding how to maintain body substance isolation.
3. Knowing the limitations of BSI.
4. Reviewing all information that is covered in this policy.

Let's all work together toward a safe working environment.

**Milford Fire Department**  
**INFECTIOUS DISEASE NOTIFICATION FORM**

**I. TO BE COMPLETED BY EXPOSED FIREFIGHTER**

Date of Exposure: \_\_\_\_\_ Time: \_\_\_\_\_ Incident #: \_\_\_\_\_

Name: \_\_\_\_\_ Apparatus Assignment: \_\_\_\_\_

Explain in detail how and why exposure occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site (left index finger, right eye, etc.) of Exposure: \_\_\_\_\_

\_\_\_\_\_

Type of Exposure: (check one)     Sharps     Inhalation     cut in skin     Splash  
 Absorption through skin     Opening in Mucous Membrane

Check any of the following factors that may have contributed to the exposure:

Recapping needle     Improper disposal of sharps/medical waste     BSI not used or improperly used

Other (explain) \_\_\_\_\_

Have you had hepatitis vaccinations?     YES     NO    If yes, when? \_\_\_\_\_

When was your last tetanus vaccination? \_\_\_\_\_

SOURCE PATIENT INFO    Can the source patient be identified?     YES     NO

Patient's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Patient's address: \_\_\_\_\_ Town: \_\_\_\_\_

Was patient transported?     YES     NO    Did patient refuse transport?     YES     NO

Hospital transported to: \_\_\_\_\_

Transporting agency: \_\_\_\_\_ Unit #: \_\_\_\_\_

If by privately owned vehicle, driver's name: \_\_\_\_\_

Driver's address/town: \_\_\_\_\_ Phone: \_\_\_\_\_

**Milford Fire Department**  
**INFECTIOUS DISEASE NOTIFICATION FORM**

II. TO BE COMPLETED BY FIRE DEPARTMENT SUPERVISORY PERSONNEL

Was hospital contacted for follow-up information?     YES     NO

Name of hospital contact person providing information: \_\_\_\_\_

Position and phone number of contact person: \_\_\_\_\_

Was exposed firefighter sent for treatment? \_\_\_\_\_

Location of treatment: \_\_\_\_\_ Treatment date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

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Exposed Firefighter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Milford Fire Department

## PROCEDURES AND GUIDELINES

DATE: 06/02/93                      PAGES: 4                      POLICY: IV, D  
REVISED: 10/20/04  
SCOPE: All Milford Fire Department Personnel

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### HAZARD COMMUNICATION PROGRAM

#### **Purpose:**

In order to comply with the Hazard Communication Standard (29 CFR 1910.1200) promulgated by the Occupational Safety and Health Administration, and the Michigan Right to Know Law, the following written Hazardous Communication Policy has been established for the Milford Fire Department.

This program will be available for review by all employees.

#### **General:**

#### I. HAZARD DETERMINATION

The Milford Fire Department will be relying on material safety data sheets (MSDS) from suppliers to meet determination requirements.

#### II. LABELING

- A. All personnel will be responsible for seeing that all containers coming in are properly labeled.
- B. All labels shall be checked for:
  - Identity
  - Hazard Warning
  - Name and Address of responsible party
- C. Each station Lieutenant shall be responsible for seeing that all portable containers used in their station are labeled with identity and hazard warnings.
- D. Piping systems shall be labeled at access points and at appropriate spacing intervals.

#### III. MATERIAL SAFETY DATA SHEETS

- A. The Chief and Assistant Chief will be responsible for compiling the master MSDS file. The MSDS books can be found in the following places:
  - 1. At Station 1, on the end wall of the utility hallway.
  - 2. At Station 2, in the dispatch office.
- B. MSDS's will be available for review by all employees at all times.
- C. Copies shall be available upon request to the Chief.

- D. The station lieutenant will be provided with the required MIOSHA right-to-know posters and postings notifying employees of new or revised MSDS's within (5) days of receipt of the new or revised MSDS's.

#### IV. EMPLOYEE INFORMATION AND TRAINING

- A. The Station One Captain shall coordinate and maintain records of training conducted for the Milford Fire Department personnel.
- B. As soon as possible after employment with the Milford Fire Department, each employee will be given training and information on:
  - Chemicals and their hazards in the workplace.
  - How to lessen or prevent exposure to these chemicals.
  - What the department has done to lessen or prevent members from exposure to these chemicals.
  - Procedures to follow should the member become exposed.
  - How to read and interpret labels and MSDS's
  - Where to locate MSDS's and from whom they may obtain copies.
- C. The employee shall be informed that:
  - The employer is prohibited from discharging or discriminating an employee who exercises the rights regarding information about hazardous chemicals in their work place.
  - As an alternative to a request to the employer for an MSDS, the employee may obtain a copy from the Michigan Department of Consumer and Industry Services.

#### **Duties and Responsibilities:**

##### I. HAZARDOUS CHEMICAL INVENTORY

- A. A current inventory of all chemicals being used in facilities within our municipal limits will be kept within the Hazard Communication Policy Handbook. All Fire Stations, Fire Administration Offices as well as the Dispatch Center will have a copy of the master list and all information related to it within the handbook. Each chemical listed in the master list will be supplied with an appropriate Material Safety Data Sheet. (MSDS)
- B. It will be the responsibility of the chief/designee to secure Material Safety Data Sheets for any incoming Chemical that is not on the Master Inventory List for this Department. It will also be this persons responsibility to assure that all containers coming into our work sites have the proper labeling required by this law. This person will be responsible for contacting the supplier for the appropriate MSDS and labels, and will provide labeling in the interim.
- C. Station Lieutenants will be responsible for requesting MSDS(s) and labels for any hazardous chemical that may be missing for what ever reason.

##### II. CONTAINER LABELING

- A. The Department chief/designee and the purchasing agent shall require, in purchase orders, that the supplier furnish the appropriate MSDS(s) and appropriate labels for all purchased chemicals. They shall report to the designated state department, for appropriate action, any supplier refusing or failing to supply necessary MSDS(s) or labels. All MSDS(s) must meet the criteria of 29 CFR 1910.1200.

- B. The station Lieutenant shall assure that hazard identification labels on incoming containers are not removed or defaced. The station Lieutenant shall report any unauthorized removal or defacing of any labels to the station Captain for appropriate action.
- C. Pipes or piping systems that contain hazardous chemicals shall be identified with markings as to the contents of the pipes at access points and every 10 feet where the piping is 8 feet or closer to employee contact.

### III. MATERIAL SAFETY DATA (MSDS)

- A. If there are chemicals that do not have current MSDS(s) for them, the chief/designee will request a copy to be sent to the department from the supplier.
- B. All initial orders, or orders for new chemicals not presently in use, must include a request for the required MSDS(s) and labels.
- C. Each worksite will maintain a current file of all required MSDS(s) within the Hazardous Communications Handbook. These MSDS(s) will be available for employees to review upon reasonable request.
- D. As an alternative to requesting from the employer for a MSDS, the employee may obtain a copy from the Department of Consumer and Industry Services. A sign will be posted with the address and telephone number of the Department responsible for such requests.

### IV. EMPLOYEE TRAINING

- A. Employees exposed to chemicals will be trained upon their job assignment by the Station One Captain. When a new chemical is introduced into the workplace, all affected employees will be trained.
- B. Training will be composed of the following components:
  - 1. Information on the requirements of OSHA Hazard Communication Regulation 29 CFR 1910.1200.
  - 2. Information on safety and operating procedures in their work areas or departments where chemicals are present.
  - 3. An explanation of reading and interpreting the required MSDS(s) with respect to the physical and health hazards associated with the chemical.
  - 4. An explanation of the reading and interpreting information on hazardous chemical labels.
  - 5. The methods employees can use to protect themselves, to include safe work practices and the use of personal protective equipment when required or advised.
  - 6. Proper method in obtaining and using available hazard information.
  - 7. If an employee becomes exposed to chemicals while performing non-routine tasks, the supervisor will advise the employee of the associated chemical hazards and protective measures. If the employee is assigned to work areas containing vessels or pipes which are not labeled, or to areas that contain hazardous chemicals, the supervisor will advise the employee of the hazards and protective measures in the event there is a spill or potential exposure.
  - 8. Each employee will certify that they have received the training referred to in the Hazard Communication Policy.

### V. EMPLOYEE RESPONSIBILITIES:

- A. In order for this policy to be successful it is important that all employees be active participants in this program.

1. Employees shall:
  - a. Sign a form after being trained in the Hazard Communication Program which will acknowledge that they have received the training specified in this program.
  - b. Make necessary inquiries to their supervisor when working with or around a hazardous material, or when they suspect a material is hazardous, and to follow safety procedures or precautions that are necessary and required.
  - c. Access Material Safety Data Sheets when working with a hazardous chemical or material with which they are not familiar with to determine the level of hazard and the appropriate warnings and precautions.
  - d. Report missing or defaced Material Safety Data Sheets as soon as possible.
  - e. Assist in the training of other employees unfamiliar with the hazardous chemical or material.
  - f. Report to their supervisors immediately any shipment of materials that are received without the required MSDS(s) or labels.

VI. MSDS REQUESTS FOR NON-ENTITY BUILDINGS

- A. If an employee would like to receive a copy of a Material Safety Data Sheet for a specific chemical from any place of business within the municipality, they must put that request in writing, utilizing the MSDS Copy Request Forms, that are kept in the Hazardous Communication Policy Handbook.
- B. If the employee wishes to view the Material Safety Data Sheets that are on file with this Department, for a business in our municipality, they must make an appointment with the Fire Chief to do so. All requests will be answered within 24 hours of request. In the event that the information must be accessed sooner due to some emergent reason this department will make every attempt to accommodate the person.

I have read and understand this order

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

Milford Fire Department  
PROCEDURES AND GUIDELINES

ISSUED: 03/03/99                      PAGES: 2                      POLICY: IV, E  
REVISED: 07/27/2004  
SCOPE: All firefighters who engage in interior operations at fires in Milford

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**TWO-IN, TWO-OUT RULE**

**Purpose:**

For the safety of Milford Firefighters as well as firefighters providing mutual aid support from other communities, who may engage in interior firefighting activities, this department shall be in compliance with OSHA Rule 29 CFR part 1910 section 134.

**General:**

There shall be a minimum of four (4) state certified firefighters on scene prior to the initiation of interior operations at fire or hazmat incidents within the jurisdiction of the Milford Fire Department. Likewise, Milford Firefighters engaged in firefighting and hazardous material mitigation while assisting other departments shall adhere to this procedure.

**Duties and Responsibilities:**

- I. Conditions
  - A. Firefighters shall initiate interior operations only when the following conditions have been met:
    - 1. There is a minimum of four (4) firefighters on scene with personal protective equipment properly donned, PASS device activated and are breathing air through a properly donned SCBA unit.
    - 2. Attack and back-up lines are in place at the initial point of entry.
    - 3. The first due engineer has established water flow in both lines.
  - B. The four fully equipped firefighters shall deploy as follows:

1. Two firefighters shall be the attack or search and rescue team.
  2. Two firefighters shall be the Rapid Intervention Team (RIT) whose primary duty is to rescue the first team should the need arise.
- C. Command must be established prior to the initiation of an interior attack. The Incident Commander (IC) must:
1. Remain on the outside with the best possible view of the incident.
  2. May not be considered one of the four initial firefighters required in item I,A,1 of this procedure.

II. Exceptions

- A. The following will be considered exceptions to the Two-in, Two-out Rule;
1. Any fire in its incipient phase, that is capable of being extinguished with a hand held fire extinguisher, may be extinguished by any means at hand by a two person attack team having no RIT in place.
  2. Any fire in which immediate rescue is eminent and delay would result in death or serious injury.
- B. Should firefighters choose to disregard this rule to attempt a rescue, a written report must be filed with the Chief's office as soon as possible following termination of the incident.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 03/03/1999                      PAGES: 9                      POLICY: IV, F  
REVISED: 07/29/2004, 11/07/2007  
SCOPE: All Milford Firefighters

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### RESPIRATORY PROTECTION POLICY

#### **PURPOSE:**

The respiratory protection of all employees is paramount to the Milford Fire Department. This policy provides the necessary guidelines to protect Milford Firefighters from injury due to inhaled contaminated or superheated air.

The Milford Fire Department requires its uniformed employees to wear respiratory protection as part of their job function. The department uses self-contained breathing apparatus (SCBA) and high efficiency particulate air (HEPA) filters exclusively for on-the-job respiratory protection of its employees.

Since the HEPA type respirators are used for protection against airborne pathogens, the policy regulating their use will be the "Exposure Control Policy, procedure IV,C" and is compliant with OSHA rule 29 CFR part 1910 section 139.

This policy is in compliance with OSHA rule 29 CFR part 1910 section 134 and refers specifically to SCBA respirators.

#### **POLICY:**

It is the policy of the Milford Fire Department that all personnel expected to respond and function in toxic atmospheres shall be equipped with SCBA and trained in its proper use and care. These respirators shall be donned in accordance with manufacturer recommendations and Michigan Fire Fighter Training Council performance testing guidelines.

## PROCEDURE:

### I. PROGRAM ADMINISTRATOR

A Respiratory Protection Program Administrator will execute the application of this policy. The Program Administrator will be a person assigned by the Fire Chief who has special knowledge and training in the use, maintenance and repair of SCBA.

### II. SELECTION OF RESPIRATORS IN THE WORKPLACE AND PROCEDURES FOR USE

The Milford Fire Department shall select and provide the brand and type of respirator to be used by Milford Firefighters.

SCBA with integrated PASS device shall be used by all personnel working in areas where:

- The atmosphere is immediately dangerous to life and health (IDLH)
- The atmosphere is suspected of being IDLH.
- The atmosphere may rapidly become IDLH.

Any confined space work area, the hot zone of a hazardous materials (HazMat) incident or any other contaminated air incident that would constitute an exposure to any substance listed in 29 CFR 1910.1000, Tables Z-1, Z-2 or Z-3 or any oxygen deficient atmosphere below 19.5% or above 23% oxygen by volume, as well as those having Carbon Monoxide levels above 35 PPM shall be considered by all Milford Fire Fighters to be IDLH until the safety of the atmosphere can be established by testing and/or continuous monitoring.

Premature removal of SCBA must be avoided at all times. This is particularly significant during overhaul operations. All fire areas shall be thoroughly ventilated and monitored prior to removal of SCBA.

Because facial hair interferes with the seal of SCBA respirators, any facial hair that may come between the sealing surface of the facepiece and the face or that may interfere with valve function is prohibited. Any medical condition reported or observed, which prohibits a proper seal must be reported to the fire chief. Any mechanical condition that interferes with the face to facepiece seal or valve function must immediately be reported to a supervisor and the respirator removed from service. Any equipment such as glasses or goggles that interfere with proper facepiece seal is prohibited.

Each employee must perform a user seal check each time they put on the respirator using the manufacturer's recommended procedures for positive and negative pressure checks.

### III. MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS

Using a respirator may place physiological burdens on firefighters that vary with the type of work in which the respirator is used and the medical status of the employee. Accordingly, each employee must undergo a medical evaluation to determine the employee's ability to use the respirator. All new employees must undergo a medical evaluation prior to being fit tested or required to use the respirator. Medical evaluations shall be administered to all current uniformed employees of the fire department as well as all new members during their initial training period. The Fire Chief may require subsequent evaluations in the name of firefighter safety.

The Township shall identify a Licensed Health Care Professional to administer a medical questionnaire to each firefighter. The questionnaire shall be administered confidentially. Part-time and full-time firefighters shall fill out the questionnaire during normal working hours. On-call firefighters will receive one (1) hour on-call pay for filling out the questionnaires. The questionnaire will determine the need for a follow-up physical examination.

The employee shall have the opportunity to discuss the questionnaire and examination results with the Licensed Health Care Professional if so requested.

The Licensed Health Care Professional shall submit a written recommendation regarding each employee's ability to use the respirator, to the Fire Chief or his designee. The recommendation shall provide only the following information:

1. Any limitations on respirator use related to, while not identifying, the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
2. The need, if any, for follow-up medical examinations; and
3. A statement that the Licensed Health Care Professional has provided the employee with a copy of the written recommendation.

#### IV. FIT TESTING PROCEDURES

All uniformed employees must be fit tested with the same make, model, style, and size of respirator that will be used on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees and maintain records of such until the following year's fit test.

Fit tests will be conducted on all uniformed employees following the initial medical evaluation, at least once during the period of one calendar year thereafter, or whenever the employee notifies the employer of changes in the employee's physical condition that could affect respirator fit, or the employee states that the fit of the respirator is unacceptable.

Factors that may affect mask fit are:

- Weight change of 20 pounds or more.
- Significant facial scarring in the area of the facepiece seal.
- Significant dental changes.
- Reconstructive or cosmetic facial surgery.
- Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA-accepted qualitative or quantitative test in the negative pressure mode.

Each uniformed employee shall be issued their personal SCBA respirator facepiece. Fit testing will determine the proper size and fit of that face piece.

#### V. CLEANING AND DISINFECTING RESPIRATORS

All SCBA respirators shall be cleaned and disinfected after each use, training session or fit test. Each company officer or ranking senior firefighter is responsible for ensuring that each employee is provided with a clean, sanitary SCBA that is in good working order.

Firefighters are responsible for becoming familiar with the manufacturer's cleaning procedure.

## VI. STORING RESPIRATORS

SCBA cylinders shall be stored in clean and sanitary conditions. All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the facepiece.

Ensure the facepiece is completely dry prior to storage. Ensure the head harness adjustment straps are fully extended. The facepiece shall be stored in the pouch or pocket provided by the department.

## VII. INSPECTING RESPIRATORS

All respirators shall be inspected weekly and monthly as well as after each use, in accordance with manufacturer recommendations

On a daily basis, each respirator will be checked for proper function, tightness of connections, and the condition of the various parts including, but not limited to, the straps, valves, connecting tube and check all elastomeric parts for pliability and signs of deterioration. Employees shall determine that the regulator and warning devices function properly. SCBA cylinders shall be maintained in a fully charged state and shall be recharged when the stored pressure falls to 90% of the manufacturer's recommended pressure level.

The Program Administrator shall certify each respirator by documenting the date of weekly and monthly inspections, the name of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the respirator. The Program Administrator will keep this information stored as paper or electronic files.

## VIII. REPAIR AND MAINTENANCE OF RESPIRATORS

Defective respirators must be removed from service by placing a tag on the respirator that contains the words "Out of Service" hand written or printed. A Work Order repair request form must be completed and submitted to the station lieutenant, who will submit the work order for repairs to the Program Administrator.

The Program Administrator shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with Rule 29 CFR Part 1910.

## IX. ADEQUATE AIR QUALITY

The Program Administrator will ensure testing and maintenance of SCBA cylinders is carried out as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) and that appropriate records are kept.

The Program Administrator will ensure that breathing air meets the requirements for Type 1 - Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1 – 1989 and that appropriate records are kept.

## X. RESPIRATORY HAZARD TRAINING

Firefighters will be made aware of the respiratory hazards associated with fire fighting and the by-products of smoke, during basic and routine training. Periodic hazardous materials training will cover the respiratory dangers associated with mitigation of incidents dealing with hazardous products.

## XI. RESPIRATOR TRAINING

All firefighters will be trained and evaluated in the use of SCBA respirators prior to being required to use them. Retraining and evaluation on the use of SCBA respirators will occur at least annually for each firefighter. Any knowledgeable firefighter is a qualified instructor for retraining.

On an annual basis, each firefighter will be required to demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, don and doff, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of this policy.

The Department Training Officer shall keep records of all training, retraining and evaluation.

## XII. EVALUATION OF PROGRAM

Company Officers shall conduct evaluations to ensure that respirators are being used properly.

The Program Administrator shall regularly consult employees to assess their views on program effectiveness and to identify any problems. All problems that are identified during this assessment shall be documented and corrected. Factors to be assessed include, but are not limited to:

- Respirator fit;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

A written record of an ongoing program evaluation must be kept.

## XIII. IMPLEMENTATION OF PROGRAM

This Respiratory Protection Program shall be effective as of January 1, 1999. Implementation, respirators, training and medical evaluations will be provided to all uniformed employees at no cost to the employee.

# Milford Fire Department

## FIT TEST FORM

NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**OK NOT**

### MASK POSITIONED AND FITTED PROPERLY TO FACE

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Mask donned properly                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate strap tension (respirator does not slip) |
| <input type="checkbox"/> | <input type="checkbox"/> | Inhale, stop breathing, and listen for leaks      |
| <input type="checkbox"/> | <input type="checkbox"/> | Exhale, stop breathing, and listen for leaks      |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee evaluation of fit in mirror              |

### TEST EXERCISES PERFORMED FOR ONE MINUTE EACH

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Normal breathing in a standing position     |
| <input type="checkbox"/> | <input type="checkbox"/> | Slow, deep breathing in a standing position |
| <input type="checkbox"/> | <input type="checkbox"/> | Breathing while turning head side to side   |
| <input type="checkbox"/> | <input type="checkbox"/> | Breathing while moving head up and down     |
| <input type="checkbox"/> | <input type="checkbox"/> | Talking loudly                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Grimace while smiling or frowning           |
| <input type="checkbox"/> | <input type="checkbox"/> | Bending over                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Normal breathing                            |

### RESULTS

- |                          |                          |         |
|--------------------------|--------------------------|---------|
| <input type="checkbox"/> | <input type="checkbox"/> | Comfort |
| <input type="checkbox"/> | <input type="checkbox"/> | Leakage |

# Milford Fire Department

## SCBA RESPIRATOR TRAINING

NAME \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

OK NOT Through a verbal quiz, the employee;

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Understands why the respirator is necessary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Understands how improper fit, usage or maintenance can compromise the protective effect of the respirator.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Demonstrates knowledge of the limitations and capabilities of the of the respirator.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Knows what to do in case of malfunction.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Understands the procedures for maintenance, cleaning and storage of the respirator.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Able to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator. |

Through practical demonstration of skills, the employee;

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Checked cylinder pressure.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Donned SCBA properly.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Secured all straps.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Opened cylinder valve.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Test heads up display.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Test ICM unit gauge.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Verified operation of low air alarm.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Applied face piece/adjust straps.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Checked mask for leaks.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Checked for positive pressure.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Donned protective gear (hood, helmet, helmet strap, gloves). |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Demonstrate competence with unit.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Maneuvers were completed in 75 seconds.                      |

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 04/07/99

PAGES: 3

POLICY: IV, G

REVISED: 10/19/04

SCOPE: All Milford Firefighters

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### MECHANICAL LOCKOUT-TAGOUT

#### **Purpose:**

Through education and safe practices, mechanical injuries can be prevented. The purpose of this policy is to establish guidelines to ensure the safety of individuals performing maintenance work on any portable or stationary equipment in the building or on the apparatus.

This policy complies with OSHA standard 1910.

#### **General:**

All sources of energy to equipment or facilities that is being serviced shall be disconnected or locked out.

All employees are required to follow this policy and know where a copy of this policy is kept.

#### **Duties and Responsibilities:**

##### I. GENERAL

- A. Any equipment that is being serviced shall be tagged with a warning tag instructing that "DANGER" - "DO NOT START".
- B. The Fire Chief or designee shall be notified of any work that is going to be performed and will provide the necessary warning and locking devices needed.
- C. There is a complete kit of all warning tags, locking devices etc. located in the workshop at each station.

## II. ELECTRICAL EQUIPMENT

Employees working in areas where there are potential electrical hazards shall be provided with lockout tags and locking devices.

- A. All employees shall take steps to prevent electrical shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.
  - 1. The person who is working on or near the energized equipment is responsible to de-energize the equipment by using the lockout tagout procedure prior to the start of any work.
  - 2. Once work is complete the person who de-energized the equipment is responsible for re-energizing the equipment by removing the lock and tag. The responsible person must ensure that energizing it will not cause harm to any employee near the equipment.
- B. Prior to removing the cover of an electrical outlet you must switch the circuit breaker to the OFF position and put the proper locking device on that breaker so that it can not be turned on accidentally. You must also put a tag on the circuit box. Once all work to the electrical outlet has been completed and the cover has been reinstalled you must remove the tag and lock and switch the breaker to the ON position.
- C. Portable equipment shall be handled in a manner which will not cause harm to the cord or plug. Extension cords may not be fastened with staples or in any way which the outer jacket or insulation may be damaged.
- D. Any piece of electrical equipment including extension cords must be checked prior to its use for damage to the outside jacket or plug. You must check for cuts or missing pins from the plug and you must look for signs that it may have internal damage such as being pinched or crushed.
- E. Automobile batteries may be disabled by removing the keys.
- F. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service and tagged out of service until proper repairs are made to render the equipment safe to use.

## II. MECHANICAL EQUIPMENT

Employees working on mechanical equipment or any equipment or device, which has the ability to store and/or release energy, shall lockout and/or tagout the equipment being serviced.

- A. Once the work has been completed, the person who removed the equipment from service shall remove the lock/tag to return the equipment to service.
- B. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service and tagged out of service until proper repairs are made to render the equipment safe to use.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 01/05/05

PAGES: 3

POLICY: IV, H

REVISED:

SCOPE: All personnel attending or operating at the scene of a Milford fire emergency, hazardous materials incident or training exercise.

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### Rehabilitation

#### Purpose:

In compliance with NFPA 1584, *Recommended Practices on the Rehabilitation for Members Operating at Incident Scene Operations and Training Exercises*, this provides guidance on the implementation and use of rehabilitation as a tactical requirement of the incident command system (ICS) at the scene of an emergency or training exercise.

#### General:

Rehabilitation shall commence when fire/emergency operation, hazmat and/or training exercises pose a physical or mental risk. Tactical level rehab shall be provided for large-scale incidents, long-duration incidents and those associated with significant temperature extremes.

IC shall establish Rehab and make provisions for rehabilitation according to the circumstances of the incident. These provisions shall include the following:

- Rest: a "time-out" to help firefighters stabilize vital signs.
- Rehydration: replacement of lost fluids.
- Restoration: of core temperature through active cooling or warming.
- Rx: medical monitoring and treatment.
- Relief: from extreme environmental conditions
- Refueling: intake of calories and electrolytes.

#### Duties and Responsibilities:

Each person working within the Incident Command System shall have Rehab responsibilities:

- A. Incident Commander's responsibilities

1. Include tactical rehabilitation in incident size-up.
  2. Establish a Rehab Unit early during incidents where operating personnel may experience physical or emotional stress.
  3. Assign the first available rescue or ambulance to be Rehab.
  4. Assign the senior medic on that unit to be the Rehab Officer.
- B. Rehab Officer's responsibilities
1. Don the rehab officer vest (if available).
  2. Select the best location for Rehab using the following guidelines:
    - a. Able to accommodate the number of personnel and their equipment expected to be serviced.
    - b. Accessible for transporting units to get in and out.
    - c. Uphill, upwind and upstream.
    - d. Provide shade in summer or protection from inclement weather.
    - e. Have access to water for drinking and cooling.
    - f. Away from spectators and media.
  3. Ensure personnel in Rehab "dress-down" removing all gear during hot weather.
  4. Provide or request the required resources for rehab, including the following:
    - a. Drinking water
    - b. Sports drinks with electrolytes
    - c. Water for active cooling by forearm immersion
    - d. Chairs or places to rest
    - e. Food if required
    - f. Water for washing prior to eating
    - g. Blankets and dry clothing when necessary
    - h. Washroom facilities
  5. Time personnel to ensure they receive 15 to 20 minutes of rest.
  6. Ensure personnel rehydrate themselves.
  7. Maintain accountability of members entering or leaving Rehab.
  8. Inform Command if a person needs to be transported and where that person is being transported.
  9. Inform Command when personnel are ready for reassignment.
- C. Company Officer's/Crew Leader responsibilities:
1. Be familiar with the signs and symptoms of heat/cold stress.
  2. Monitor company members for signs of these stresses.
  3. Notify the IC when fatigued members require relief, rotation, or reassignment according to conditions.
  4. Ensure that the crew checks-in with the Rehab Officer and that the crew remains intact.

- D. Crew member responsibilities:
  - 1. Be familiar with the signs and symptoms of heat/cold stress.
  - 2. Be alert to other members showing signs of such stresses.
  - 3. Promptly inform the Crew Leader if rehab or relief is needed.
  - 4. Report to Rehab when instructed to.
  - 5. Maintain accountability by tagging in and remaining in Rehab until reassigned.
  - 6. Maintain unit integrity by tagging out as a crew whenever possible.
- E. EMS personnel assigned to Rehab:
  - 1. Request requirements through, and coordinate all activities with the Rehab Officer.
  - 2. Check vital signs and monitor for medical issues, and provide the appropriate treatment.
  - 3. Inform Rehab Officer when personnel need to be transported to a medical facility.
  - 4. Document medical treatment and monitoring for all members in Rehab.

#### ADDITIONAL CONSIDERATIONS

- A. All personnel are encouraged to rehydrate themselves throughout the incident.
- B. Members will be sent to Rehab as required.
- C. Members must be sent to Rehab following the use of one SCBA cylinder (or two 30-minute cylinders).
- D. Active cooling shall be practiced when weather conditions and workloads create a potential for heat stress (minimum 10 minutes).
- E. Member's will submit to medical monitoring while in Rehab.
- F. Members presenting with elevated vital signs will be rechecked every 10 minutes and will remain in Rehab until vital signs are within a normal range.
- G. Personnel experiencing chest pain, shortness of breath, dizziness or extreme nausea accompanied by dry, red skin shall be transported.
- H. Soda, caffeinated and carbonated beverages should be avoided when stressed.
- I. Members should consume nutritional snacks or meals during long duration incidents.
- J. Personnel shall refrain from smoking in or near Rehab.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 01/05/05

PAGES: 2

POLICY: IV, I

REVISED:

SCOPE: All Milford Firefighters

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### Overhead Doors

#### **Purpose:**

Accidents involving overhead bay doors are all too common in the fire service. This policy is in place to prevent costly damage to facilities and apparatus as well as to prevent injury to personnel.

#### **General:**

When operating an overhead door, it must be made certain that the door is clear of obstructions, personnel and apparatus. Doors must be completely open for apparatus to pass through.

#### **Duties and Responsibilities:**

- I. Opening and Closing Overhead Doors
  - A. Overhead bay doors must be completely opened or completely closed. The only exception to this is to provide cross ventilation in the apparatus room during periods of inclement weather, in which case the door may not be opened more than twelve (12) inches.
  - B. When opening an overhead door, be certain that no person is in physical contact with the door or working in the space above (changing light bulbs, etc.) that would be occupied by the opened door.
  - C. When closing an overhead door, be certain that vehicles, equipment, personnel or other items are clear of the door opening.
- II. Operating Vehicles through Overhead Doors

- A. Vehicle operators must be certain that an overhead door has extended all the way to its most upward position and that it has remained in that position prior to exiting or entering the apparatus bay.
- B. When closing a door, be sure vehicles, personnel and obstructions are clear of the door opening.
- C. Do not activate the door closer until the vehicle is completely clear of the door opening.
- D. When more than one vehicle must exit through the same bay door in response to an alarm, the operator of the first vehicle must be careful not to activate the door closer on the second vehicle.

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 7

POLICY: IV, J

REVISED:

SCOPE: All Milford Firefighters

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### INCIDENT SCENE ACCOUNTABILITY

#### **Purpose:**

This procedure identifies a system of incident site firefighter accountability. Use of this system will provide for the safety of the individual firefighter and will enable the Incident Command Staff to track and account for all personnel working on the scene.

This document shall establish guidelines to maintain accountability as mandated in NFPA 1561, OSHA: CFR 29 Part 1910, MIOSHA: Part 74, and EPA 40 CFR Chapter 1, Part 311.

This guideline places emphasis on personnel working in the "hot zone". The system may also be used for fire accountability outside the hot zone, i.e. to track personnel in Rehab, Staging, or other non-emergency assignments.

#### **General:**

##### I. Definitions and Responsibilities

*Accountability Officer or Entry Officer:* A person assigned to track personnel entering the hot zone. This person is responsible for collecting passports from personnel entering the hot zone. The Accountability Officer may be the engineer on the first arriving engine, assigned by the Incident Commander or assigned by Operations. When there are more than one points of entry to the hot zone, passports will be collected by the Entry Officers at each point of entry. The Accountability Officer must coordinate with Entry Officers.

*Engineer:* The driver, pump operator of a piece of firefighting apparatus.

*Firefighter:* Basic task oriented position at all incidents responsible for staying within visual or voice contact with the crew supervisor while in the

hot zone. Firefighters are responsible for placing and retrieving their Passports.

*Freelancing:* The dangerous practice of performing tasks without an official assignment.

*Hot Zone/Hazard Zone:* Any area requiring SCBA or an area in which personnel are at risk of becoming lost, trapped, or injured by the environment or structure, i.e. a burning structure, the smoke plume from a burning vehicle, the area around a hazmat spill, confined space, trench rescue, etc. The Hot Zone shall be an area nearer the risk area than that of the Accountability Officer.

*PAR:* Personnel Accountability Report

*Passports:* Plastic accountability tags with crewmember's name engraved.

*Point of Entry:* A geographical location where crews enter a hot zone.

*Rehab:* A designated area outside the hot zone where firefighters may receive rehabilitation including rest, nourishment, medical evaluation, SCBA replacement, etc. A Rehab Officer will be assigned on large or complex incidents. Rehab may be used for manpower staging for crews or individual firefighters arriving on scene.

## II. General

Accountability involves a personal commitment by all firefighters to work within the system at an incident. Therefore:

- A. All fire personnel are expected to learn and abide by this guideline.
- B. It shall be the responsibility of all officers to insure proper compliance and adequate accountability training of personnel under their command.
- C. Command will be responsible for accurate tracking and awareness of the use of human resources at an incident.
- D. Crew Leaders or Company Officers must maintain an accurate awareness of crewmembers assigned to them.
- E. All personnel working in the hot zone must have an assignment ...no freelancing.
- F. Crews arriving on the scene or assembled at Staging or Rehab must make every effort to remain intact.
- G. A crew shall exist of no less than two (2) personnel in full personal protective equipment (PPE) and trained to the level necessary to handle the given assignment.
- H. A crew entering the hot zone must have a designated supervisor with a portable radio.

- I. All crews shall go in together, stay together (within visual and/or voice contact) and go out together.
- J. If a radio fails in the hot zone, the crew must exit unless there is another working radio with the crew.
- K. Crews shall be assigned to a tactical objective and given a radio designation (interior, division one, search team, etc.).
- L. The Incident Commander (IC) or Operations Officer must be notified when crews or companies are split up or reassigned by a Branch Officer or Division/Group/Sector Supervisor.
- M. An accountability board should be used on all incidents that require the establishment of a hot zone.
- N. Department officers shall provide the leadership necessary to maintain compliance with this document. Freelancing must never be tolerated.

### **Duties and Responsibilities:**

- I. Passports
  - A. Each firefighter will be issued two (2) Passport tags. Each tag will be made of plastic with a metal clip and the firefighter's name, badge number and "MFD" affixed to it. Passport tags shall be stored by clipping them to a passport ring next to the radio pocket on the firefighter's turnout coat.
  - B. One Passport shall be used to account for the firefighter being on scene. The other shall be used to account for the firefighter being in the hot zone.
  - C. Each lead firefighting apparatus shall have an accountability ring attached to the street side pump panel upon which one of the Passports must be attached. This procedure will account for each firefighter being on-scene.
  - D. Crewmembers shall check-in with their Crew Leader by giving the second Passport to the Crew Leader who shall clip the crewmember's passports to the Crew Leader's passport. The entire crew's passports shall be given to the Accountability/Entry Officer closest to their point of entry or the IC/Operations Officer if an Accountability Officer has not been assigned. These passports shall be attached to the accountability board found on the lead engine. This will account for firefighters having entered the hot zone.
  - E. Passports must NEVER enter the hot zone.
  - F. Personnel exiting the hot zone must retrieve their entry Passport.
    - 1. Personnel exiting the hot zone and sent to Rehab must give their tag to the Rehab Officer if a Rehab Officer has been assigned. The crew leader may do this for the entire crew.
    - 2. Personnel released from the incident scene must have retrieved both tags and return them to the tag ring on their turnout coat.

- G. During wildland firefighting, check-in shall occur when the first stationary unit, usually a tanker or engine, arrives on scene.
  - 1. The engineer shall contact firefighting units in the field and place the name of each unit and who is assigned to the unit on the accountability board.
  - 2. Individuals carrying out ground operations (i.e. fire broom, water can, etc.) shall be organized into crews and check-in with the crew leader. The engineer shall place the names of crews next to their assignment(s) on the accountability board.
  - 3. When the mobile units report in for water each crew leader must ensure that the crew's accountability information on the board is correct.
  - 4. A "PAR" should be initiated every 15 to 20 minutes to maintain accountability of all operating units at wildland fires.

## II. Accountability Officers

- A. Who: Accountability Officers may be an Engineer, Rehab Officer, the Incident Commander, the Operations Officer or a specifically assigned Accountability or Entry Officer depending on the nature, size and complexity of the incident.
- B. Initiating the system: The Officer or Senior FF of the first arriving engine shall establish command and become the initial Accountability Officer. This person may choose to assign this task to the engineer.
  - 1. The IC or Engineer shall maintain accountability by ensuring his or her apparatus has been tagged by all arriving firefighters and by maintaining the accountability board for those entering the hot zone.
  - 2. For single apparatus incidents, the Engineer will assume all responsibility for accountability by ensuring his or her apparatus has been tagged by all firefighters on the unit and by maintaining the accountability board for those entering the hot zone.
  - 3. On multi-apparatus incidents, the person who establishes Command shall remove the Accountability Board from the engine cowl of the first-in engine and ensure that all firefighters operating in the hot zone have a Passport attached to the ring adjacent to their tactical assignment. This initial IC shall turn the board over to the next person who assumes command during transfer of command, or to the Operations Officer or Accountability Officer when and if such a position is established.
    - a. If Command chooses not to assign an Accountability Officer, that responsibility remains with the IC.
    - b. If the IC appoints an Operations Officer, the responsibility of accountability may be transferred to that person.

- c. If Command or Operations assigns an Accountability Officer, the Accountability Officer shall assume the responsibility of accountability for the entire incident.  
In any case, someone must be in charge of accountability and must maintain the accountability board.
- 4. The IC may request that the Accountability Officer maintain the IMS Status board.
- C. The Incident Safety Officer should never be used as the Accountability Officer.
- D. The Accountability Officer must wear the Accountability vest.
- E. If an incident escalates to a level where there are more than one entry points, Command should implement an Accountability Group or Sector with the various Entry Officers reporting to the Accountability Officer.

### III. Tactical Benchmarks

Several accountability benchmarks are included in tactical operations. The Personal Accountability Report (or "PAR") is a roll call of personnel having tactical assignments within the Incident Command System at an incident. For a Company Officer or Crew Leader, PAR is a confirmation that members assigned to his or her crew are visibly accounted for. For a Division/Group/Sector Supervisor, a PAR is confirmation by voice that all crewmembers of all crews under his or her supervision are accounted for. For Branch/Operation Officers and Command, a PAR is confirmation that all individuals with tactical assignments are accounted for.

- A. Command will initiate a PAR in the following situations:
  - 1. Any report of a missing or trapped firefighter.
  - 2. Any change from offensive to defensive operations.
  - 3. Any sudden hazardous event such as a flashover, backdraft, collapse, MayDay, emergency evacuation, etc.
  - 4. Upon completion of particularly dangerous assignments such as a report of primary search being "all clear" or report of "fire under control".
  - 5. At every 30 minutes of elapsed time with personnel operating in the hot zone.
  - 6. Whenever Command believes it's necessary.
- B. PAR shall be initiated in the following manner:
  - 1. Command calls for a PAR over the radio.  
Example: "All personnel from Main Street Command, give me a PAR".
  - 2. When various tactical frequencies are being used, this message will be passed down to the crews using the appropriate frequencies.
  - 3. At this point, crew leaders will take a head count and report up the line to their supervisors that they have PAR.

Example: "Division Two from Engine One, we have PAR 3".  
The number attached to the PAR corresponds with the number of personnel in the crew including the crew leader.

4. When Division/Group/Sector Supervisors have received PAR's from each crew, they will report up the line to their Branch or Operations Officer that they have PAR.  
Example: "Operations from Division Two, we have PAR"
  5. Branch/Operations Officer will report to the IC that they have PAR at which time the IC knows that all personnel operating in the Hot Zone have been accounted for.
  6. Command should have dispatch mark the time of each PAR.
- C. Dispatch should remind the IC at every 30 minute mark during operations. This helps the IC to keep track of interior unit SCBA use.

#### IV. Lost or Missing Firefighter

Unaccounted for firefighters will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Personnel must immediately report unaccounted for members to Command. Command shall request additional resources (RIT, additional alarm, EMS, mutual aid, Technical assistance, etc.) as necessary and initiate actions to locate all unaccounted for members (MFD Policy IV, K).

Command must initiate a PAR and deploy RIT to the last reported working area of the lost firefighter to begin a search. Command and Accountability Officer/Entry Officers must compare Passports with the Status Board to determine if the missing firefighter is assigned to the Hot Zone and to what area. In addition, a secondary RIT should be assigned to the entry point. Command may have to adjust strategies to a priority search and rescue effort.

Firefighters must maintain their assigned positions until ordered otherwise.

#### V. Demobilization

Passport accountability will remain throughout the incident until a report of "fire under control", at which time a PAR will be called. Command will determine at that time, based on the situation and risk, as to whether to continue with the Passport system. If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the Passport system further.

Upon termination of the Passport system or release from the incident scene, officers and crew members must ensure that Passports are retrieved and returned to the Passport ring on the firefighter's turnout coat.

## VI. Mutual Aid Incidents

### A. Mutual Aid Given

When assisting another department, request information on who or what to tag with the Passport. Since many departments have differing accountability systems, we need to do our best possible to fit into their program with our equipment.

### B. Mutual Aid Received

When another department gives us assistance, the IC or Accountability Officer may be tagged with a variety of Passport types. Some will be various colored tags, some may be Velcro® strips, etc. The person charged with accountability must do the best they can to work with this varying equipment.

We are just as responsible for the accountability of mutual aid companies and crews as we are for our own.

## VII. Rules of Thumb

### A. Passport implementation should be guided by the following basic rules of thumb.

1. Passports never enter the hot zone.
2. Passports must be maintained at the point(s) of entry to the hot zone.
3. Passports on the accountability board must reflect only those personnel presently in the hot zone.
4. Crews must surrender their Passports upon entering and must retrieve their Passports upon exiting the hot zone.
5. Individuals must retrieve their passports from the engine ring(s) before leaving the scene.

### B. All crews will go in together, stay together, come out together while the Passport system is in use.

### C. Freelancing will not be tolerated.

## VIII. Training

### A. This Accountability System shall be used during training scenarios where an actual or simulated hot zone is established.

### B. The system should be used during department wide business meetings and classroom sessions to maintain familiarity.

### C. The department Training Officer shall ensure periodic refreshers.

### D. This guideline shall be reviewed at least once per year.

Milford Fire Department  
PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 2

POLICY: IV, K

REVISED:

SCOPE: All Milford Firefighters and dispatchers

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**MAYDAY DISTRESS CALL**

**Purpose:**

An Incident Commander is faced with many concerns at an incident and must be prepared to handle unanticipated events that may arise. One event that must be anticipated is that of a missing or trapped firefighter.

This SOG provides direction to firefighters should they become missing or trapped. It also gives direction to other firefighters at the scene as well as dispatchers and the IC as to what the reaction should be when faced with a missing firefighter situation.

**General:**

The term "Mayday" will typically be used in the following situations and initiated by:

1. The member who is lost, trapped or in need of help.
2. The officer, group or crew leader, or other member who cannot account for an assigned firefighter operating in a hazard zone.
3. The IC following a PAR that fails to locate or account for a member.
4. A member who witnesses or has confirmed that a firefighter is lost or in need of help.

A firefighter in peril, lost, trapped, out of air, down or in any circumstance that can seriously injure or kill, will immediately transmit a "Mayday" message by radio and/or activate his or her PASS device. A conscious firefighter should make noise in anyway possible.

A crew leader or crewmember that realizes a member of the crew is missing or trapped will immediately transmit a "Mayday" message by radio.

If the IC cannot locate a crew or crewmember following a PAR, the IC will immediately transmit a "Mayday" message by radio.

Any member may use "Mayday" to report a lost firefighter.

Any report of "Mayday" shall receive priority radio traffic.

### **Duties and Responsibilities:**

- I. Transmitting a Mayday message  
When transmitting a "Mayday":
  - Say it three (3) times... "MAYDAY, MAYDAY, MAYDAY"
  - State the type of emergency
  - If possible, report the last known position and equipment needed
  
- II. IC's responsibilities  
The IC will immediately respond with the following actions:
  - Notify dispatch that there is a "MAYDAY EMERGENCY AT THIS INCIDENT"
  - Immediately request additional resources
  - Initiate a PAR
  - If not done so, assign an Incident Safety Officer
  - Deploy R.I.T. (rapid intervention team)
  - Assign another crew to replace the deployed R.I.T.
  - Ensure that other firefighting positions are not abandoned
  - If possible, assign an aid to monitor all fireground channels
  
- III. Dispatcher's responsibilities
  - State over the radio, "THERE IS A MAYDAY EMERGENCY AT THE FIRE INCIDENT, ALL RADIOS HOLD FOR EMERGENCY TRAFFIC"
  - Record the time of the Mayday emergency
  
- IV. Firefighter's responsibilities
  - Maintain their assigned positions and activities until ordered otherwise

# Milford Fire Department

## PROCEDURES AND GUIDELINES

ISSUED: 05/04/05

PAGES: 4

POLICY: IV, L

REVISED:

SCOPE: All Milford Firefighters

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### CRITICAL INCIDENT STRESS MANAGEMENT

#### **Purpose:**

Fire Department duties often expose personnel to psychologically traumatic situations. Since 1974, a new approach to support personnel exposed to extremely distressing critical incidents has been developed and disseminated across the nation. This Critical Incident Stress Management (CISM) Team concept is based on a partnership between mental health professionals and peer support personnel, and has been implemented in Oakland County.

It was once believed that professionals trained to respond to disasters and traumatic events were immune to stress responses. Case studies have shown that emergency personnel have experienced some form of stress-related symptoms following particularly gruesome incidents. A small percentage in-fact experience some form of long-term detrimental effects. Without some form of intervention, these firefighters have experienced declining work performance and deterioration of family relationships as well as increased health problems.

The Township of Milford and the Milford Fire Department recognizes that stress from traumatic incidents can have a harmful effect on its employees. The objective of this procedure is to provide professional intervention immediately following critical incidents to minimize stress-related injury to Fire Department personnel.

#### **General:**

It shall be the policy of the Milford Fire Department to minimize the adverse effects of stress caused by emotionally traumatic incidents by affording personnel the opportunity to participate in critical incident stress defusing and/or debriefings in a group and in some cases an individual setting. When the need for CISM arises the Milford Fire Department shall activate the Oakland County Crisis Response Organization (OCCRO) for defusing and/or debriefing.

Scheduled defusings and debriefings shall require mandatory attendance by firefighters who were involved in the incident. Invitations may be extended to dispatcher, police officers, private ambulance employees and mutual aid companies involved in the incident.

If it is determined that intervention beyond that of the peer counseling provided by CISM is needed, the Fire Chief or his designee shall arrange for one-on-one session with a psychologist who specializes in counseling emergency services personnel. Such professional services shall be at the expense of the Charter Township of Milford.

### **Duties and Responsibilities:**

#### I. Definitions

##### A. Critical Incident

A significant emotional event that may lead to a defusing or debriefing. Examples may include:

- Serious injury or death of a Fire Department member or other emergency responder
- Mass casualty incidents
- Suicide of a department member
- Serious injury or death of a civilian resulting from Fire Department operations
- Death of a child, or extreme injury to a child
- Loss of life of a patient following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by Fire Department personnel
- Particularly gruesome incidents
- Any incident that is charged with profound emotion
- An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction

##### B. Debriefing

A structured discussion conducted by trained members of a CISM team aimed at reducing stress related response to a critical incident. A debriefing should occur within 72 hours of an incident.

##### C. Defusing

A short version of a debriefing that occurs within eight hours of a critical incident and aimed at quelling immediate reactions to the incident. A defusing is used as soon as possible after demobilization from an exceptionally distressing incident.

Defusings can occur on scene or near the scene.

- D. Stressors  
Stimuli that trigger stress reactions.

## II. Activation

- A. Any member of the Fire Department can request that a debriefing or defusing be conducted after a critical incident. The request can be made through the member's immediate officer or through the Chief. All members of the department shall keep the identity of the requesting member confidential.
- B. Fire Department Officers can request a debriefing through the Fire Chief if negative reactions to an incident have been observed.
- C. The Chief or the highest-ranking officer in the Chief's absence must authorize all requests for a debriefing or defusing.

## III. Notification

- A. The Fire Chief or his/her designee shall contact OCCRO through "Common Ground Sanctuary" at 248-456-8147. Common Ground will contact OCCRO's on-call coordinator who will in-turn contact the Fire Department contact person to schedule a session.
- B. The On-Call Coordinator will assemble a team consisting of trained emergency responders and community mental health professionals.
- C. The Fire Department contact person will contact personnel involved in the incident to inform them of the place and time of the session.

## IV. Attendance

- A. Attendance will be mandatory for all personnel who were exposed to the traumatic aspects of the incident.
- B. The Fire Chief reserves the option for excusing personnel from the session(s)
- C. Members of other agencies who were exposed to the traumatic aspects of the incident will be invited and encouraged to attend.
- D. Personnel who were not exposed to the traumatic aspects of the incident shall not be allowed to take part in the debriefing

## V. General Rules

- A. All comments and observations made during a defusing or debriefing must be held in utmost confidence and not discussed outside the session.

- B. Milford Fire Department personnel who are members of OCCRO may not conduct debriefings or defusings for the Milford Fire Department.
- C. There shall be no repercussions or belittlement towards any member who requests or takes part in a debriefing or defusing.
- D. There shall be no note taking, recording, or cameras allowed during CISM sessions.

VI. Individual Care

If an individual continues to display symptoms of psychological traumatization, that individual may request further care via a one-on-one session with a mental health professional. If an officer observes such symptom, that officer must immediately report his or her concerns up the chain of command to the Fire Chief.