

PEMBERTON TOWNSHIP VOLUNTEER FIRE DEPARTMENT



STANDARD OPERATING PROCEDURES



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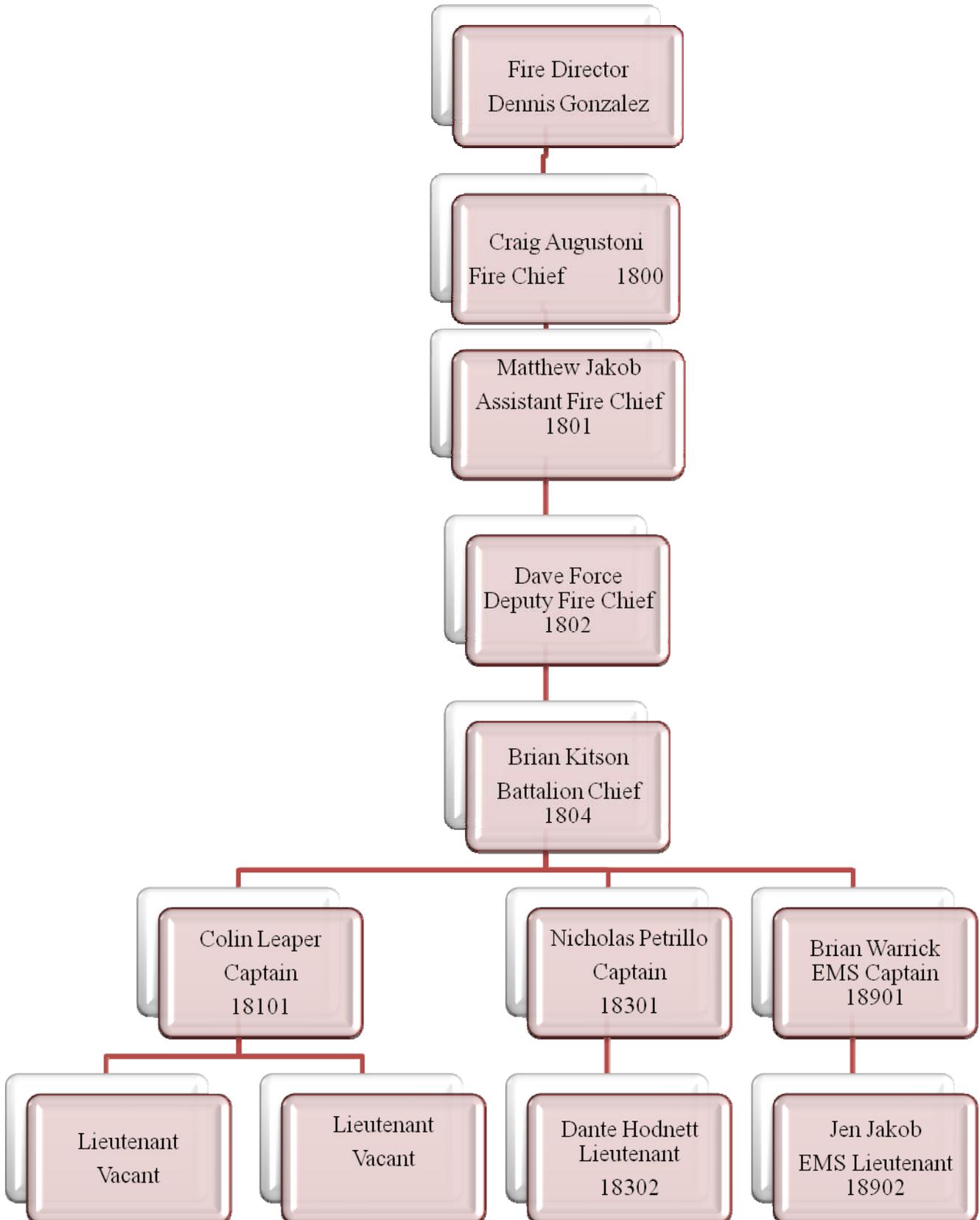
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Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 1	General Rules and Regulations
Number: 1.1 to 1.2.2	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas C. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 1: GENERAL RULES AND REGULATIONS

1.1 FIRE DEPARTMENT ORGANIZATIONAL STATEMENT

- 1.1.1 The fire department should prepare and maintain a written statement or policy that establishes the existence of the fire department; the services that the fire department is required to provide; the basic organizational structure; the expected number of members; the type of functions that the members are expected to perform; and the type, amount, and frequency of training to be provided to members.
- 1.1.2 The organizational statement should be available for inspection by members and reviewed annually.

1.2 RISK MANAGEMENT PLAN

- 1.2.1 The fire department should adopt an official written risk management plan that addresses all company/department policies and procedures.
- 1.2.2 The Risk Management Plan should cover administration, facilities, training, vehicle operation, protective clothing and equipment, operations at emergency incidents, operations at non-emergency incidents and other related activities. It should include at least the following components:
- (a) *Risk Identification: Potential problems;*
 - (b) *Risk Evaluation: Likelihood of occurrence of a given problem and severity of its consequences;*
 - (c) *Risk Control Techniques: Solutions for elimination or mitigation of potential problems; implementation of the best solution;*
 - (d) *Risk Management Monitoring: Evaluation of effectiveness of risk control techniques.*



Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 1	General Rules and Regulations
Number: 1.3 to 1.4.5	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas C. Petrillo</i>	Approved By:

1.3 POLICY

1.3.1 The fire department should adopt an official written departmental occupational safety and health policy that identifies specific goals and objectives for the prevention and elimination of accidents and occupational injuries, illnesses and fatalities. It should be the policy of the fire department to seek and to provide an occupational safety and health program for its members that complies with the New Jersey Fire Code, NJ PEOSHA standards as well referencing NFPA 1500.

1.3.2 The fire department should evaluate the effectiveness of the occupational safety and health program at least once every three years.

1.4 RULES AND RESPONSIBILITIES

1.4.1 The fire department shall be responsible for compliance with all applicable laws and legal requirements with respect to member safety and health.

1.4.2 The fire department should establish and enforce rules, regulations, and operating procedures to reach the objectives of the New Jersey Fire Code, PEOSHA.

1.4.3 The fire department should be responsible for developing and implementing an accident investigation program.

1.4.4 All accidents, injuries, fatalities, illnesses, and exposures involving member shall be reported immediately (within 24 hours of the occurrence) and investigated. NJDFS and PEOSH required that any fatality or injury requiring admission to a hospital be reported to them in 24 hours.

1.4.5 Each individual member of the fire department should cooperate, participate, and comply with the provisions of the occupational safety and health program.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 1	General Rules and Regulations
Number: 1.5 to 1.7.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas C. Petrillo</i>	Approved By:

1.5 FIRE DEPARTMENT SAFETY OFFICER

- 1.5.1 The fire chief should appoint a designated Safety Officer. This position should comply with requirements of the New Jersey State Fire Code.
- 1.5.2 Safety Officers should be responsible for the management of the Occupational Safety and Health Program.
- 1.5.3 Incident Safety Officers should be identified from within the ranks of the department. An Incident Safety Officer should be designated for each incident.
- 1.5.4 The Department Safety and Health Officer should be responsible for the Department's Safety programs such as the Exposure Control Plan, Respiratory Protection Program and any other programs adopted to protect the safety and welfare of the firefighters.

1.6 OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

- 1.6.1 An Occupational Safety and Health Committee should be established and should serve in an advisory capacity to the fire chief. The committee should include the designated Safety Officer, representatives of fire department management, and individual members or representatives of the member organizations.
- 1.6.2 The purpose of this committee should be to conduct research, develop recommendations, and study and review matters pertaining to occupational safety and health within the fire company/department.

1.7 RECORDS

- 1.7.1 The fire department should establish a data collection system and maintain permanent records of all accidents, injuries, illness, or deaths that are or might be job related.
- 1.7.2 The data collection system should also contain individual records of any occupational exposures to known or suspected toxic products or infectious or contagious diseases.
- 1.7.3 Training records shall be maintained for each member indicating dates, subjects covered, satisfactory completion, and, if any, certifications achieved.
- 1.7.4 The fire department shall assure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training.



Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 2	Training and Education Requirements
Number: 2.1 to 2.2.6	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: : <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 2 TRAINING AND EDUCATION REQUIREMENTS

2.1 GENERAL REQUIREMENTS

- 2.1.1 The fire department shall establish and maintain a training and education program with a goal of preventing occupational accidents, deaths, injuries, and illnesses.
- 2.1.2 The fire department shall provide training and education for all members for the duties and functions that they are to perform.
- 2.1.3 The training officers should at least meet the qualifications as a Level I Instructor as specified in NJAC 5:73-5 and NJAC 5:18C-5.3.
- 2.1.4 Training should be provided for all members as often as necessary to meet the applicable requirements of PEOSH 12:100-10.3.

2.2 BASIC TRAINING AND EDUCATION REQUIREMENTS

- 2.2.1 All members who engage in structural fire fighting shall at least meet the requirements of Fire Fighter 1 as specified in NJAC 5:73-4.
- 2.2.2 All fire apparatus drivers/operators should meet the applicable requirements of the PTVFD drivers/operators training program.
- 2.2.3 All fire officers shall meet the requirements for Fire Officer as specified in Pemberton Township Ordinance 33-2009 and N.J.A.C.73: 1.6 b.c.
- 2.2.4 All members involved in emergency operations shall be trained to the Incident Management I-100, I-700, I-800 level in accordance with the New Jersey Uniform Fire Safety Code.
- 2.2.5 Training programs for all members engaged in emergency operations should include procedures for the safe exit of members from the dangerous area in the event of equipment failure or sudden changes in conditions.
- 2.2.6 All responders must meet the minimum training requirements per [Annex K](#) as set forth by the NJ Division of Fire Safety , OSHA and PEOSHA.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 2	Training and Education Requirements
Number: 2.3 to 2.3.5	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By:

2.3 TRAINING FOR FIRE FIGHTING

- 2.3.1 Where the fire department is responsible for structural fire fighting operations, the fire department should provide structural fire fighter training at least monthly. Where the training is "Live Fire" this requirement is annual.
- 2.3.2 Members who engage in structural fire fighting must participate in training as required by NJAC 12:100-10.3.
- 2.3.3 Where the fire department is responsible for non-structural fire fighting operations, including but not limited to wild land or other exterior fires, the fire department shall provide training in such fire fighting operations.
- 2.3.4 Members who are assigned to non-structural fire fighting operations should attend non-structural fire fighting training sessions consisting of at least 9-hours annually.
- 2.3.5 Training in emergency operations should be based on the fire department operating procedures. These procedures should be maintained in written form and should address all anticipated emergency scene operations.



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Section 2	Training and Education Requirements
Number: 2.4 to 2.5.3 E	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas C. Petrillo</i>	Approved By:

2.4 FIRE SCHOOLS AND SEMINARS

- 2.4.1 The fire department should sponsor members and incur expenses for Fire Fighting instruction courses and seminars. All such courses and prospective students should be subject to final approval by the chief and training officer in accordance with the PTVFD training policy.
- 2.4.2 Upon successful completion of a fire school it is the responsibility of the student to obtain copies of the course certificate and forward to the department training officer for their personnel file.
- 2.2.3 Members shall complete a Fire Fighter 1/Fire Police training course approved by the training officer within one year of induction into the fire service. If the fire fighter has previously completed such a course, then a copy of the fire fighter's certificate of completion should be provided to the training officer. A six (6) month extension to this policy may be granted by the Fire Chief for extenuating circumstances.

2.5 TRAINING OFFICER

- 2.5.1 A qualified training officer should determine the curriculum of topics for drills and training sessions assign the instructors and arrange the training schedule.
- 2.5.2 The training officer should make all the necessary arrangements for scheduling and registration of the eligible members for fire schools or other training programs.
- 2.5.3 The fire department training officer along with the company training officers shall maintain updated training records for the fire department and personnel. The records should include but not be limited to the:
- (a) *Report of all drills and training sessions*
 - (b) *Driver training and qualifications reports*
 - (c) *Self-contained breathing apparatus certification reports*
 - (d) *Fire school attendance records and copies of certificates*
 - (e) *Any other records deemed necessary by the chief*



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 3	Vehicle Operations
Number: 3.1.1 to 3.2.6	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas R. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 3. VEHICLE OPERATION

- 3.1.1 All new fire apparatus shall be specified and ordered to meet the applicable requirements of NFPA 1901, Standard for Automotive Fire Apparatus.
- 3.1.2 When tools, equipment, or SCBA are carried within enclosed seating areas of fire department vehicles, such items shall be secured by either a positive mechanical means of holding the item in its stowed position or a compartment with a positive latching door.

3.2 DRIVERS/OPERATORS OF FIRE DEPARTMENT VEHICLES

- 3.2.1 Fire Department vehicles shall be operated only by members who have successfully completed an approved driver training program or by student drivers who are under the supervision of a qualified driver during non emergency operations. Also no fire Department vehicle used for fire suppression i.e. engine, ladder, Water Tender etc. shall be operated by any member who is not a certified firefighter in accordance with NJAC 5:73-4. and has one year's service time with the department unless exempted by the Department Chief.
- 3.2.2 Drivers of vehicles shall have a valid driver's license. Vehicles shall be operated in compliance with all traffic laws including sections pertaining to emergency vehicles, and any requirements within the authority having jurisdiction.
- 3.2.3 Drivers of vehicles shall be directly responsible for the safe operation of the vehicles under all conditions. When the driver is under the direct supervision of an officer, that officer should also assume the responsibility of the actions of the driver.
- 3.2.4 Drivers shall not move any vehicle until all persons on the vehicle are seated and secured with seatbelts or in approved riding positions.
- 3.2.5 Drivers of vehicles shall obey all traffic vehicle control signals and signs, and all laws and rules of the road of the jurisdiction for the operation of motor vehicles.
- 3.2.6 The fire department should develop written operating procedures for safely driving vehicles during non-emergency travel and emergency response and should include criteria for vehicle speed, crossing intersections, and traversing railroad grade crossings. Such procedures for emergency response should emphasize that the safe arrival of fire department vehicles at the emergency scene is the first priority.



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Section 3	Vehicle Operations
Number: 3.2.6 to 3.2.9	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

3.2.7 During emergency response, drivers of vehicles should bring the vehicle to a complete stop for any of the following:

- (a) *When directed by a law enforcement officer*
- (b) *Red traffic lights*
- (c) *Stop signs*
- (d) *Negative right-of-way intersections*
- (e) *Blind intersections*
- (f) *When the driver cannot account for all lanes of traffic in an intersection*
- (g) *When other intersection hazards are present*
- (h) *When encountering a stopped school bus with flashing warning lights*

3.2.8 Drivers should proceed through intersections only when the driver can account for all lanes of traffic in the intersection.

3.2.9 During emergency response or non-emergency travel, drivers of vehicles should come to a complete stop at all unguarded railroad grade crossings. Drivers should assure that it is safe to proceed before crossing the railroad tracks.



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Section 3	Vehicle Operations
Number: 3.2.10 to 3.2.10 F	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

- 3.2.10 The fire department should develop written operating procedures requiring drivers to discontinue the use of manual brake limiting valves, frequently labeled as a "wet road/dry road" switch, and requiring that the valve/switch remain in the "dry road" position.
- (a) *Emergency Response: Drivers should respond to emergency and drill locations safely. All traffic lights and intersections must be approached at a low enough speed so that the vehicle can be stopped if necessary. Emergency vehicles will stop at all red traffic lights and stop signs before proceeding with caution.*
 - (b) *Reduced speed: When an order to respond at reduced speed is given all units should refrain from using sirens and should stop at all signs and red lights. All lights and warning lights should be terminated as soon as safely possible once the reduce speed order has been issued.*
 - (c) *Responsibility for vehicle equipment: The driver is responsible for all equipment carried on the vehicle. The driver should see that all equipment is accounted for before leaving the scene of the emergency or training session.*
 - (d) *Duties on location: Once on location the driver of the vehicle is expected to perform all duties necessary for the proper operation of the pump and rapid delivery of water as needed. All vehicles should be chocked in a stationary position. The driver should remain with the vehicle until relieved or given other orders by the officer in charge. If the water tank was used during fire attack operations, the pump operator should see that the tank is refilled on location by slowly opening the tank fill valve and filling the tank as the truck receives its water supply from another source.*
 - (e) *Returning to station: When returning to quarters all warning lights should be off.*
 - (f) *Truck reports: Upon return to the station, the driver and crew are responsible for returning the vehicle to ready condition. Truck reports should be completed and initialed by the driver and the officer in charge of the incident.*



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Section 3	Vehicle Operations
Number: 3.2.10 G to 3.2.10 L	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas R. Petrillo</i>	Approved By:

- (g) *Use of headlights: All vehicles should have headlights on while on the road. In order to avoid blinding oncoming traffic, it should be a standard procedure to use low beams. High beams may be used at night if traffic conditions permit.*
- (h) *Flushing pump: If the pumper has been used to draft or received water from a pumper at draft, the pump should be completely flushed out before placing the truck back in service.*
- (i) *Four wheel drive operations: Vehicles should be stopped and placed in four wheel drive for off the road operations as soon as it leaves the paved roadway.*
- (j) *Fuel: All department vehicles shall be refueled when fuel gauge read $\frac{3}{4}$. When this occurs, it is the driver's responsibility to take the vehicle for fuel. The vehicle should be manned by no less than two members whenever possible.*
- (k) *Repairs to apparatus and equipment: If the apparatus or any of its equipment is in need of repair, it shall be the driver's responsibility to report the type and extent of repairs needed. The driver shall fill out PTVFD maintenance repair form.*
- (l) *Out of Service apparatus and equipment: Drivers shall report all out of service apparatus and equipment immediately to the senior officers of the assigned station. In the event no officers are available at that time the driver shall contact the Deputy Fire Chief, Assistant Fire Chief or the Fire Chief.*



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Section 3	Vehicle Operations
Number: 3.2.11	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

3.2.11 Provisional Driver

1. Once a Driver Candidate has completed all requirements as described in the Department Driver Candidate Training Outline, a Driver Candidate will be authorized as a Provisional Driver by the Department Training Officer for a period of six (6) months and will be evaluated both at the midpoint period, three (3) month mark, and at the ending period, six (6) month mark.
2. At the midpoint (3 month) evaluation, the evaluator will submit a written evaluation to the Department Training Officer recommending that the Provisional Driver is successful and can continue the Provisional Period, or the Provisional Driver is to be relieved for further training, or the Provisional Driver is to be relieved and shall re-take the entire training program or should not be considered as a Driver Operator for cause. At the endpoint (6 month) evaluation, the evaluator will submit a written evaluation to the Department Training Officer recommending that the Provisional Driver is successful and can be promoted to the Driver Operator level, or the Provisional Driver is to be relieved for further training, or the Provisional Driver is to be relieved and shall re-take the entire training program or should not be considered as a Driver Operator for cause.
3. Upon the successful completion of the Provisional Driver Period (6 month), and with proper evaluation documentation submitted to the Department Training Officer by the respective station commander, the Provisional Driver will then be promoted to Driver Operator by the Department Training Officer.
4. The level of Provisional Driver has been instituted to allow Driver Candidates the opportunity to drive and operate Department Apparatus prior to accomplishing the Pump Operators Training Course which is required by the Department Driver Candidate Training Outline but not always conveniently available. A Driver Candidate is afforded this level of Provisional Driver with the provision that they will complete the next Pump Operators Training

Course as is most convenient for the Department. If the Provisional Driver does not meet this expectation then they shall be relieved of Driver status until the requirement is met.



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Section 3	Vehicle Operations
Number: 3.3 to 3.4.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

5. The level of Provisional Driver has also been established to evaluate the Provisional Drivers ability to perform and apply what they have learned on emergency scene operations.

6. Provisional Drivers can be relieved of duty at any point during the evaluation period for cause and proper documentation shall be submitted to the Department Training Officer .

3.3 PERSONS RIDING ON FIRE APPARATUS

- 3.3.1 All persons riding on fire apparatus shall be seated in approved riding positions and shall be secured to the vehicle by seatbelts when the vehicle is in motion. Riding on tail steps, side steps, running boards or in any other exposed position, or standing while riding should be specifically prohibited.
- 3.3.2 On existing fire apparatus where there is an insufficient number of seats available for the number of members assigned to or expected to ride on the apparatus, alternate means of transportation that provide seating should be used. Such alternate means of transportation should include, but not be limited to, other fire apparatus, automobiles or vans.

INSPECTION, MAINTENANCE, AND REPAIR OF VEHICLES

- 3.4.1. All vehicles should be inspected in accordance with the PTVFD vehicle inspection policy. ([See Annex G](#))
- 3.4.2 A preventive maintenance program should be established, and records should be maintained. Maintenance, inspections, and repairs should be performed by qualified persons in accordance with manufacturer's instructions. Manufacturer's instructions should be considered as minimum criteria for the maintenance, inspection and repair of the equipment.

3.4.3 Fire pumps on apparatus should be service tested in accordance with the applicable requirements of NFPA 1911, Standard for Fire Service Tests of Pumps on Fire Department Apparatus.



3.4.4 All aerial devices should be inspected and service tested in accordance with the applicable requirements of NFPA 1914, Standard for Testing Fire Department Aerial Devices.

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Section 3	Vehicle Operations
Number: 3.5 to 3.5.8	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas R. Petrillo</i>	Approved By:

3.5 TOOLS AND EQUIPMENT

- 3.5.1 All new ground ladders should be specified in order to meet the applicable requirements of NFPA 1931, Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.
- 3.5.2 All new fire hose should be specified in order to meet the applicable requirements of NFPA 1961, Standard on Fire Hose.
- 3.5.3 All new spray nozzles should be specified in order to meet the applicable requirements of NFPA 1964, Standard for Spray Nozzles (shut off and tip).
- 3.5.4 All equipment carried on fire apparatus or designated for training should be tested at least annually in accordance with the manufacturer's instructions and applicable standards.
- 3.5.5 Firefighting equipment found to be defective or in unserviceable condition should be removed from service and repaired or replaced.
- 3.5.6 All ground ladders should be inspected and service tested in accordance with the applicable requirements of NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.
- 3.5.7 All fire hose should be inspected and service tested in accordance with applicable requirements of NFPA 1962, Standard for the Care, Use, and Maintenance of Fire Hose Including Couplings and Nozzles.
- 3.5.8. All fire extinguishers should be inspected and tested in accordance with the applicable requirements NFPA 10, Standard for Portable Fire Extinguishers.



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Section 3	Vehicle Operations
Number: 3.6 to 3.6.9	Issue Date: 9/27/2010
	Revision Date:
Prepared By:	Approved By:

3.6 Vehicle Backing

3.6.1 PURPOSE

Backing accidents injure and kill firefighters, civilians and damage apparatus every year. These guidelines will provide rules and information pertinent to safe backing operations for Fire Department vehicles and apparatus.

3.6.2 Backing of fire department vehicles and apparatus should be avoided whenever possible. Where backing is unavoidable spotters shall be used. In addition, spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain. When backing is necessary the engineer will slowly back the apparatus with the anticipation that something may go wrong.

3.6.3 Under circumstances where the vehicle is manned by only the driver, that vehicle or apparatus driver shall attempt to utilize any available fire department personnel to act as spotters. Where no personnel are available to assist, the vehicle driver shall get out of the vehicle and make a complete 360 degree survey of the area around the vehicle to determine if any obstructions are present.

3.6.4 When apparatus having a crew are backed, at least two members of the crew should be deployed as spotters.

3.6.5 The primary spotter should be located approximately 10 feet behind and on the left side of the apparatus in plain view of the engineer. The secondary spotter should be located approximately 10 feet behind and to the right of the apparatus in a position that can be seen by the engineer and which the secondary spotter can see the other side of the apparatus and the primary spotter. In congested or tight areas all crew members (except the engineers) will dismount the apparatus and act as spotters, including the Company Officer who will oversee the safety of the operation. When only a single spotter is available, the spotter should be located approximately 10 feet off the left rear corner, and will act as the primary spotter.

3.6.6 Spotters are not permitted to ride on steps or tailboard(s) at any time while backing fire apparatus.

3.6.7 Members are prohibited from riding on the tailboard, steps, or any exposed position when the vehicle is in motion.



3.6.8 Remote warning buzzers will not be used during backing operations.

3.6.9 The vehicle shall not be backed until all spotters are in position and communicate their readiness to start backing.

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Standard Operating Procedures

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Number: 3.6.10 to 3.6.14 G	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

3.6.10 Spotters will remain visible to the engineer/driver at all times. Anytime the driver loses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible, and the communication to continue backing is given.

3.6.11 When apparatus must be backed where other vehicle traffic exists, day or night, the apparatus emergency lights (if equipped with such lights) shall be operating and traffic safety vests shall be worn by all spotters.

3.6.12 The Company Officer is responsible for compliance with this procedure and the safe backing of the apparatus.

3.6.13 All crew members must share responsibility for safe backing operations.

3.6.14 Safety

1) The Officer's and Engineer's Responsibilities

- a) The Company Officer is responsible for the operation of the apparatus and its crew.
- b) The Company Officer is responsible for following and enforcing the policies and procedures. In this case, deploying spotters when backing up or as necessary to allow the safe movement of the apparatus.
- c) The Engineer is in control of the apparatus and therefore responsible for its movement. He/she should not move the apparatus until directed by the Company Officer and all spotters have been deployed, and are in position in a backing situation.
- d) If the Engineer loses sight of a spotter, he/she shall stop the apparatus until they are back in his/her sight.

e) If more than one spotter is being used, the engineer will need to maintain contact with both of them. This means shifting his/her attention from one spotter to another frequently so as to safely move the apparatus.

f) This should result in an apparatus that is moving at a slower than normal rate to watch both spotters.



g) If at any time the engineer feels that the situation is not safe, he/she should stop the apparatus until the situation is corrected. This may mean getting out and walking round the apparatus and down the road where the apparatus is headed.

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Standard Operating Procedures**

Section 3	Vehicle Operations
Number: 3.6.14 #2 to 3.6.14 #2 N	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

2) The Spotters Responsibilities

- a) The spotter is there to direct the engineer while backing up the apparatus.
- b) The spotter needs to be constantly aware of the surroundings while performing this function.
- c) The spotter needs to be constantly looking and listening for other vehicles and people that may enter the path of the apparatus that is backing up.
- d) The spotter must either stop the oncoming hazard or stop the apparatus being backed up.
- e) The spotter must be aware of objects and direct the engineer safely around them.
- f) The spotter must not only look at the ground level for obstructions, but also look up for overhead hazards, tree branches, wires, signs, canopies, ladders...
- g) The spotter shall maintain visual contact with the engineer at all times.
- h) The spotter needs to be in the line of sight of the mirrors of the apparatus being backed up at all times.
- i) At night, the spotter should position one of the rear spotlights on themselves or use a flashlight to help the engineer see them. DO NOT point the flashlight directly in the mirror of the engineer, as it may blind him/her.
- j) The spotter shall use hand signals to direct the engineer. These hand signals should be somewhat exaggerated so that the engineer can be clear as to what the spotter is signaling in the mirror.

k) Voice communication between the spotter and the engineer is also good, but the engineer may not hear the spotter over the noise of the apparatus and other background noise.

l) When backing into roadways or traffic, extreme caution must be exercised to ensure that all cross traffic is stopped prior to entering the roadway.

m) The use of portable radios to communicate between the spotter and the engineer may prove beneficial in certain circumstances.(operations channel)



n) Spotters must also be vigilant in managing their own safety by being alert to traffic and changing traffic conditions.

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Section 3	Vehicle Operations
Number: 3.6.14#2 O to 3.6.15	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

o) In congested or tight areas, the whole crew may be needed as spotters, including the Company Officer.

p) In congested or tight areas, one spotter may be needed at the rear and one at the front of the apparatus being moved either forward or backwards and the Company Officer to act as safety.

q) Spotters should also be used when going forward in tight areas, to avoid hitting objects.

3.6.15 Signals

1) STRAIGHT BACK: One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional) See Figure 1.

2) Back Left/Right: Point in the direction that the operator is to back the vehicle and signal to back-up with the free hand. (Figures 2a & 2b)

3)STOP: Both arms crossed with hands in fist. See Figure 3. Be sure to yell the stop order loud enough that the engineer/driver can hear the warning.



**Straight Back
Figure 1**



**Back Right
Figure 2a**



**Back Left
Figure 2b**



**Stop
Figure 3**



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Section 4	Protective Clothing and Equipment
Number: 4.1 to 4.1.6	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas R. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 4. PROTECTIVE CLOTHING AND EQUIPMENT

4.1 GENERAL

- 4.1.1 The fire department shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards to which the member is or is likely to be exposed. Such protective clothing and protective equipment shall be suitable for the task that the member is expected to perform.
- 4.1.2 Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
- 4.1.3 Members should be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.
- 4.1.4 Protective clothing & protective equipment should be used and maintained in accordance with manufacturer's instructions. A maintenance and inspection program should be established for protective clothing and equipment. Specific responsibilities should be assigned for inspection and maintenance.
- 4.1.5 Structural fire fighting protective clothing should be periodically cleaned at least every six months as specified in section 5-4 of NFPA 1581, Standard on Fire Department Infection Control Program.
- 4.1.6 The fire department should provide for the cleaning of protective clothing and station/work uniforms. Such cleanings should be performed by either a cleaning service that is equipped to handle contaminated clothing or a fire department facility that is equipped to handle contaminated clothing. Where such cleaning is conducted in fire stations, at least one washing machine should be provided for this purpose. This washing machine should be marked or labeled "**FOR WASHING PROTECTIVE OR WORK CLOTHING ONLY**".



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Section 4	Protective Clothing and Equipment
Number: 4.2 to 4.2.2	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

4.2 PROTECTIVE CLOTHING FOR STRUCTURAL FIRE FIGHTING

- 4.2.1 Members who engage in or are exposed to the hazards of structural fire fighting shall be provided with and use both protective ensembles which meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire fighting and NJAC 12:100-10.
- 4.2.2 The fire company/department shall require all members to wear all the protective clothing in this section at all times when involved in or exposed to the hazards of structural fire fighting or in the hazardous area at an emergency scene.



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Section 4	Protective Clothing and Equipment
Number: 4.3 to 4.3.8	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

4.3 SELF-CONTAINED BREATHING APPARATUS (SCBA)

- 4.3.1 Open-circuit SCBA shall be positive pressure and meet the requirements of CFR 1910.134 and NJAC 12:100-10. Closed circuit SCBA shall be NIOSH/MSHA certified with a minimum service of at least 30 minutes and should operate in the positive pressure mode only.
- 4.3.2 SCBA shall be provided for and be used by all members working in areas where:
- (a) *The atmosphere is hazardous*
 - (b) *The atmosphere is suspected of being hazardous*
 - (c) *The atmosphere may rapidly become hazardous*
- 4.3.3 Members using SCBA shall operate in teams of two or more, with a minimum of two firefighters outside the structure, equipped and ready to react if those inside the structure are in trouble.
- 4.3.4 The fire department shall adopt and maintain a respiratory protection program that addresses selection, inspection, use, maintenance, training, and air quality testing. Members shall be tested and certified in the safe and proper use of SCBA at least annually.
- 4.3.5
- 4.3.6 Prior to being assigned to wear SCBA, every firefighter must pass a medical evaluation by a Licensed Health Care Provider that verifies that the firefighter is physically fit to wear the respirator.
- 4.3.6 SCBA cylinders shall be hydro-statically tested within the periods specified by the manufacturer and the applicable government agencies.
- 4.3.7 The face piece seal capability of each member qualified to use SCBA should be verified by qualitative fit testing on an annual basis and whenever new types of SCBA or face pieces are issued. Each new member should be tested before being permitted to use SCBA in a hazardous atmosphere. Only members with a properly fitting face piece should be permitted by a fire department to function in a hazardous atmosphere with SCBA.
- 4.3.8 All PTVFD personnel who have the potential of responding to an incident which may require the use of a respirator or a self-contained breathing apparatus during the course of the incident shall have no facial hair that may interfere with the proper sealing of the face



piece or respirator as outlined in Section 4.3.9

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Section 4	Protective Clothing and Equipment
Number: 4.3.9 to 4.3.12	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

- 4.3.9 Facial hair Lengths:
- **Side burns**- will not exceed past the earlobe or one inch in length whichever is shorter or come in contact with the SCBA mask.
 - **Mustache**- will not exceed $\frac{3}{4}$ inch below the corner of the mouth or come in contact with the sealing surface of the SCBA mask, whichever is shorter.
 - **Beards**- prohibited
 - **Goatee**- prohibited
- 4.3.10 Refilling of SCBA cylinders shall only be done inside an approved containment system designed to contain any failure of a cylinder.
- 4.3.11 The inspection and maintenance of the SCBA shall be in accordance with PTVFD Respiratory Protection Policy. (see annex F)
- 4.3.12 Personnel shall not use PPE or SCBA Face Mask belonging to other department members. Personnel shall only wear PPE & SCBA Face Mask issued to them for their use by the Department



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Section 5	Protective Clothing for Emergency Medical Operations
Number: 5.1 to 5.2.1 B	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas R. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 5. PROTECTIVE CLOTHING FOR EMERGENCY MEDICAL OPERATIONS

- 5.1.1 Members who perform emergency medical care or otherwise are likely to be exposed to blood or other bodily fluids shall be provided with emergency medical garments, emergency medical face protection devices, and emergency medical gloves that meet the applicable requirements of NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.
- 5.1.2 Members should wear emergency medical gloves when providing emergency medical care. Patient care should not be initiated before the gloves are in place.
- 5.1.3 Each member shall use emergency medical garments and emergency medical face protection devices prior to any patient care during which large splashes of bodily fluids can occur, such as situations involving spurting blood or childbirth.
- 5.1.4 Contaminated emergency medical garments, emergency medical face protection devices, and emergency medical gloves must be cleaned and disinfected or disposed of in accordance with NFPA 1589, Standard on Fire Department Infection Control Plan.

5.2 CHEMICAL PROTECTIVE CLOTHING FOR HAZARDOUS CHEMICAL EMERGENCY OPERATIONS

- 5.2.1 Vapor protective garments:
 - (1) Members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in vapor form or to unknown chemicals shall be provided with and use:
 - (a) *Vapor protective suits meeting the applicable requirements of NFPA 1991, Standard on Vapor Protective Suits for Hazardous Emergencies*
 - (b) *SCBA that meet the applicable requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus for Fire Fighters*



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Section 5	Protective Clothing for Emergency Medical Operations
Number: 5.2.1 #2 to 5.2.2 #2 D	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

- (2) Vapor protective suits should not be used alone for any fire fighting applications or for protection from radiological, biological, cryogenic agents or inflammable or explosive atmospheres.
- (3) Vapor protective suits can be permitted to be used for protection from liquid splashes or solid chemicals and particulates.

5.2.2 Liquid Splash Protective Garments:

- (1) Members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in liquid splash form shall be provided with and use:
 - (a) *Liquid splash protective suits that meet the applicable requirements of NFPA 1992, Standard on Liquid Splash Protective Suits for Hazardous Chemical Emergencies.*
 - (b) *SCBA that meet the applicable requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus for Fire Fighters or respiratory protective devices that are NIOSH/MSHA certified under 30 CFR 11 as suitable for the specific chemical environment.*
- (2) Liquid splash protective suits should not be used for protection from:
 - (a) *Chemicals in vapor or from unknown liquid chemicals or chemical mixtures.*
 - (b) *From chemicals or specific chemical mixtures with known or suspected carcinogenicity.*
 - (c) *Protection from chemicals or specific chemical mixtures with skin toxicity notations.*
 - (d) *Any firefighting applications or from protection from biological, radiological or cryogenic agents; from flammable or explosive atmospheres; or from hazardous chemical vapor atmospheres*



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Section 5	Protective Clothing for Emergency Medical Operations
Number: 5.2.3 to 5.2.3 #2 C	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

5.2.3 Support Functions Protective Garments:

- (1) Members who provide functional support outside the hot zone during hazardous chemical emergencies shall be provided with and use:
 - (a) *Support function protective garments meeting the applicable requirements of NFPA 1993, Standard on Support Function Protection Garments for Hazardous Chemical Operations.*
 - (b) *SCBA that meet the applicable requirements of NFPA, 1981 Standard on Open Circuits Self-Contained Breathing Apparatus for Fire Fighter or respiratory protective devices that are NIOSH/MSHA certified under 30 CFR 11 as suitable for this specific environment.*
- (2) Support function protective garments should not be used:
 - (a) *In any hot zone of any hazardous chemical operation.*
 - (b) *For any fire fighting applications or from protection from radiological, biological, or cryogenic agents; from flammable or explosive atmospheres*
 - (c) *These garments can be permitted for use as protection against solid chemicals and particulates outside of the hot zone.*



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Section 5	Protective Clothing for Emergency Medical Operations
Number: 5.3 to 5.4.3	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

5.3 EYE AND FACE PROTECTION

- 5.3.1 Primary face and eye protection appropriate for a given specific hazard should be provided for and used by members exposed to that specific hazard. Such primary face and eye protection should meet the requirements of ANSI Z87.1, Practice for Occupational and Educational Eye and Face Protection.
- 5.3.2 The full face piece of the SCBA should constitute face and eye protection when worn. SCBA that have face piece mounted regulators, which, when disconnected provide a direct path for flying objects to strike the face or eyes, should have the regulator attached to be considered eye and face protection.
- 5.3.3 When operating in the hazardous area at an emergency scene without the full face piece of the SCBA being worn, members should deploy the helmet face shield for partial face protection.

5.4 HEARING PROTECTION

Note: NJAC 12:100-10.13 says Hearing protections required for non emergencies only.

- 5.4.1 Hearing protection should be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.
- 5.4.2 Hearing protection should be provided for and used by all members when exposed to noise in excess of 90 dBA caused by power tools or equipment, other than in situations where the use of such protective equipment would create an additional hazard to the user.
- 5.4.3 The fire company/department should engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources in the work environment.



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Section 6	Emergency Operations
Number: 6.1 to 6.1.4 G	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 6. EMERGENCY OPERATIONS

6.1 INCIDENT MANAGEMENT

- 6.1.1 Emergency operations and other situations that pose similar hazards, including but not limited to training exercises, should be conducted in a manner that recognizes hazards and prevents accidents and injuries.
- 6.1.2 An incident management system that meets the requirements of NFPA 1561, Standard on Fire Department Incident Management System, N.J.A.C. 5:75 and the Burlington County Fire Chiefs Association ICS Guideline should be established with written operating procedures applying to all members involved in emergency operations. All members involved in emergency operations should be familiar with the system.
- 6.1.3 At an emergency incident, the incident commander shall be responsible for the overall safety of all members and activities occurring at the scene.
- 6.1.4 At an emergency incident, the incident commander shall have the responsibility to:
- (a) *Assume / confirm commands and take an effective command position;*
 - (b) *Perform situation evaluation that includes risk assessment;*
 - (c) *Initiate, maintain, and control incident communications;*
 - (d) *Develop an overall strategy / attack plan and assign units to operations;*
 - (e) *Develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and functional sectors;*
 - (f) *Review, evaluate, and revise the attack plan as required;*
 - (g) *Continue, transfer and terminate command.*



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	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

6.2 RISK MANAGEMENT DURING EMERGENCY OPERATIONS

- 6.2.1 The incident commander should integrate risk management into the regular functions of incident command.
- 6.2.2 The concept of risk management should be utilized on the basis of the following principals:
- (a) *Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.*
 - (b) *Activities that are routinely employed to protect property should be recognized as inherent risks to the safety of members and actions should be taken to reduce or avoid these risks.*
 - (c) *No risk to the safety of members should be acceptable when there is no possibility to save lives or property.*
- 6.2.3 The incident commander should evaluate the risk to members with respect to the purpose and potential results of their actions in each situation. In situations where the risks to members are excessive, activities should be limited to defensive operations.
- 6.2.4 Risk management principals should be routinely employed by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all members at the incident scene.
- 6.2.5 Emergency Evacuation of a structure shall be signaled by three blasts of the air horns on all apparatus on scene. Each blast will last 3 – 5 seconds. Upon sounding of the signal, all firefighters shall exit the building for accountability.



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	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

6.3 ACCOUNTABILITY

- 6.3.1 The fire department shall operate under the Burlington County Fire Chief Associations Personnel Accountability System Guideline.
- 6.3.2 Personnel accountability systems should be used at all incidents.
- 6.3.3 The standard operating procedures should provide the use of additional accountability officers based on the size, complexity, or needs of the incident. These accountability officers should work with the incident commander and sector officers to assist in the ongoing tracking and accountability of members.

6.3.4 DEFINITIONS

Hazard Area: any location that may pose a significant safety or health risk to members due to but not limited to: (the presence of products of combustion, Oxygen deficient or enriched atmospheres, any IDLH atmosphere, hazardous equipment or operations, fire suppression, any area or location which predisposes members to become lost, disoriented or trapped, including confined spaces and wild land interface zones).

IDLH: Immediately Dangerous to Life and Health.

PAS: Personnel Accountability System.

PAS TAG: A tag made of engraved plastic or laminated luggage type, with a snap hook connector that can easily be attached to an accountability board or collector ring.

Riding Tag: PAS Tag left on the apparatus the member responded on.

Work Tag: PAS Tag placed on apparatus collector ring, to be placed on the accountability board.

Medical / Information Tag: optional tag remaining with the member containing personal or medical information.



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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

Accountability Board: Used by the Incident Commander or Personnel Accountability Officer to track personnel assigned and operating within a Hazard area at an incident.

Personnel Accountability Officer: Assigned by the Incident Commander to track and maintain personnel accountability.

I. Purpose

- A. To address the minimum requirements for tracking of personnel and resources on an incident scene, as required in N.F.P.A. 1500 and 1561, and N.J.A.C 5:75-1.5. This guideline shall also serve to help standardize personnel accountability procedures between all

departments in Burlington County. The following are *baseline recommendations* for the Chief Officer to utilize in setting up a system in the department where he or she operates.

Individual department SOPs / SOGs for Personnel Accountability may be more detailed or expansive than the guidelines in this document.



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II. Scope

- A. The department shall adopt and routinely use a system to maintain accountability for all personnel assigned to the incident scene. It shall be the responsibility of all members operating at an emergency incident to actively participate in the Personnel Accountability System (P.A.S.).
- B. A passport or tagging system shall be one component of, but not the primary part of a Personnel Accountability System.
- C. All supervisors shall maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety. Company officers /group supervisors shall maintain an ongoing awareness of the location and condition of all company/group members.
- D. Crew integrity shall be maintained during the course of the incident. This will help maintain personnel accountability on the incident scene and also prevent freelancing. Companies/Groups may be split only when necessary. If a company/group is split, companies/groups must always operate with a minimum of two personnel and shall have a portable radio.
- E. The PTVFD Chief will designate a person to maintain the integrity of the Personnel Accountability System. This person will maintain the accountability boards on the apparatus and issue temporary and permanent P.A.S. tags. This person will also ensure that training is being done on the use of the P.A.S.



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III. P.A.S. Tags

- A. Personnel Accountability System (P.A.S.) Tags will be made of engraved plastic or laminated luggage tag type, with a snap hook connector that can be attached to an accountability board. Each person will be issued a minimum of **two** (2) tags. These tags will be attached to the member's personal protective equipment in a location that is easily identifiable (i.e. – rear of helmet or front of bunker coat).
- B. The **primary** tag will be the "Riding Tag". The "Riding Tag" will be attached at each member's seat assignment. The tag shall remain at this position until the unit returns to the station or if the incident commander directs someone to collect them. The main purpose of this tag is to provide a complete list of all responders who have arrived on location at an incident and to identify the unit to which they are assigned.
- C. The **secondary** tag will be the "Work Tag". The "Work Tag" will be handed to the officer prior to unit response. The officer will place the "Work Tag" on an apparatus collector ring. This tag will be used for on-scene accountability at the incident. This tag may also contain basic medical information about the person, such as medical allergies, disabilities or pertinent medical history. If this information is located on the inside of a laminated card tag, the outside of the tag will state that medical information is enclosed inside. This tag will go with the injured personnel to the hospital or medical treatment area.
- D. If a department so desires, medical information may be contained within a third tag. The "Medical / Information Tag" will be secured in an interior bunker coat pocket, in order to protect the tag from the hostile working environment. If an inside pocket is not available, this tag should be secured in an exterior coat pocket.
- E. The minimum information on a P.A.S. tag will be the person's name **and** the Department name (not initials) or Station #. This information is very important for the collection of tags at an incident scene that involves multiple agencies. Additional information (rank, i.d. #, etc.) may be included at the discretion of the individual department. Medical information may be laminated on the inside of the tag.
- F. Blank P.A.S. tags will be kept with the Accountability board for use by Official visitors, local government officials, outside agency personnel (utilities, DEP, State Police) or mutual aid companies without P.A.S Tags. The Blank tags will be written on or labeled with the person's name and agency or Station #.



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IV. Accountability Procedures

- A. **Personnel Accountability will be done on every assignment.**
- B. Upon donning their respective PPE and boarding the apparatus, the each member shall attach the "Riding Tag" to the 1st apparatus collector ring at their designated seat assignment and pass their "Work Tag" to the Officer for collection. The Officer shall attach all "Work Tags" to the 2nd apparatus collector ring. Apparatus collector rings will be located in the front cab and easily visible to anyone looking in the cab to collect this ring and tags. The apparatus collector ring shall have a tag that clearly identifies the apparatus number. The apparatus operator will **not** attach his/her "Work Tag" to the apparatus collector ring, **unless** the operator is working on the incident scene as part of the crew and not as an apparatus operator.
- C. Upon arrival at the incident scene with no Command Officer present, the Officer or Acting Officer of the first arriving unit shall immediately have the apparatus collector ring placed on the Accountability Board apparatus. If a Command Unit is present the apparatus collector ring and accountability board should be delivered to the Incident Commander ASAP. If the crews need to go into service immediately the apparatus operator shall deliver the accountability board / apparatus collector ring to the Incident Commander ASAP.
- D. Additional arriving apparatus shall place their apparatus collector rings on the accountability board, which will be beside the pump panel of the first due engine or at the Incident Command Post. Personnel arriving in a P.O.V. will report directly to the Command Post (or Incident Commander if no C.P.) with their "Work Tag" for an assignment. Personnel missing their P.A.S. tag will report directly to the Command Post to be issued a temporary P.A.S. tag.



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- E. At such time as the incident dictates, such as “All Companies in Service” **OR** whenever the Incident Commander’s span of control exceeds 5 units operating at the incident scene a designated Personnel Accountability Officer should be assigned, as soon as personnel becomes available. The Personnel Accountability Officer may be identified by wearing the ACCOUNTABILITY OFFICER vest. The Personnel Accountability Officer should be located in Division A of the Hazard Area or near the first due engine. When an Accountability Officer is present the apparatus collector rings should be delivered to him/her. At times the Incident Commander may have to retain the role of Personnel Accountability Officer as well as his/her respective duties. Anytime personnel leave the hazardous area they must collect their “Work Tag”. This includes going to rehab, etc.
- F. In keeping with ICS best practices, crew integrity is a vital part of the accountability process. It shall be the responsibility of all members and officers to ensure crew integrity. Every effort shall be made to enter, remain and exit together as a crew. The Incident Commander and Personnel Accountability Officer shall maintain a working knowledge of the locations and assignments of crews operating within the Hazardous Area. As assignments and locations change, that information must be relayed to the incident Commander and the Personnel Accountability Officer. The Personnel Accountability Officer, through the Incident Commander or Command Post, can request from Central what apparatus are responding and on location at the incident. The Accountability Officer will maintain / update the accountability board to track the units operating on the incident scene. The Incident Commander should also use a written resource tracking board or incident management worksheet to assist with tracking units responding on the initial alarm. This will allow the Accountability Officer to verify that all Apparatus collector Rings have been collected and accounted for. By monitoring radio transmissions and meeting with the Incident Commander, the Accountability Officer can note the progress of the incident and continue tracking units on the accountability board, without yet having a unit’s P.A.S. tags.
- G. Incident scenes covering large geographical areas (ex. – warehouse, hospital, school, hi-rise, apartment complex, and row homes) may require that multiple Personnel Accountability Officers be assigned by Divisions to effectively track personnel. The Incident Commander should assign additional staff to Accountability based on the needs of the incident.



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V. Additional Recommendations

- A. After a R.I.T. has arrived on the incident scene and prepared its personnel and equipment for operation, the R.I.T. Officer may designate one team member to assist the Personnel Accountability Officer with tracking units and personnel. This will also allow the R.I.T. to know where units are operating on the incident scene. This member should remain available for service if the R.I.T. is activated.

VI. Conducting a Personnel Accountability Report (P.A.R.)

- A. A Personnel Accountability Report (P.A.R.) or roll call will be taken as needed, based on the scale of the incident. A P.A.R. will also be done any time a catastrophic event has occurred on the incident scene (ex. – Building collapse, explosion, fire-ground evacuation, etc.).
- B. When conducting a P.A.R., the Incident Command Post (I.C.P.) will contact all staff officers (Division Officers, Chiefs, Safety, etc.) and request a P.A.R. The Division Officer and companies/groups answering to a request for a P.A.R. shall report the status of their companies/groups and their assignment (ex. – “CP30 from Division A – all companies/groups accounted for and making good progress”, OR “Command from Division 2, we’re missing two personnel”). The Division Officer will check with all company officer/group leaders operating in their Division to confirm that all personnel are accounted for. The P.A.S. tags will also be used as a secondary method to check the position and status of personnel operating in the Division or on the incident scene.
- C. In the event of any missing personnel, the Division Officer or runner will report to the Command Post immediately with the names of the missing personnel. Names or company/group number should not be given over the radio. A P.A.R. should not delay a search for missing personnel. Start a search immediately and then confirm the need for a search with a P.A.R.



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	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

VII. Accountability Kit

- A. The department shall provide accountability kits to assist with personnel accountability at an incident scene. It is recommended that a Personnel Accountability Kit be assigned to at least the department Chief's/Incident Command vehicle and the first out apparatus at each station. Each kit will be located in the cab of the vehicle for easy access and visibility, and be labeled with the apparatus number. The kit will include: **(1) Accountability board with rings, (1) grease pencil or wipe off marker, (1) dry cloth, (10) blank P.A.S. tags.**

VIII. Training

- A. Training on the Personnel Accountability System will be done at least annually. All new members will be trained on the P.A.S., so that they can function as part of the system. It is encouraged that P.A.S. be used during all department training evolutions, especially those involving live fire. Accountability should also be practiced on **every** response, so that when a true emergency arises, we will be able to use the P.A.S. to assist with accounting for all of our personnel in a timely manner.



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6.4 MEMBERS OPERATING AT EMERGENCY INCIDENTS

- 6.4.1 The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations. Operations should be limited to those that can be safely performed by the personnel available at the scene. No member or members should commence or perform any fire fighting functions or evolution that is not within the established safety criteria of the organizational statement.
- 6.4.2 Members operating in hazardous area at emergency incidents should operate in teams of two or more. Team members operating in hazardous areas should be in communication with each other through visual, audible, physical, safety guide rope, electronic means, or by other means in order to coordinate their activities. Team members should be in close proximity to each other to provide assistance in case of emergency.
- 6.4.3 In the initial stages of an incident where only one team is operating in the hazardous area, a minimum of two additional members should be assigned to standby outside of the hazardous area where the team is operating. This standby team shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their locations and function, and time of entry. The standby team shall remain in radio, visual, voice, or signal line communication with the interior teams and the Incident Commander.
- 6.4.4 The "initial stages" of an incident should encompass the tasks undertaken by the first arriving company with only one team assigned or operating in the hazardous area. No interior structural fire fighting may be initiated until the second team of two is available on scene. Rescue of known victims can be initiated prior to the arrival of the second team of two, but only when imminent threat to the victim's lives is determined.
- 6.4.5 Only one member of the stand by team shall be permitted to perform other duties outside of the hazardous area, such as incident commander, technician or aide provided constant communication is maintained between the standby team and the members of the interior team.



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- 6.4.6 Once a second team is assigned or operating in the hazardous area, the incident should no longer be considered in the "initial stages," and at least one rapid intervention crew should be required.
- 6.4.7 When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they should wear a garment with fluorescent retro-reflective material.
- 6.4.8 Apparatus should be utilized as a shield from oncoming traffic whenever possible. When acting as shield, apparatus warning lights should remain on, and fluorescent and retro-reflective warning devices such as traffic cones, illuminated warning devices such as highway flares, or other appropriate warning devices should be used to warn oncoming traffic of the emergency operations and the hazards to members operating at the incident.
- 6.4.9 When operating on a highway or roadway with moving traffic, a safe work-zone should be established as soon as practicable. The Manual on Uniform Traffic Control Devices should be followed to establish this safe work-zone.
- 6.4.10 Interior Firefighters-
Exterior Firefighters-
- 6.4.11 All firefighters engaged in interior structural firefighting shall use S.C.B.A.s.
- 6.4.12 All personal shall wear the appropriate PPE during all incidents as described in Annex P



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6.5 RAPID INTERVENTION FOR RESCUE OF MEMBERS

- 6.5.1 The fire department shall provide personnel for the rescue of the members operating at emergency incidents if the need arises in accordance with N.J.A.C. 5:75-2.8 and the Burlington County Fire Chiefs Association Rapid Intervention Crew (R.I.C.)

Rapid Intervention Crew (R.I.C)

Appendixes

[Appendix 1 – RIC Leader Checklist](#)

[Appendix 2 – Tools and Equipment](#)

PURPOSE:

To provide Emergency Services Organizations with recommended Rapid Intervention Crew (RIC) operations protocols where an Immediately Dangerous to Life and Health (IDLH) environment would be present or any such incident where the Incident Commander deemed appropriate.

SCOPE:

The application of this guideline shall apply to all Emergency Services Organizations actively engaged in fire suppression activities or anytime the safety of firefighters operating at an incident would be enhanced.

GENERAL PROVISION:

There should be an established list of qualified RIC Teams to assist Emergency Services Organizations in setting up their response boxes/grids. The dispatchers at the Communications Center should be allotted the authority to automatically move up a RIC or RIC Task Force when a RIC is committed for firefighting duties by Incident Commander (IC).

GUIDELINE:

Initial Dispatch Response

1. It is recommended that a single RIC be dispatched in conjunction with the first alarm structure response or as pre-determined by the local response agency.



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2. It is recommended that Commercial or High Hazard Boxes/Grids have two or more RIC Teams on the first alarm structure dispatch or as pre-determined by the local response agency.
- Confirmed Fires or IDLH Incident Responses**

1. It is recommended the following Rapid Intervention resources (a RIC Task Force) be dispatched to confirmed fires or entrance into a IDLH atmosphere
 - A RIC Team meeting the standards in the Guideline.
 - A RIC Group Supervisor
 - Additional BLS Unit(s)

RIC Company Staffing

1. A Minimum of 4 (four) interior structural firefighters, 1 (one) of which should be the Team Leader with an IMS Level 1 certification.
2. Members of the RIC should be trained in Rapid Intervention skills and techniques.

Response Channel

1. Companies responding should operate on the radio frequency for that response area or designated by the Communication Center.
2. The RIC should monitor all fireground frequencies being utilized.
3. If the crew splits for proactive RIC operations each team should monitor the frequencies in use.
4. All RIC members should be equipped with portable radios with the appropriate channels programmed.
5. Upon a report of a downed, trapped or lost firefighter or collapse with interior operations the Communications Center shall dispatch an emergency tone to have all unnecessary communications cease unless urgent.
6. All companies not involved in the firefighter rescue should be switched to a secondary frequency at the IC discretion; RIC Operations shall continue on the channel that the Mayday was called.
7. The IC or his/her designee should transmit the same information over the fire ground operations channel unless this is covered by the Communications Center.



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Team Staging and Identification

1. Radio and fire ground identification to follow NIMS terminology for single resources. Example: RIC 241, RIC 161 or RIC 113
2. The IC may make adjustments in the RIC designation based on evolving incidents, size and complexity (i.e. Multiple RIC's and/or various staging locations).
3. Individual RIC team members should be identified by their seating position or job assignment when necessary while away from or if separated from their crew. The Leader of the RIC team should answer for the entire team when the team is called
4. Tool staging for RIC should be in close proximity to the team location.
5. A stokes basket or ground ladder should be used to transport equipment to reduce strain on RIC members. This allows the movement of the RIC as a unit.
6. Only RIC members shall be authorized to utilize RIC tools.

Tools and Equipment

1. Upon arrival, the RIC should assemble the minimum following equipment for all assignments.
 - Full Turnout Gear, SCBA, & Pass Device
 - Flashlight (each member)
 - Portable Radio (each member, if available)
 - Thermal Imaging Camera / spare battery
 - RIC Emergency Air Supply for Downed Firefighter
 - 100ft Life Safety Rope
 - Steel 6ft Hook
 - Sets of Irons (Flat Axe/Halligan)
 - Sledge Hammer/Maul
 - Rotary Saw (Metal & Wood Capable)
 - Chain Saw
 - Search Rope (minimum 100')
 - Bolt Cutters
 - Stokes Basket or Ground Ladder for Tool Transport



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Commercial/Multi-Story Occupancies add the following equipment:

- Search Rope (Minimum 200' w/ Tag Lines)
- Hydra Ram/Rabbit Tool

Optional Tool Compliment

- Emergency Medical Equipment w/ AED, unless supplied by designated RIC BLS unit(s).
- Firefighter Removal Device (Half SKED, RIT Drag Device, etc)
- Basic Rope Rescue Equipment (3:1 Mechanical Advantage)
- Reciprocating Saw (Battery Powered Preferred)
- Additional SCBA Cylinders

Rapid Intervention Crew Responsibilities

1. Upon arrival, the Leader and (1) firefighter should report to IC to initiate 2-In, 2-Out coverage while the remainder of the crew gathers equipment.
2. The Leader should obtain a briefing of the incident from the IC, verify RIC operations channel and confirm staging area for the RIC.
3. RIC should stage close to fire building. In the event the situation is a high-rise building (6 stories or higher), RIC should stage one floor below the fire floor, the 2nd RIC should be staged in the Lobby.
4. When possible all RIC members should conduct a 360 size-up (walk-around the building, incident, etc.) and report any findings (construction features, forcible entry problems, special hazards, fire location, etc.) to the RIC Leader who should report to the IC.
5. Members of the RIC shall monitor their radios for the duration of the incident.
6. The RIC Leader and/or RIC Group Supervisor should determine what needs to be done for a RIC operation should a Mayday be transmitted (additional ground ladders, removal of barriers that could impede firefighter egress, etc.). Prepare the incident scene for RIC activation; this should be coordinate with the IC and the Operations Chief prior to implementation.
7. Formulate a secondary plan of action (i.e., alternate means and location of ingress and egress).
8. RIC should determine which companies are on the scene and where they are operating.
9. The RIC Group Supervisor will be directly responsible for the accountability of the RIC Team(s) at all times.



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10. The RIC Group Supervisor will oversee and coordinate all RIC operations and deployments, reporting directly to the IC.
11. The RIC Group Supervisor should monitor conditions and request the IC to dispatch additional RIC Team for support and incident coverage.
12. The RIC Group Supervisor should monitor the standby times of the RIC Team. Relief crews may be needed due to weather conditions / duration.
13. The RIC Group Supervisor should pre-determine the Recon, Rescue and Removal RIC Teams or positions of a team.

RIC Termination

1. IDLH atmosphere has been eliminated or none exists due to suppression / control actions
2. Present and potential hazards no longer exist.
3. The IC has placed the incident under control.
4. When the IC determines that emergency personnel operating at the incident are no longer exposed to harmful risk.

Recommended Rapid Intervention Crew Training

Rapid Intervention Awareness:

1. The RIC Awareness class will be the introductory course.
2. This course will be the prerequisite for the RIC Operations Course.
3. It is recommended that the student not participate in a Rapid Intervention Crew until having completed the RIC Operations.
4. It is recommended that the Awareness course consist of a minimum of a three (3) hour lecture covering a basic overview introduction into Rapid Intervention.



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Rapid Intervention Crew Operations:

1. The following are the pre-requisites for Firefighters who wish to attend Operational level training:
 - Successfully attend and complete Rapid Intervention Awareness.
 - Be a State of New Jersey, Division of Fire Safety Certified Firefighter Level 1.
2. The RIC Operations training should consist of a minimum of Twenty-four (24) total hours of training.
 - Four (4) hours of lecture
 - Twenty (20) hours of skills-based training.
3. It is recommended that personnel operating as a RIC be trained to this level.

Appendixes

Appendix 1 – RIC Leader Checklist

Appendix 2 – Tools and Equipment



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APPENDIX 1

RIC LEADER CHECKLIST

Set-Up

- IC Briefing Crew location(s) Team Location Assemble Equipment
- Accountability System Radio channel Designate Company Assignments

Equipment

- RIC Equipment List

Initial Size-Up

Building Dimensions ____ x ____ Occupancy: _____

- Type: Wood Frame Heavy Timber Ordinary Noncombustible
- Fire resistive Roof Type: _____ Utilities controlled

Access/Egress

- Windows Doors Scuttles/Hatches Basement Access Ladders

Obstructions

- Window Bars Storm Doors Fences Animals Window AC Units

Tactics

- Offensive Defensive Attack line(s) Back-up line(s)
- Master Streams Number of Interior Crews Division(s) Time Factor

Responsibilities

Size-up: 10 minutes 15 minutes 20 minutes 25 minutes 30 minutes

Utilities: Secured Unsecured Natural gas Propane Oil

Electric

Collapse Potential: High Moderate Low

Ventilation:



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Tasks

- Open Egress Points
- Additional Ladders Placed to all sides
- Open entire window/door area
- Secure back-up/protection line
- Monitor number and locations of interior crews
- Evaluate need for additional RIC's
- EMS Location
- Check with Safety/Accountability Officer
- Review Pre-Plans
- Provide additional scene lighting

APPENDIX 2

Burlington and Camden County Regional Guidelines

Rapid Intervention Crew

TOOLS and EQUIPMENT

Upon arrival the Rapid Intervention Crew should assemble the following equipment. The equipment compliment listed below will serve as the minimum requirement for a Rapid Intervention Company.

- ___ Full Turnout Gear, SCBA, & Pass Device
- ___ Flashlight (Each Member)
- ___ Portable Radio (Each Member, If Available)
- ___ Thermal Imaging Camera
- ___ RIC Emergency Air Supply for Downed Firefighter
- ___ Search Rope - (Minimum of 100')
- ___ 100ft Life Safety Rope
- ___ Steel 6ft Hook



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- Sets of Irons (Flat Axe/Halligan)
- Sledge Hammer/Maul
- Rotary Saw (Metal & Wood Capable)
- Chain Saw
- Bolt Cutters
- Stokes Basket or Ground Ladder for Tool Transport

Commercial/Multi-Story Occupancies add the following equipment:

- Search Rope (Minimum 200' w/ Tag Lines)
- Hydra Ram/Rabbit Tool

6.6 REHABILITATION DURING EMERGENCY OPERATIONS

- 6.6.1 All supervisors shall maintain an awareness of the condition of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure should be utilized to request relief and reassignment of fatigued crews.
- 6.6.2 The incident commander shall consider the circumstances of each incident and make suitable provisions for rest and rehabilitation for members operating at the scene. These provisions should be in accordance with section 4-4 of NFPA 1561, Standard on Fire Department Incident Management System, and N.J.A.C. 5:75-2.9 should include medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions according to the circumstances of the incident.
- 6.6.3 Refer to Annex L



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6.7 MAYDAY GUIDELINE

6.7.1 Purpose

- A. This policy is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an incident. This policy will also standardize the language to be used during such incidents, and the circumstances that warrant issuing a MAYDAY or URGENT message.
- B. It is strongly encouraged that all fire leaders will attempt to create an acceptable culture concerning the use of MAYDAY, teaching and encouraging all fire service personnel that it is "ok" to use a MAYDAY and to do so when they first believe that they are in trouble.

6.7.2 Scope

- A. This policy applies to all members operating on an incident or event.
- B. It is the intent of this guideline to ensure compliance with the National Incident Management System (NIMS). Standard terminology, strike team components, and other resources are identified using NIMS guidelines.



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6.7.3 Policy

- A. The following radio transmissions are to be used with discretion. The terms, “Urgent” and “Mayday” must only be used as indicated herein. They are intended for use in situations where immediate communication is necessary to protect life or prevent injury.
- B. To minimize misunderstanding, the terminology used below is mandatory. All members must be completely familiar with the terminology and use it exclusively for its intended purpose.
- C. “Mayday” transmissions have priority over “Urgent” transmissions.
- D. Whenever the terms “Urgent” or “Mayday” are transmitted, all radio communications are to cease except those between the member initiating the emergency transmission and Command until advised otherwise by Command.
- E. The Incident Commander will gain control of the radio channel in order to alert all units to a “MAYDAY” or “URGENT” transmission.
- F. In the event that Command does not receive an emergency transmission, the following guidelines shall be adhered to:
 - 1. The member initiating a “MAYDAY” transmission must, if possible, activate the EMERGENCY BUTTON on their portable radio, thus taking control of the radio channel, and announce “MAYDAY, MAYDAY” until it is acknowledged either by the Incident Commander or an Officer. After the MAYDAY is acknowledged, and all information relayed, the member will activate their PASS device and monitor the radio.



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2. Members initiating an “URGENT” message will follow the same protocol but WILL NOT activate the emergency button or PASS device.

3. Any Officer hearing a “MAYDAY” or “URGENT” transmission and realizing that it is not being acknowledged by Command must acknowledge transmission, ascertain the nature of the emergency and promptly relay information to Command.

6.7.4 Procedure “MAYDAY”

A. The “MAYDAY” radio message shall be used to indicate that a life-threatening situation has developed such as:

1. Becoming trapped or entangled
2. Cut off by fire
3. Cut off by collapse
4. Falling through a floor or roof
5. Becoming pinned
6. Any SCBA failure
7. Firefighter down
8. Becoming lost or disoriented, or losing a member of your crew.
9. Anytime a PASS device is fully activated and a PAR report confirms a member in distress.
10. Structural Collapse during interior firefighting.
11. Air supply is less than required to exit IDLH atmosphere.
12. Or any other life threatening condition not listed in the above-specified conditions.



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B. Note: The term “URGENT” shall NOT be utilized for any of the above situations. These situations are sufficiently serious to warrant a “MAYDAY” transmission.

C. IF ANY OF THE ABOVE HAPPENS TO YOU AND YOU ARE NOT EQUIPPED WITH A PORTABLE RADIO ACTIVATE YOUR PASS DEVICE IMMEDIATELY!!

D. Anytime a PASS device is FULLY ACTIVATED for greater than 15 seconds the Incident Commander will initiate or be advised by a member hearing the PASS to initiate a PAR. If a member is in distress it will be treated as a MAYDAY.

E. Format:

1. The member initiating the emergency communication will begin by repeating “MAYDAY” two times followed by the remainder of the message. The message will include in LUNAR form:

- a. Last Known Location
- b. Unit Number
- c. Notable Event (what happened)
- d. Assignment
- e. Remaining Air, Resources Needed, and Radio Equipped

F. Example:

1. Member: “MAYDAY-MAYDAY. Command from 2215 Bravo, MAYDAY.”
2. Command: “All units STAND-BY, 2215 Bravo from command, proceed with your MAYDAY.”
3. Member: “Command from 2215 Bravo, MAYDAY, 2215 Bravo, I was operating on the second floor doing a search when it collapsed. I have 1500psi in my bottle, I am in a hole, and I have a radio.”
4. Command: Received 2215 Bravo, 1500psi in your bottle, fell through the second floor trapped in a hole. Maintain Radio communication, activate your pass device, we are coming to get you!!”



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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

- G. The Incident Commander will assign resources to assist lost or trapped Firefighter and remain in contact with the downed firefighter via portable radio.

6.7.5 Procedure "URGENT"

- A. The "URGENT" radio message shall be used to indicate a serious condition or change in conditions such as:
1. A firefighter has suffered an injury that is not immediately life threatening, but requires medical assistance.
 2. Signs of structural instability indicating danger of imminent structural collapse.
 3. Sudden increase in fire or smoke conditions that may inhibit firefighter egress.
 4. An interior attack is to be discontinued and an exterior attack instituted.
 5. Loss of water that may endanger firefighters.
 6. Immediate need for additional resources such as:
 - a. Ground ladders for trapped occupants in imminent danger.
 - b. Immediate alternate means of egress due to fire conditions.
 7. Fire extension into an exposure to a degree that any delay may considerably enlarge the fire problem.
 8. Structural collapse has occurred during defensive operations.
 9. Or any other dangerous condition not listed in the above-specified conditions.



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B. Format:

1. The member initiating the emergency communication will begin by repeating "URGENT" two times followed by the remainder of the message including LUNAR information.
2. Example:
 - a. Member: "URGENT-URGENT. Command from 2212 Officer, URGENT."
 - b. Command: "2212 Officer from Command, proceed with your URGENT."
 - c. Member: "Command from 2212 Officer, URGENT, We are located on Division C and I have 2212 Charlie who tripped over a hose and possibly has a broken leg."
 - d. Command: "2212 Officer from Command, I am sending resources to Division C to assist."

6.7.6 Responsibility

- A. It is the responsibility of every member to abide by this policy. It is instituted for the member's safety and shall not be deviated from. Officers will be responsible for the correct use of this procedure and enforcement of members who do not comply.



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6.7.7 Closing

- A. All fire departments in Burlington County shall receive a copy of this guideline. All Chief Officers shall become familiar with this plan.
- B. Any guideline previously published that is in conflict with this guideline is hereby rescinded.

Footnotes:

L.U.N.A.R. – An acronym that provides for Location; Unit; Assignment; Notable Event; and Resources needed. The “N” has been changed from “name” in the national standard to “notable event” in order to conform policy of not transmitting names in radio transmissions.

P.A.R. – Personnel Accountability Report

6.8 CIVIL DISTURBANCE

- 6.8.1 The fire department should develop and maintain written operating procedures that establish a standardized approach to the safety of members at incidents that involve violence, unrest, or civil disturbance. Such situations should include but not be limited to riots, fights, violent crimes, drug-related situations, family disturbances, deranged individuals, and people interfering with emergency operations.
- 6.8.2 The fire department should be responsible for developing an interagency agreement with its local law enforcement agency counterpart to provide protection for fire department members in situations that involve violence. Such violent situations should be considered essentially a law enforcement event.



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6.8.3 In such violent situations, the fire company/department incident commander should stage all fire resources in a safe area until the law enforcement agency has secured the scene. When violence occurs after emergency operations have been initiated, the department incident commander should either secure immediate law enforcement agency protection or should withdraw all members to a safe staging area.

6.9 POST-INCIDENT ANALYSIS

6.9.1 The fire department should establish requirements and operating procedures for a standardized post-incident analysis of significant incidents or those that involved fire fighter serious injury or death.

6.9.2 The Occupational Safety and Health Committee should be involved in critiques as defined by the operating procedures.

6.9.3 The critique process should include a standardized action plan for such necessary changes. The action plan should include the change needed, responsibilities, dates and details of such actions.



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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

6.10 VEHILCE RESPONSES

6.10.1 Refer to [Annex Q](#)

6.10.2 Vehicle Response Codes

I. PURPOSE

The purpose of this Standard Operating Guideline is to establish guidelines for emergency vehicle responses to emergency, Non-emergency and general service calls.

II. POLICY

It will be the policy of the departments that the operation of Emergency vehicles in response to calls for service will be conducted in accordance with applicable laws. All members while in operation of personally owned vehicles or department vehicles shall exercise due regard for the safety of all persons. No assignment shall be of such importance, and no task shall be expedited with such emphasis, that the principle of safety becomes secondary. No duty requires action that justifies a reckless disregard for the safety of others. Members will be held strictly accountable for any such recklessness.

This SOG will categorize calls for service into three general groups and assign each category a response code. The SOG will also provide for the use of reasonable discretion by apparatus officers, apparatus driver/operators and Incident Commanders in the use of emergency warning equipment. Those General groups will be;

- Emergency calls (Level 1)
- Non-emergency calls (Level 2)
- General service calls (Level 3)



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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

III. PROCEDURES

A. Emergency Calls (Level I)

1. Calls that require an urgent and immediate response to prevent serious bodily injury or death, or to prevent, stop or extinguish a fire or mitigate an incident from becoming a life threat. The types of calls which may require this type of response include but are not limited to, the following:

LEVEL 1 (Emergency Calls)

- Dwelling
- Building
- Shed
- Mobile Home
- RIT Assignments
- Structural Collapse (Life Hazard)
- MVA's with Injuries
- Rescue Assignments
- Motorcycle Accidents
- Pedestrian Motor Vehicle Accident
- Landing Zone Assignments (Helicopter Landing Assignments)
- Water Rescue
- Aircraft Crash
- Assist EMS (Life Threat / ALS Call)
- Hazardous Material Assignment (Life Hazard)
- Elevator Rescue (Occupied)
- Carbon Monoxide Alarm (with Injuries)
- Bmsh (Depending upon Time of Year/Conditions/Exposures/Area)
- Rubbish (With Exposures)
- Auto/Bus/Tmck (With Exposures)
- Fumes (Inside Structure)
- Explosion



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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

2. When responding to this type of call apparatus will proceed directly to the location as quickly as is safely possible. While enroute the vehicles emergency warning equipment will be utilized. This is the most urgent response authorized by the department and will be designated as a "Level 1" response.
 - a. Apparatus Driver/ Operators and/or Apparatus Officers will be held strictly accountable for operating their vehicles responsibly with due regard for the safety of others.

B. Non-Emergency Calls (Level2)

1. Calls that require an immediate response to prevent the incident from escalating into a situation that may endanger or become a life threat. The types of calls which may require this type of response include, but are not limited to, the following:

LEVEL 2 (Non-Emergency Calls)

Landing Zone Assignments (Helicopter Stand-By Assignments)
 Assist EMS (General Assist)
 Lockout (Occupied)
 Assist Police (Depending on Situation)
 Auto/Bus/ Truck (No Exposures)
 Hazardous Material Assignment (Hazard Increasing)
 Emergency Stand-By

2. While responding to this type of call apparatus will proceed directly to the location without unreasonable delay. While enroute the vehicle's emergency warning equipment will not generally be utilized. This is a Non-emergency response authorized by the department and will be designated as a "Level 2" response.
 - a. Apparatus Driver/ Operators and/or Apparatus Officers will be held strictly accountable for operating their vehicles responsibly with due regard for the safety of others.



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Section 6	Emergency Operations
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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

C. General Service Calls (Level 3)

1. Calls that require a response to assist or aid the public, provide information, or investigate a past tense or potential hazard. The types of calls which may require this type of response include, but are not limited to the following;

LEVEL 3 (Service Calls)

- Alarm System
 - Carbon Monoxide Alarm (non-injuries)
 - Wires/Transformer/Pole
 - Cover Assignments
 - Assist EMS (Lift Assist Non-Life Threat)
 - Fumes (Outside Structure)
 - Fire Police
 - Investigation
 - Wash Highway
 - Rubbish (No Exposure)
 - Brush (Depending upon Time of Year/Conditions/Exposures/Area)
 - Stuck Elevator (Un-Occupied)
 - Animal Rescue
 - Lockout (Un-Occupied)
 - Storm Stand-By
 - Bomb Scare
 - Assist Police (General Assistance/Lighting)
 - Hazardous Material Assignment (General)
2. While responding to this type of call apparatus will proceed to the call without reasonable delay but will be available to respond to calls of a more serious nature. The use of emergency equipment is not authorized. This is a routine response authorized by the department and will be designated as "Level 3" response or "Reduced Speed" response.



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D. Designating a Response Code

1. The Incident Commander will be responsible for determining the appropriate response code based on the guidelines contained herein, information regarding the call provided by Central Communications, and knowledge of the location and type of incident and/or situation involved. Designation will also be based in traffic, road, weather conditions and apparatus location at time of call.
 - a. It may not be necessary for all responding units to respond under the same response code. Units coming from different locations or which may provide different types of assistance may respond differently.
 - b. **It** will be the responsibility of the Incident Commander to insure that each unit is responding appropriately and that the appropriate number of units are responding.
2. Once a response code is determined, that response code can be upgraded based on information provided by Central Communications that the incident or situation is worsening or may become a life threat or hazard.
 - a. Apparatus Drivers and/or Apparatus Officers will be held strictly accountable for operating their vehicles responsibly with due regard for the safety of others.
3. The first unit to arrive on the scene of an incident will immediately access the situation and upgrade (request additional resources, all companies in-service, etc.) or downgrade (reduce speed, stage, recall, etc.) the response codes of additional resources accordingly. The Incident Commander will be responsible for these response codes and requests.



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Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

E. Use of Discretion

- I. Apparatus Driver/Operator and/or Apparatus Officers will be authorized to use the apparatus emergency warning equipment as described below. The use of this equipment outside the established scope of the guidelines

this SOG creates a liability risk that the Apparatus Driver/Operator and/or Apparatus Officers must be aware of and will be held accountable for.

2. "Level 1" Responses

- a. There may be circumstances that require an immediate and urgent response where the use of all or some of the apparatus's emergency warning equipment may not be prudent or promote firefighter or public safety. Apparatus Driver/Operators and/or Apparatus Officers who respond in this manner must be prepared to justify and clearly matriculate the basis for their use of this discretion.

4. "Level2" Responses

- a. The use of the apparatus emergency warning equipment is not authorized for this type of response code. However, Apparatus Drive1iOperator and/or Apparatus Officers may utilize limited use of emergency warning equipment due to traffic volume or other conditions which adversely affect the response time or the apparatus's ability to respond. Apparatus Driver/Operators and/or Apparatus Officers must be prepared to justify and clearly mticulate the reasons for the use of this equipment.

5. "Level 3" Responses

- a. There is no discretion authorized for the use of emergency warning equipment for this response code.



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Number: 6.10.2 to 6.10.3	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

6.10.2 Reduce Speed Order

PURPOSE

The purpose of this Standard Operating Guideline is to establish guidelines for emergency vehicle response when the Reduce Speed order has been issued by the Incident Commander.

II. POLICY

It will be the policy of the departments that the operation in emergency vehicles **in** response to calls when the Reduce Speed Order has been issued by the Incident Commander. All members while in operation of personally owned vehicles or department vehicles shall exercise due regard for the safety of all persons. No assignment shall be of such importance, and no task shall be expedited with such emphasis, that the principle of safety becomes secondary. No duty requires action that justifies a reckless disregard for the safety of others. Members will be held strictly accountable for any such recklessness.

III. PROCEDURES

A. Reduce Speed

- I. When the Reduce Speed Order has been issued by the Incident Commander all responding apparatus will as soon as safely possible assume Level 3 response as stated in the Emergency Vehicle Response Guideline. There is no discretion for the use of emergency warning equipment when the Reduce Speed Order has been issued. Use of emergency warning equipment will be terminated as soon as safely possible once the Reduce Speed Order has been issued.

6.10.3 Apparatus Crew Compliment

When responding to any incident the total number of certified firefighters crew compliment shall be transmitted to Central Communications for each apparatus responding to the incident.

EXAMPLE: Central Engine 1821 responding to XYZ St with 4



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Section 6	Emergency Operations
Number: 6.10.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

6.10.4 Minimum Personnel Response Policy

In town and Automatic/Mutual Aid Response:

No firefighting apparatus shall respond to any fire incident without a minimum of 3 certified firefighters, including the driver unless otherwise directed by the incident commander. If the staffing level is below the required 3 certified firefighters the incident commander shall be advised by radio as soon as possible.

Covers:

** Only to be answered if adequate coverage for district 18.

The minimum response for cover assignments shall be four (4) certified firefighters including the driver. Non-certified firefighters shall not be permitted to respond to cover assignments. Non-certified firefighters may respond to the station to receive credit.

** *Adequate coverage is 4 certified firefighters including the driver.*

Minimum Response:

Pipeline Response: Driver and firefighter

Tender Response to include Tender Task Force: Driver



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Section 7	Facility Safety
Number: 7.1 to 7.2.2	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 7. FACILITY SAFETY

7.1 SAFETY STANDARDS

- 7.1.1 All fire department facilities should comply with all legally applicable health, safety, building, and fire code requirements.
- 7.1.2 All new and existing fire stations and fire department facilities should comply with NFPA 101, Life Safety Code.
- 7.1.3 Fire stations should be designed and provided with provisions to ventilate exhaust emissions from fire apparatus to prevent exposure to fire fighters and contamination of living and sleeping areas.
- 7.1.4 All facilities should have designated smoke free areas that include work, sleeping, kitchen, and eating areas.

7.2 INSPECTIONS

- 7.2.1 All facilities should be inspected at least annually. Inspections should be documented and recorded.
- 7.2.2 All facilities should be inspected at least monthly to identify and provide any correction of any safety or health hazards.



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Section 8	Medical and Physical
Number: 8.1 to 8.2.4	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petritto</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 8. MEDICAL AND PHYSICAL

8.1 MEDICAL REQUIREMENTS

- 8.1.1 Prior to becoming members, candidates should be medically evaluated and certified by the fire company/department physician. Medical evaluation for all candidates and members should take into account the risks and functions associated with the individuals' duties and responsibilities.
- 8.1.2 Candidates and members who will engage in fire suppression should meet the medical requirements specified in CFR 1910.134, prior to being medically certified for duty by the fire company/department physician.
- 8.1.3 All members who engage in fire suppression should be medically evaluated periodically as directed by the Licensed Health care Provider performing the initial medical evaluation, and before being reassigned to emergency duties after debilitating illness or injuries. Members that have not met the medical evaluation requirements should not be permitted to engage in fire suppression. Where a physician other than the fire company/department physician conducts medical evaluations, the evaluation should be subject to review and should be approved by the fire company/department physician.
- 8.1.4 The medical evaluations should be at no cost to the candidate, current fire fighter or other member.
- 8.1.5 Members who are under the influence of alcohol or drugs should not participate in any fire department operations or other functions.

8.2 PHYSICAL PERFORMANCE REQUIREMENTS

- 8.2.1 The fire department should develop physical performance requirements for candidates and members who engage in emergency operations.
- 8.2.2 Candidates should be certified by the fire company/department as meeting the physical requirements prior to entering into a training program to become a fire fighter.
- 8.2.3 Members who engage in emergency operations should be annually evaluated and certified by the fire company/dept as meeting the physical performance requirements. Members who did not meet the required level of physical performance should not be permitted to engage in emergency operations.
- 8.2.4 Members who are unable to meet the physical performance requirements should enter a physical performance rehabilitation program to facilitate progress in obtaining a level of performance commensurate with the individual's assigned functions and activities.



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Section 8	Medical and Physical
Number: 8.3 to 8.5.3	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

8.3 PHYSICAL FITNESS

8.3.1 The fire department should establish and provide a physical fitness program to enable members to develop and maintain an appropriate level of fitness to safely perform their assigned functions. The maintenance of fitness levels specified in the program should be based on fitness standards determined by the fire company/department physician that reflect the individuals assigned functions and activities, and are intended to reduce the probability and severity of occupational injuries and illness.

8.3.2 The fire department should require a structured participation of all members in the physical fitness program.

8.4 INFECTION CONTROL

8.4.1 The fire department should actively attempt to identify and limit or prevent the exposure of members to infectious and contagious diseases in the performance of their assigned duties.

8.4.2 The fire department should operate an infection control program that meets the requirements of NFPA 1581, Standard on Fire Department Infection Control Program and OSHA 1910.1030. If necessary, inoculations, vaccinations, and other treatments should be made available.

8.5 FIRE DEPARTMENT PHYSICIAN

8.5.1 The fire department should have an officially designated physician who should be responsible for guiding, directing, and advising the members with regard to their health, fitness and suitability for various duties.

8.5.2 This physician should provide medical guidance in the management of the Occupational Safety and Health Program.

8.5.3 The physician should be a licensed medical doctor or osteopathic physician qualified to provide professional experience in the areas of occupational safety and health as they relate to emergency service.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 9	Behavior at the Firehouse
Number: 9.1 to 9.1.2	Issue Date: 9/27/2010
	Revision Date: May 1,2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 9. BEHAVIOR AT THE FIREHOUSE

9.1 RESPONSIBILITIES

- 9.1.1 Members should behave in a responsible manner while at the station. Excessive rowdiness in and around the station should be prohibited.

- 9.1.2 Tampering with personal protective gear or other equipment is prohibited.



Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 10	Personal Response
Number: 10.1 to 10.1.3	Issue Date: 9/27/2010
	Revision Date: may 1, 2015
Prepared By: <i>Captain Nicholas A. Petrello</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 10. PERSONAL RESPONSE

10.1 RESPONSIBILITIES

- 10.1.1 Response to the station: While responding to the station, all laws and rules of the State of New Jersey and/or the Township of Pemberton or any municipalities through which a member travels shall be adhered to. This shall include, but not be limited to, the requirement pursuant to N.J.S.A. 39:3-10 that all members (18 or older) shall possess a valid and current driver's license issued by the State of New Jersey or otherwise valid in the State of New Jersey. The fire company/department will assume no responsibility for driving negligence on the part of a member responding to the station and will provide no monetary or legal assistance should such negligence result in a citation and/or accident. Any member who is cited for a traffic violation under these circumstances should be suspended from any or all activities. The chief or his designate should determine the duration of the suspension. Any such member who is cited for a traffic violation and does not possess a valid driver's license in accordance with this section may be subject to termination.
- 10.1.2 The motor vehicle and traffic laws of the State of New Jersey (Chapter 3, section 39.3-54) permits the use of blue warning lights by firemen responding to an alarm. Authorized use of blue lights is dependant upon possession of the proper permit. Application for blue light permits may be obtained through the fire chief or borough/township official. Chief Officers are permitted to display a red light with the proper permits issued by the Motor Vehicle Commission.
- 10.1.3 Upon the last out vehicle leaving the station, a member should be responsible for securing the bay doors. Under no circumstances should bay door controls be activated before the apparatus is entirely clear of the bay.



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Section 11	Radio Procedures
Number: 1.1-1.7.4	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 11. RADIO PROCEDURES

- 11.1** The radio procedures of the PTVFD shall be in accordance with the Burlington County Radio Manual section three fire and EMS. (see [Annex B](#))



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 12	Chain of Command and Line Officer Responsibilities
Number: 12.1.1 to 12.2.3	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 12. CHAIN OF COMMAND AND LINE OFFICERS RESPONSIBILITIES

- 12.1.1 Formal line of command: The formal line of command is as follows: Chief, Assistant Chief, Deputy Chief, Battalion Chief, Captain and Lieutenant. If no line officers are on the scene the senior member on location should assume command until the arrival of an officer.
- 12.1.2 When responding to a mutual aid call, the officer or senior member in charge of the company should report to and be responsible to the officer in command of the incident in that fire district.
- 12.1.3 Upon return to the fire station, the officer in charge should be responsible for the completion of all fire reports in accordance with NJAC 5:18. If any injuries and deaths occur while the station is in service, a separate report must be filed on this occurrence.
- 12.1.4 Any order given by any Chief Officers, Company Officers shall be considered a direct order from the Fire Chief.

12.2 PRESS RELEASES

- 12.2.1 While on the fire ground or other emergency incident only the fire ground commander or his/her designee should answer questions by the press. If fire fighters or line officers are questioned they must direct the interviewer to the incident commander.
- 12.2.2 If the media contacts the fire station after an incident they should be directed to contact the chief. All line officers and fire fighters should politely refuse to answer any question directed toward them.
- 12.2.3 The Fire Department Photographer shall be the only department authorized person to take pictures at, during and after emergencies, training or special events involving fire department. The use of personal cameras of any type to photograph these events is strictly prohibited without the consent of the department chief or his/hers designee.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 13	Probational and first year members
Number: 1.1-1.7.4	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 13. **PROBATIONAL AND FIRST YEAR MEMBERS**

- 13.1.1 All new members will be given a department orientation within the first week of their acceptance into the fire department. It shall be the responsibility of the Battalion Chief to ensure that the probationary firefighter is contacted and given the orientation within the time frame stated above, also the Battalion Chief shall assign a coach during the probationary period to assist the firefighter during his or hers probationary period. The probationary firefighter shall be issued an updated copy of the department rules and regulations upon introduction into the organization. All members should receive an updated copy as amendments or deletions to the rules and regulations are performed.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 14	Miscellaneous Regulations
Number: 14.1 to 14.1.8 F	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 14. MISCELLANEOUS REGULATIONS

14.1 GENERAL REGULATIONS

- 14.1.1 No apparatus, equipment or tools may be removed from the station for non-company related business without the approval of the Battalion Chief or line officer.
- 14.1.2 No one other than qualified drivers should start, operate or move any apparatus except during training evolutions as authorized by the department chiefs or officers in charge. Special authorization should be given for each and every instance.
- 14.1.3 With the exception of Law Enforcement Officers, firearms are prohibited in the station or on fire company/department property.
- 14.1.4 No original fire reports are to be taken from the station or loaned out. Copies can be made available upon the discretion of the chief.
- 14.1.5 A copy of all insurance, damage and equipment loss reports are to be retained for department and company records.
- 14.1.6 All personnel should respond to the station upon receipt of an alarm unless authorized to respond directly to scene.
- 14.1.7 Credit for attendance at alarms and drills are subjected to the individual fire company's constitution and by-laws.
- 14.1.8 The fire department shall keep and maintain updated personal records of all company members. A separate file should be kept on each member. Each members file should include but not be limited to:
- (a) *Membership applications*
 - (b) *Physical examination*
 - (c) *Personal gear inventory*
 - (d) *Record of offices held by the member*
 - (e) *Copies of schools certificates*
 - (f) *Disciplinary actions*



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 15	Fire Department Chaplain, Line of Duty Death and Funeral Guidelines
Number: 15.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas R. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 15. FIRE DEPARTMENT CHAPLAIN, LINE OF DUNTY DEATH AND FUNERAL GUIDELINES

15.1.1 [See Annex A](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 16	General Rules and Regulations
Number: 16.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 16. BURLINGTON COUNTY GUIDELINES

16.1.1 [See Annex B](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 17	Pemberton Township Fire Department Forms
Number: 17.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 17. PEMBERTON TOWNSHIP FIRE DEPARTMENT FORMS

17.1.1 [See Annex C](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 18	Medical Leaves and Transitional Duty
Number: 18.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 18. MEDICAL LEAVES AND TRANSITIONAL DUTY

18.1.1 [See Annex D](#)



Pemberton Township Volunteer Fire Department
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Section 19	Work place Harassment and Sexual Harassment
Number: 19.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 19. WORK PLACE HARASSMENT & SEXUAL HARASSMENT

19.1.1 [See Annex E](#)



Pemberton Township Volunteer Fire Department
Standard Operating Procedures

Section 20	Respiratory Protection Policy
Number: 20.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 20 RESPIRATORY PROTECTION POLICY

20.1.1. [See Annex F](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 21	Vehicle Usage & Procedure Policy
Number: 21.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 21 VEHICLE USEAGE & PROCEDURE POLICY

21.1.1 [See Annex G](#)



**Pemberton Township Volunteer Fire Department
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Section 22	Equal Employment Opportunity Policy
Number: 22.1.1	Issue Date: 9/27/2010
	Revision Date: May 1,2015
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 22 EQUAL EMPLOYMENT OPPORTUNITY POLICY

22.1.1 [See Annex H](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 23	Mandatory Training and Continuing Education Policy
Number: 23.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By:	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 23 MANDATORY TRAINING AND CONTINUING EDUCATION POLICY

23.1.1 [See Annex I](#)



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Section 24	Firefighter and Fire Police Orientation Program
Number: 24.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 24 FIREFIGHTER AND FIRE POLICE ORIENTATION PROGRAM

24.1.1 [See Annex J](#)



Pemberton Township Volunteer Fire Department
Standard Operating Procedures

Section 25	New Jersey Highway Safety Policy
Number: 25.1.1	Issue Date: 9/27/2010
	Revision Date: May 1,2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 25 NEW JERSEY HIGHWAY SAFETY POLICY

25.1.1 See [Annex K](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 26	Thermal Imaging Camera Procedure
Number: 26.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 26 THERMAL IMAGING CAMERA PROCEDURE

26.1.1 See [Annex L](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 27	Fire Hydrant Identification System
Number: 27.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 27 FIRE HYDRANT IDENTIFICATION SYSTEM

27.1.1 See [Annex M](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 28	Fire Police Officers
Number: 28.1.1 to 28.1.4	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 28 FIRE POLICE OFFICERS

28.1.1 It shall be the duty as a member of the Fire Police to perform your duties under the supervision of the Fire Officer in charge or his/her designee of the fire, emergency or drill.

The duties of said Fire Police subject to the supervision aforesaid shall be to:

- (1) Protect property and contents.
- (2) Establish and maintain fire lines.
- (3) Perform such traffic duties as necessary, from the fire station to and at the vicinity of the fire, fire drill or other emergency calls, until the arrival of a duly authorized Police Officer.
- (4) In the absence of investigating authorities, Fire Police shall investigate all causes of fire and preserve all evidence pertaining to questionable fire and turn evidence over to proper investigating authorities.
- (5) Wear the authorized Fire Police Badge on the left breast of the outermost garment while on duty.

28.1.2 Provided, however, nothing herein contained shall give the Fire Police or any of them the right to supersede a duly authorized Police Officer.

28.1.3 If any person shall unreasonably refuse to obey the orders of the Fire Police, such Fire Police may arrest him / her and keep him / her under arrest until the fire is extinguished or the drill is completed. If the offender is found guilty by a municipal court or county district court, he / she shall be sentenced to pay a fine not exceeding \$200.00 and cost.

Although the aforesaid is as per N.J.S.A. 15:8-4, the Fire Police of our Department will notify the Pemberton Township Police or New Jersey State Police in their jurisdiction when an arrest may be warranted. We will leave such decisions to the Pemberton Township Police or New Jersey State Police in their jurisdiction and cooperate with such in any way they may request.

28.1.4 All Fire Police when dealing with others will have a positive attitude, effective communication technique, professional enforcement tactics, and an understanding of human relations, all of which are conducive to building good will and avoiding resentment.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 28	Fire Police Officers
Number: 28.1.5 to 28.1.10	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By:

28.1.5 All Fire Police will be observant to any suspicious vehicles, persons or articles at all scenes and notify the commanding officer of such ASAP. Allow no one past fire lines unless told to do so by the commanding officer.

28.1.6 Always be alert for the unexpected. You will be exposed to personal hazards when dealing with traffic.

28.1.7 Know your authority.

28.1.8 When wearing your uniform and equipment you will wear it properly, i.e. (vests zippered, hat or helmet straight, proper badge displayed properly).

28.1.9 No Fire Police officer of this Department will perform his / her duties while under the influence of any alcohol or drugs. If you are suspected of such you will be removed from duty. If you suspect any other Fire Police Officer of being under the influence of the aforesaid it is your duty to notify the commanding officer or his designee immediately of such.

28.1.10 Responding

Alarms: The Captain or Designated Officer will respond to the scene, all other Fire Police will respond to the Fire Station and await orders from the Officer at the scene.

All Other Fire Emergencies: The Captain or Designated Officer will respond to the scene. The other Fire Police will ensure that their designated post are covered until the last piece of Emergency Apparatus has past at which time they will respond to the scene and await orders.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petriello</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 29 JUNIOR FIREFIGHTER

29.1 Purpose and History

The Pemberton Township Fire Department was established in 2009 to provide fire protection services to the community. We are proud to be 100% volunteer. A junior firefighter program was established to develop youth with fire training and service. Being a junior firefighter is a rewarding way to learn skills used in firefighting and emergency medicine. Upon learning a minimum number of skills, advanced juniors can and are expected to respond to emergency calls under the supervision of senior firefighters. The jobs that junior firefighters do, free up qualified senior firefighters to perform other crucial tasks. Juniors will learn on the job and with regular training, be able to fight real fires once becoming a active member. All training, uniforms and personal protective equipment are provided at no cost. Being a firefighter can be a dangerous job. Strict laws exist to protect minors from the most hazardous dangers. For example, junior firefighters will never enter a burning building or operate on top of a roof. The Pemberton Township Fire Department takes safety very seriously and will not tolerate horseplay during training or real emergencies. It must also be recognized that during emergency conditions, a junior might be asked to complete a task prohibited by law. In this case, the junior member must take responsibility to alert the member asking to the fact it is prohibited. You should then report the request to command at the scene. Once back at the station, you should report the incident to a junior advisor so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**



Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.2 to 29.3 #4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By:

29.2 Introduction

The requirements to be a junior firefighter are as follows. Junior firefighters must be at least 16 years old but not older than 18 years old. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential fire ground tasks. Juniors should be willing and able to attend at least 50% of scheduled meetings and required training. Special trainings are optional but highly encouraged. Juniors must maintain a 75% average or higher in their schoolwork to remain active. Junior firefighters need to be self-starters and be willing to learn. Juniors who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior members who do not contribute to the department will be removed from active status to allow other juniors the opportunity to participate. The fire department is proud of its members; junior members are expected to conduct themselves in a professional manner when representing the fire department. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately. We are happy to have you as a member of the Pemberton Township Fire Department. We look forward to some great training and your assistance during actual emergencies.

29.3 Rules and Regulations

1. The regular fire department officers will directly supervise the Junior Fire Department. A committee made up of members of the regular fire department, assigned by the Chief, to act as the "Junior Advisors".
2. . The Junior Fire Department shall abide by all federal, state and departmental rules and regulations.
3. All members of the Junior Fire Department shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. After the initial interview by the personnel committee, the junior applicant will be brought to a vote by the regular fire department membership. If majority members at the business meeting accept the applicant, then the applicant shall become an official junior member.



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Section 29	Junior Firefighter
Number: 29.3 #5 to 29.3 #12	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By:

5. Junior members do not have voting privileges within the regular fire department. They may attend meetings, but might be asked to leave the room while some issues are discussed.

6. The Pemberton Township Fire Department has established a limit of 12 junior positions, if more applications are received; candidates will be evaluated in order in which the applications were received.

7. Dependents of active fire department personnel are automatically accepted regardless of the total number of junior members currently on hand.

8. All juniors must complete the department Junior Orientation Program (JOP). This program includes departmental procedures, building policies, apparatus orientation and command structure.

9. All fire department members must recognize rules and regulations that govern minors and their safety. Junior members are not permitted to participate in activities that are prohibited. Junior members must recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer.

10. Junior members should not be at the station unsupervised, except during a emergency call.

11. All junior members must sign in and out of the junior time log sheet at the station every time they enter the building. **NO EXCEPTIONS!**

12. Only officers may talk to the media. All junior members will refer all questions regarding the fire department to the most senior officer on the scene. Juniors are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	General Rules and Regulations
Number: 29.3 #13 to 29.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By:

13. Junior members and their immediate family may use the station by request and approval of your junior advisor. DO NOT bring your friends to hang around the fire station. An occasional, small group is permitted with the approval of your junior advisor.

14. Any injuries occurring during training or a scene call are converted by Worker's Compensation Insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.

15. Alcohol beverages are NOT allowed on fire department property or functions at any time.

16. Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs or alcohol.

29.4

The following are guidelines to hours of scene calls. The hours specified by the work permit or parents always supersede the hours listed below.

Training and hanging out at the station do not count towards these hours.

HOURS OF OPERATIONS AGE 16

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. NO EXCEPTIONS!
3. No activity between 7:00PM (1 0:00PM with note from parent) and 7:00AM.
4. Maximum of 18 hours per school week (Monday through Friday).
5. Maximum of 3 hours on school days.
6. Maximum of 8 hours total for Saturday and/or Sunday.
7. Maximum of 8 hours on school holidays.
8. No activity from 10PM and 7AM during school breaks.
9. Maximum of 40 hours per week/8 hours per day.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

HOURS OF OPERATIONS AGES 17-18

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. NO EXCEPTIONS!
3. May attend training and meetings after 7PM but must be out of the station by 10PM.
4. No scene responses between midnight and 6AM.
5. No scene responses between 1AM and 6AM on weekends and holidays.
6. Calls answered before the deadline MAY continue to serve the call, but they may not answer any new calls dispatched after the deadline.
7. Maximum of 28 hours Monday through Friday while school is in session.
8. Maximum of 8 hours on Saturday.
9. Maximum of 8 hours on Sunday.
10. Maximum daily hours cannot exceed 8 hours per day.
11. No restrictions during school breaks.
12. Maximum of 44 hours per week/8 hours per day.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.5	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrillo</i>	Approved By:

29.5 DRIVING OF PERSONAL VEHICLES

1. Only members that are at least 17 years old and have a valid New Jersey driver's license may drive personal vehicles to the fire station.
2. All juniors must report to the station for all calls. If all apparatus have responded prior to your arrival, you must stand-by at the station until either a senior member of Pemberton Township Fire Department drives them to the scene or wait until the department returns from the call to assist in clean-up. Juniors are NOT permitted to respond with any backup departments.
3. UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE! The public might pressure you as a firefighter into entering a burning building or perform other tasks you are not authorized to undertake.
4. At no time is a junior member permitted to use colored light, hazard lights, honk horn or use any other warning devices while enroute to the station.
5. All speed limits and traffic laws are to be strictly followed while responding to the station.
6. The Pemberton Township Fire Department is in no way responsible or liable for any moving violations or accidents while enroute to or from the station for a call or training.
7. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the junior program.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.6	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By:

29.6 RESPONDING TO CALLS ON APPARATUS

1. Junior member must be in good standing with the department. Must be Level II or higher, be at least 17 years old, and attend at least 50% of scheduled meetings and/or training's. No exceptions are allowed.
2. Junior firefighters shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.
3. Junior firefighter will obtain verbal permission from the officer or senior member in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the junior firefighter at all times.
4. Junior member must place their accountability tag on the ring of the apparatus you are boarding.
5. Junior firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. No questions or arguing. Reclaim your accountability tag and get off the apparatus and wait for the next unit going to the scene.
6. When riding any piece of apparatus, junior firefighters shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a junior stand up on an apparatus while the apparatus in moving.
7. Junior firefighters shall remain in the apparatus until given instructions by the officer. If no instructions are given, tell the apparatus operator you are reporting to command. Check in with the Incident Commander and wait for instructions.
8. All instructions of the officer must be followed exactly. If you are not sure what you are doing or have been assigned something you are not permitted to do, say so right away so your task can be clarified or someone else can be given the assignment.
9. Junior firefighters shall NOT at any time, start or attempt to start or move any fire department vehicle. No Exceptions.
10. Upon returning to the station, assists in cleanup, store your gear for the next call and sign the logbook. Make sure to fill out the time sheet report.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.7 to 29.9 #10	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

29.7 MOTOR VEHICLE ACCIDENTS

Junior firefighters (16-17 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public roadway. Juniors (any age) are not permitted to perform any traffic control duties.

29.8 EMERGENCY MEDICAL SERVICES

Juniors WILL NOT assist in any patient care or respond to emergency medical alarms. Juniors WILL NOT assist in any hazardous materials situations.

29.9

PROHIBITED ACTIVITIES BY LAW and/or PTFDR PTFD and/or state law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following activities:

1. Operating organizational vehicles.
2. Operating various types of power driven saws and shears.
3. Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
4. Operations of pumps of any fire department vehicle at the scene.
5. Entering a burning structure.
6. Operating high-pressure hose lines (water, air or hydraulic) except during training.
7. Ascending ladders, except during training.
8. Operate any aerial device (cranes or hoists), non-automatic elevators, air bags for lifting or winches.
9. Perform operations in tunnels, shafts or trenches.
10. Participate in emergencies at explosives or fireworks plants, retailers or in support of public safety for a public display.



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Section 29	Junior Firefighter
Number: 29.9 # 11 to 29.10 #8	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

11. An emergency operation in or around mines, strip-mines or quarries.
12. Participate in operations with incidents involving paint, acid or poisons (any HAZMAT).
13. Participate in operations involving radioactive substances.
14. Roof top ventilation or any work on top of a roof.
15. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.
16. Participate in on-scene operations of natural destruction (tornado, floods, etc.).
17. Entry into a hazardous atmosphere (including training).

29.10 PERMITTED ACTIVITIES

Minors 16-17 years Old

1. Participate in organized training activities in which an adult member of the organization is present and supervising the junior member.
2. All aspects of fire suppression training except interior live fire extinguishment
3. Rescue training.
4. Hazardous material training except entry using Level A and B personal protection equipment.
5. Safety training.
6. Wild land firefighting and Wilderness Search and Rescue training.
7. Provide canteen services.
8. Participate in support capacity for searches, rescues, wild fires, Hazmat incidents and water supply operations while under direct supervision of a senior member.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.11 to 29.11 Level I #3	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

29.11 LEVELS

Training is a very important part of being a firefighter. All Fire and EMS related training is paid for by the Pemberton Township Fire Department. Filling out a training request form requires prior approval and having it approved by the proper Junior Advisor. You are encouraged to take as much training as possible. During the probation period, the new member will have no junior voting privileges and may not respond to calls except during training. Probationary members may attend special events such as banquets and picnics. Probationary members may not attend regular fire department business meetings. Requirements:

1. Complete 3 months of service.
2. Attend 50% of all scheduled meetings.
3. Have an understanding of the Pemberton Township Fire Department Operations and apparatus. Accountability command structure, Personal Protective Equipment, Safety and hydrant operations.
4. Be recommended by Junior Advisors and approved by the Junior Chairman. Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in loss of membership. If this happens, a new application must be submitted.

Level I

1. Complete probation requirements.
2. Successfully complete Fire Operations Module A or equivalent.
3. Be recommended by Junior Advisors and approved by the Junior Chairman. Upon earning Level I, junior member will be presented a Pemberton Township Fire Department tee shirt and be allowed to attend regular department meetings. Junior member Level I may ride in a fire apparatus on non-emergency events.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 29	Junior Firefighter
Number: 29.11 Level II	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

Level II

1. Completed Level I requirements.
2. Hold a valid CPR card.
3. Complete any approved fire related course.
4. Be recommend by Junior Advisors and approved by the Junior Chairman.
5. Junior member Level II or higher may respond to calls and ride fire apparatus provided they meet the minimum training attendance. Upon earning Level II, Junior member will be presented with a Pemberton Township Fire Department sweatshirt.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 30	Vehicle/ Apparatus Inspection
Number: 30.1 to 30.3	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 30 - Vehicle/Apparatus Inspection

30.1 - PURPOSE

To establish policy and guidelines for the weekly and post-use inspection of departmental vehicles and apparatus.

30.2 - POLICY

Inspection Group

The group will be responsible for the bi-weekly inspection and operation of said apparatus, within their training and experience. The Station Commander will be responsible for coordinating the group's inspections.

30.3 - Bi-Weekly Inspections

The Station Commander will cause to have each apparatus inspected on a Bi-weekly basis. A bi-weekly inspection is to be a thorough examination of the apparatus and any equipment placed on said vehicle. The inspection will consist of an assessment in accordance with Pemberton Township Fire Department Vehicle Inspection Forms to also include:

1. Steering Mechanism
2. Tire (tread, inflation)
3. Mirrors/Windows
4. Windshield/wiper Inspection
5. Wheels and Rims
6. Lighting and Reflectors
7. Horn/Siren/Warning Equipment
8. Frame -Body
9. Emergency Equipment (flares/triangles/fire extinguisher)
10. Braking System
11. Apparatus Specific Equipment (see checklist)
12. Fluid Levels

Training will be provided in conjunction with the Station Training Officer to familiarize the inspection group with the departmental apparatus, inspection procedure and forms used by the department. Members conducting the inspections will utilize the apparatus checklist form each time an inspection is conducted. All pertinent information will be obtained during each inspection.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 30	Vehicle/ Apparatus Inspection
Number: 30.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By:	Approved By:

30.4 - Post-Use Inspections

It is the legal responsibility of every driver/operator of each apparatus to conduct and document a Post Use inspection. This is required by federal regulation. After each use, when a departmental vehicle or apparatus is moved onto public property an inspection will be required. The Post-Use inspection will consist of the following:

1. Steering Mechanism
2. Tire (tread, inflation)
3. Mirrors/Windows
4. Windshield/wiper Inspection
5. Wheels and Rims
6. Lighting and Reflectors
7. Horn
8. Braking System
9. Emergency Equipment

Driver/operators conducting the inspections will utilize the Post-Use report form each time an inspection is conducted. All pertinent information will be obtained during each inspection.



Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 30	Vehicle/ Apparatus Inspection
Number: 30.5	Issue Date: 9/27/2010
	Revision Date:
Prepared By:	Approved By:

30.5 - Defects / Deficiencies

During a Bi-Weekly or Post-Use inspection or during normal operations, a deficiency may occur with the equipment or operation of the apparatus. If a defect or deficiency is noticed, the item shall be noted on the Post-Use Report and notification shall be made to the Station Commander. If the item is one of the items below, the vehicle shall be parked and the Station Commander notified immediately. The following are items that constitute an immediate safety hazard:

- ***Braking System**- audible/visual air leaks, air line bulge, loose mounts, oil seepage, cracked drum, inoperative low air alarm, master cylinder less than half full
- ***Steering System**- excessive free play (30 degrees or more), worn universal joint, loose tie rod
- ***Exhaust System**- leak forward or below cab
- ***Frame**- cracked, loose or broken frame member
- ***Fuel System**- visible leak, Tank not secured
- ***Springs/Suspension**- U-bolts cracked or loose, missing leaf springs
- ***Tires/Wheels**- poor tread depth, core exposed, flat tire, missing or cracked lug nut
- ***Windshield/Wipers/Glass**- visible obstructions, improper operations, large cracks
- ***Lighting/Warning Devices**- low/high beam inoperable, both brake/tail lights inoperable, any turn signal inoperable, inoperable siren, emergency lighting; 2-3 bulbs inoperable, *(must have solid red facing forward)*
- ***Engine**- overheat, fluid swap (oil in radiator), missing belts, major leaks, defective charging system
- ***Pump**- will not engage, throttle defective, moderate water leak, PTO will not engage, cable sheaves worn/defective, major hydraulic leak
- ***Cab/Body**- broken mirror, defective door latches, defective defroster, and defective seatbelts

Anyone with the proper training or that observes a safety violation can take a vehicle out of service. If a vehicle/apparatus is placed out of service, the Station Commander shall make notification to the Duty officer and to Central Communications. It is the responsibility of the observer to make sure the Station Commander or their immediate supervisor is aware of the deficiency.



Pemberton Township Volunteer Fire Department

Standard Operating Procedures

Section 30	Vehicle/ Apparatus Inspection
Number: 30.6	Issue Date: 9/27/2010
	Revision Date:
Prepared By:	Approved By:

30.6 - Repairs

If a defect or deficiency is noticed and the above procedures are followed, the Station Commander will make arrangements to have the defect repaired or replaced. If the defect is minor in nature and can be addressed by the members of the department in a safe and practical manner, then that defect can be repaired and signed off on the deficiency form. If the defect is moderate or a safety hazard, the item must be examined and repaired by Pemberton Township Fleet Maintenance Department. That entity will then sign for or will designate, via a receipt that the repairs have been made and the vehicle/apparatus is safe to operate again.

1. If, at any time, an item is found to be broken, missing or in need of repair, the Station Commander or designee will be immediately notified in order to take action and the equipment maintenance form will be completed and submitted up the chain of command.
2. If a deficiency is noticed on the apparatus, the Post-Use report shall be annotated.
3. The Assistant Fire Chief will be tasked with the following areas of interest:
 - A. Facilitate approved repairs or alterations
 - B. Oversee Inspection Program
 - C. Cause to Maintain a Repair/Replacement Log For Each Apparatus
 - D. Maintain or Cause to Maintain all Records Relating to the Department's Fleet
4. Inspection records shall be maintained on the apparatus as required by law. The previous months checklist will remain in the Station Log Book, the preceding records will be removed and submitted to the Fire Chief or designee for safekeeping for no less than two years.
5. If an apparatus is deemed to be unsafe, an "Out of Service" sign will be displayed on or as near as possible to the steering wheel and be in a visible location, so that the apparatus is not operated while unsafe.



Pemberton Township Volunteer Fire Department
Standard Operating Procedures

Section 31	Carbon Monoxide Response Guideline
Number: 31.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 31 - CARBON MONOXIDE RESPONSE GUIDELINE

31.1 See [Annex M](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 32	Lock out/Tag out Procedures
Number: 32.1 to 32.2.8	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petrella</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 32- LOCK OUT / TAG OUT PROCEDURES

32.1 Purpose

32.1.1 This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

32.2 Sequence of Lockout

32.2.1 Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

32.2.2 The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

32.2.3 If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

32.2.4 De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

32.2.5 Lock out the energy isolating device(s) with assigned individual lock(s).

32.2.6 Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

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

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

32.2.8 The machine or equipment is now locked out.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 32	Lock out/Tag out Procedures
Number: 32.3 to 32.4.4	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

32.3 Restoring Equipment to Service

32.3.1 When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

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

32.4 Lock-out Tag-out at emergency scenes

32.4.1 Lockout/ tag out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or employee exposure to live electrical parts or exposure to a stored energy source on any machinery or equipment.

32.4.2 Whenever a situation is encountered that meets the above criteria upon arrival at the scene Pemberton Township Volunteer Fire Department personnel shall check to see if building/plant personnel or company personnel have begun Lockout/Tag-out procedure. If they have begun the procedure then Pemberton Township Volunteer Fire Department locks or tags shall be added to the ones already present.

32.4.3 If lockout/ tag-out procedures have not been initiated then the Pemberton Township Volunteer Fire Department personnel will initiate this guideline. Notify all affected personnel that a Lockout/Tag-out procedure is required and the reason why (i.e. emergency). With the assistance of the building/plant personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled won't be hurt any further.

32.4.4 Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches are not isolating devices.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 32	Lock out/Tag out Procedures
Number: 32.4.5 to 32.5	Issue Date: 9/27/2010
	Revision Date:
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By:

32.4.5 Dissipate and isolate all stored energy (if applicable) such as that found in springs, elevated machine members, rotating parts, hydraulic systems and air, gas, steam or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

32.4.6 Lockout the energy isolation devices with energy lockout device(s) issued to each station for lockout tag-out procedures. If one or more station is working at the same incident then each station will put their individual lock(s) and or tag(s) on the energy lockout device.

32.4.7 If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A Tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter at the controls to keep the machine/equipment from being activated shall be used.

32.4.8 Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.

32.4.9 Once the disentanglement of the patient has been completed, the equipment shall remain locked/tagged out until proper notifications, investigations have been completed. A photograph of the lock/tag out equipment shall be taken for evidence purposes before removal.

32.5 Compliance with This Program

32.5.1 All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon *observing* a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 33	PPE Requirements
Number: 33.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 33- PPE REQUIREMENTS

33.1 See [Annex P](#)



Pemberton Township Volunteer Fire Department
Standard Operating Procedures

Section 34	Vehicle Response Policy
Number: 34.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 34- VEHICLE RESPONSE POLICY

34.1 See [Annex Q](#)



Pemberton Township Volunteer Fire Department
Standard Operating Procedures

Section 35	Elevator Incidents Procedures
Number: 35.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petullo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 34- ELEVATOR INCIDENTS PROCEDURES

35.1.1 See [Annex R](#)



Pemberton Township Volunteer Fire Department Standard Operating Procedures

Section 36	Bloodborne Pathogens Exposure
Number: 36.1.1	Issue Date: 9/27/2010
	Revision Date: May 1, 2015
Prepared By: <i>Captain Nicholas A. Petillo</i>	Approved By: <i>Craig L. Augustoni, Fire Chief</i>

SECTION 34- BLOODBORNE PATHOGENS EXPOSURE

36.1.1 See [Annex S](#)



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37 EMERGENCY MEDICAL SERVICES

37.1 PURPOSE – It is the purpose of this guideline to provide the following:

37.1.1 Descriptions of responsibilities for all crew members. A basic operational standard for ambulance operations.

37.1.2 CLARIFICATION – It shall be made clear that, understandably, all EMS incidents are not the same. This guideline is only to provide a basic structure of operations. All EMS incidents should be handled within the scope of training approved by and laws pertaining to Emergency Medical Technicians certified by the State of New Jersey.

37.2 MANPOWER / CREW

37.2.1 Any Pemberton Township BLS unit responding will have at least one (1) New Jersey certified Emergency Medical Technician but no more than a total of three (3) members in the unit. Emergency Medical Technicians will always take priority over non-certified members. All responding members will be seated and will be wearing seat belts.

37.2.2 The Driver of the vehicle will meet requirements as set forth by this Department pertaining to Driver Certification. All drivers will obey all traffic laws at all times.

37.2.3 The following will pertain to EMT Trainee's

37.2.3.1 Can ride in patient compartment only if a fully certified EMT is riding with him to supervise. May administer first aid up to level of training completed. Will not operate radio unless fully trained or supervised (by certified operator) Any new members of this department that is already certified as an EMT for the State of New Jersey will function as a trainee for thirty (30) days, after which a performance evaluation will be conducted.

37.2.4 The general duties of an Emergency Medical Technician staffing an ambulance include, but are not limited to:



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37.2.4.1 Performing the duties of an Emergency Medical Technician in a professional manner, including providing prompt, efficient and effective emergency care to the patient(s) in accordance with the standards adopted in N.J.A.C. 8:41A (at no time shall a volunteer render care that is out of the scope of practice that is outlined in this curriculum) ; Attending the patient(s) at all times and continually monitoring the patient's condition ;

37.2.4.2 Assisting patients to enter and to leave the ambulance, supervising the well-being of patients while in your care, and ensuring the privacy and comfort of patients; Assuring that any stretcher or other patient transportation device is properly restrained and operated and that all vehicle occupants wear automotive safety belts. The staff person(s) caring for the patient need not wear a safety belt when providing essential life support such as CPR, if doing so would inhibit their ability to render that care. All children shall be restrained in the vehicle in compliance with the New Jersey seat belt laws, including N.J.S.A. 39:3-76.2 et seq. Operating the ambulance in a safe manner, starting and stopping the vehicle slowly and smoothly and complying with all applicable motor vehicle laws; Reporting verbally to the appropriate personnel when a patient is brought to a health care facility or other place of medical care; Completing the appropriate call report; Complying with State and local standards on the handling of the deceased; Complying with PEOSH Blood borne Pathogens Standard 1910.1030; Complying with PEOSH Respiratory Protection Standard 1910.134; Prohibiting smoking within the vehicle at all times; Maintaining, and having in their possession while staffing an ambulance, a current state issued driver's license, a current OEMS issued or recognized Emergency Medical Technician certification and an OEMS recognized current CPR for the professional rescuer certification.

37.2.5 DRIVER OF THE VEHICLE is responsible for the following

37.2.5.1 Having knowledge of the incident location and the most expedient route of travel; Assuring safety of the vehicle and crew, and arrival at the incident location in a timely manner while following all traffic laws; Assisting the OIC of the unit in Obtaining necessary equipment, Obtaining necessary information, Patient care, Packaging and transportation to the BLS unit; Assuring safety of the patient, vehicle and crew while



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transporting to a medical facility; Assisting the OIC of the unit with transfer of patient at the medical facility; Restoring the BLS Unit back into service for the next incident

37.2.6 USE OF SAFETY VESTS

37.2.6.1 All personnel that are on the ambulance will don a high visibility 5 point break away safety vest

37.3 PATIENT CARE REPORT

37.3.1 Purpose – To establish an operating guideline to assure that a Pre-Hospital Care Report (electronic) approved by the NJDOH-OEMS is completed for each patient that is transported by Pemberton Township Fire Department Emergency Services in accordance with NJAC 8:40-6.23.

37.3.2 RESPONSIBILITY – EMT's are responsible for the completion of a Pre-Hospital Care Report for each patient transported by Pemberton Township Fire Department Emergency Services. Additionally, EMT's are responsible to appropriately transfer patient care to an appropriate person at the receiving medical facility for each patient they have transported. The New Jersey Department of Health and Senior Services Office of Emergency Medical Services have made access to EMSCharts® available to all hospitals in the state. If a copy of the chart is requested, the requesting party should be directed to the EMSCharts® website at www.emscharts.com.

37.3.3 The EMT's will be held accountable for all incomplete and missing Pre-Hospital Care Reports for all patients they have transported. Failure to complete Pre-Hospital Care Reports in accordance with NJAC 8:40-6.23 or this guideline will result in the appropriate level of disciplinary action, which could include revocation of the EMT's certification. The EMT's if found at fault, will be responsible for any/all fines or civil monetary penalties leveled against Pemberton Township Fire Department Emergency Services or Pemberton Township for failure to complete a Pre-Hospital Care Report for each patient they transport. The Chief or other designated person will ensure compliance



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with this guideline through observation, quality assurance audits and the matching of Burlington County CAD Call Activity Log to Pre-Hospital Care Reports.

- 37.3.4 DEFINITIONS - PATIENT CONTACT is considered whenever a unit has arrived on the scene and a patient history has been solicited or an assessment has been performed.
- 37.3.5 GUIDELINE - Pemberton Township Fire Department Emergency Services utilizes an electronic patient care record (ePCR) system provided by emsCharts.com. It is the responsibility of all personnel to use this system to document all requests for service and patient care provided.
- 37.3.6 An ePCR shall be completed for every patient and call to which Pemberton Township Fire Department Emergency Services responds. An ePCR shall be completed for ALL calls involving pt contact, regardless of whether the patient was transported or not. All ePCR's must be completed and submitted before the end of each shift.
- 37.3.7 Patient transport ePCR's must be completed as soon as possible after a transport is completed. Items that may take precedence to completing the ePCR's are: further requests for EMS, preparing the EMS unit for another call or personnel injuries and illness. Completing the ePCR for patient transport takes priority for all other activities. An ePCR must be signed and locked prior to completion of the shift.
- 37.3.8 The ePCR is a complete and concise record of what happened to the patient. It is a legal document and will become part of the patient's medical records. The ePCR is also a legal document which supports your actions and judgment. The law takes the position that "if it is not documented, it wasn't done."



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37.3.9 Pemberton Township Fire Department Emergency Services personnel are expected to complete each ePCR completely and accurately. This policy outlines the required items and procedures for proper electronic documentation.

37.3.10 Any member in violation of this policy shall be subject to progressive disciplinary action, up to and including termination/removal from the department.

37.3.11 Page 1 (Dispatch)

PRID # The Patient Record ID # is used to identify each ePCR. Each ePCR will have its own unique PRID #. The PRID # is automatically generated by the ePCR.

BC Dispatch # The dispatch number obtained from Burlington County Dispatch. This number will be in the following format: YEAR (four digit) CALL# e.g. 2012-00001234.E1892. This will match the dispatch numbers provided to us in the CAD from BCD. This number is not unique and can be used several times for the same call. e.g. Multi-victim incidents. Each patient will have their own chart. If there is more than one patient then the dispatch number will be used with a letter after it for each patient e.g. 2012-00001234.E1892A (for patient1) & 2012-00001234.E1892B (for patient 2).

Base site Denotes the station the unit responded from.

Unit The vehicle that responded.

Shift What time of day was the response

Response Denotes whether or not the unit responded to the scene in emergency mode.

Type of Service Scene: Default selected for 911 responses.

Category Denotes the type of emergency the unit found on scene, e.g. Abdominal pain, Breathing Problems, etc.

Outcome Indicates the outcome of the patient. Assist only – should be used when an ambulance is on scene to assist another unit or when providing non-medical assistance to a member of the public.



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Cancelled in route – Should be used when Central Communications advises the responding unit to recall.

Cancelled on scene, no patient contact – Should be used when an ambulance arrives on scene and is advised to recall prior to reaching the patient.

Dead at scene – should be used when a Pemberton Township Fire Department unit arrives on scene and a patient is presumed dead. No transport occurs.

Patient Refused Care – should be used when a patient refusal is obtained. This includes refusing medical attention (RMA) and against medical advice (AMA). Capturing the patients signature electronically (optimally) or on paper (as a backup) is required.

Pronouncement – should be used when a paramedic receives orders from medical control to pronounce the patient “dead”.

Rescue Assignment – should be used anytime a rescue unit responds to provide rescue services for your patient.

Standby – should be used on pre-arranged standby assignments.

Transported by BLS – should be used anytime a patient is transported by Pemberton Township Fire Department.

Transported by BLS, ALS cancelled enroute – will not be used.

Transported by BLS, ALS cancelled prox. – should be used anytime the patient is transported by Pemberton Township Fire Department Emergency Services and ALS is recalled because they are not close enough to meet up with.

Transported by BLS, ALS Cancelled SNN – should be used anytime the patient is transported by Pemberton Township Fire Department Emergency Services and the BLS crew determines ALS Services are Not Needed.



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Transported by BLS, ALS Released – should be used anytime the patient is transported by Pemberton Township Fire Department and ALS is released as per their Medical Control.

Transported by BLS, ALS Treat – should be used anytime the patient is transported by Pemberton Township Fire Department and ALS treats the patient.

Transported by BLS, ALS Triaged to BLS – should be used anytime the patient is transported by Pemberton Township Fire Department and ALS has assessed the patient and determined the patient requires BLS services only.

Transported by BLS, ALS Unavailable – should be used anytime the patient is transported by Pemberton Township Fire Department and ALS was unavailable to respond.

Transported by BLS, Specific Treatment Refused – should be used anytime the patient is transported by Pemberton Township Fire Department yet the patient has refused a specific treatment or device. e.g. Patient refuses to wear collar.

Transported by BLS, Transferred to Air Medical Unit – should be used anytime a patient is transported by Pemberton Township Fire Department and the patient is turned over to an Air Medical Unit. The Patients final destination will be noted in your activity report on page 8.

Treatment Rendered, Patient Refused Transport – should be used when a patient accepts treatment from Pemberton Township Fire Department and then refuses transportation to the hospital. e.g. Diabetics, seizures, etc. Capturing the patient’s signature electronically (optimally) or on paper (as a back up) is required just as with a normal patient refusal.

Vehicle Grid Should be filled in with what town the ambulance responded to that call from.

Crew Members All PEMBERTON TOWNSHIP FIRE DEPARTMENT personnel that responded on the unit should be documented in this area. The duties of each crew member should be noted by selecting D, P, S, T, or O for each member as well as their certification level.

D – Driver

P – Primary care giver

S – Secondary care giver



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T – Third care giver
 O – Any other personnel on board

Page 1 (Referring Column)

Type: Denotes where the call originated from.
 Other: All request for services other than Hosp or EMS. All 9-1-1 calls, this is the standard.
 Hosp: Only utilized if transporting a patient out of a hospital.
 EMS : Only utilized if accepting a patient from another EMS unit.
 Location: Denotes the physical address of the call including street name, city, state, zip code and county. Can be auto-filled when times and numbers are imported from the CAD system.
 Requester: Denotes who requested EMS to respond. Can be auto-filled by CAD import.
 Scene Grid: Denotes the town where the 9-1-1 call is located.
 Ref. GPS: Will auto fill once the location is filled in.
 Mode: Denotes whether the ambulance traveled to the scene using emergency lights and sirens.

Page 1 (Receiving Column)

Type: Denotes where the patient was transported.
 Other: Only utilized if transporting the patient to somewhere other than a hospital.
 Hosp: Is the default choice.
 EMS: Only utilized if transferring a patient to another EMS Unit.
 Name: Denotes which hospital or location the patient was transported to.
 Unit: Denotes which unit the patient was turned over to.
 Mode: Denotes whether the ambulance traveled to the receiving location using emergency lights and siren.
 Dest Basis: Denotes why the receiving location was selected. (IE closest facility, diversion, etc).
 Dest Grid: Denotes what town the facility is in that the patient was transported to.
 Comment: Any additional comments related directly to the receiving hospital should be



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indicated here.

Times: All pertinent times should be obtained from Burlington County Dispatch and must be documented appropriately on the ePCR. If the times are not available in the CAD Import, crews may log onto Iamresponding.com and retrieve the times there.

Mileage The loaded mileage of any patient transported in a Pemberton Township Fire Department ambulance. This should be zero if the patient was not transported.

37.3.12 Patient Information Page

Accurate patient identifying information will be documented on all ePCR's and Refusals. This includes full name, date of birth, sex, age and social security number (SSN).

Patient past medical history, medications and allergies should also be documented on this page.

Billing information is not required.

37.3.13 Page 2 (Chief Complaint & History of Present Illness)

Chief Complaint and Secondary Complaint – A short description of the complaints of injury or illness as described by the patient, family, or bystanders. Examples include “chest pains”, or “left arm pain,” etc.

History of Present Illness – A more detailed description of the illness or injury experienced by the patient. Everything that happened to the pt. directly pertaining to this injury. This should not include patient assessment items.

Scene Description – A description of where the patient was found. This area should not include details regarding the patient's condition or treatment of the patient. This should not include patient assessment items.

Patient Belongings – Any personal belongings handled by Pemberton Township Fire Department personnel should be documented in this section. Where these items were left, or to whom these items were given to at the ED should be documented.



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Factors Affecting Care – Any unusual event that delays care or creates any other delay should be listed as appropriate.

Reason for Encounter – Was the need for an ambulance due to an injury or was it non-injury.

Drugs/Alcohol Details – Clicking on Drugs/Alcohol underneath the History of Present Illness allows the primary care provider to enter details regarding illicit drug use or suspected ETOH use by the patient.

Add'l Injury Details – If the emergency call was traumatic in nature, additional details regarding the injury must be documented by clicking on the Add'l Injury details button underneath the History of Present Illness.

Cardiac Arrest Registry – Clicking on Cardiac Arrest underneath the History of Present Illness allows the primary care provider to enter details regarding the events leading up to and during the cardiac arrest. This additional information documents such items as who witnessed the cardiac arrest, what time was CPR started, etc.

Motor Vehicle Incident Details – Clicking on Motor Vehicle Incident underneath History of Present Illness allows the primary care provider to enter details such as; number of vehicles involved, airbag deployed, impact risk factors (DOA in same vehicle, ejection, etc.), Vehicle impact site, was extrication required, etc.

37.3.14 Page 3 (Neuro & Airway Evaluation)

37.3.14.1 THIS PAGE IS NOT USED TO DOCUMENT YOUR TREATMENTS



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37.3.14.2 Information regarding your assessment of the patient's neurological status and airway of the patient may be documented on this page. This information should detail how the patient was found upon arrival of EMS, not how the patient was treated, improved or deteriorated during treatment or upon arrival at the Emergency Department. All information should be filled in as appropriate.



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37.3.14.3 It is used to document how the patient was found by the unit writing the ePCR. You can document care provided prior to your unit's arrival on this page. If the patient was immobilized by you it should be documented on the Activity Log, Page 8. If the patient's airway was secured by you, it should be documented on the Activity Log, page 8.

37.3.15 Page 4 (Respiratory & Cardiovascular Evaluation)

37.3.15.1 THIS PAGE IS NOT USED TO DOCUMENT YOUR TREATMENTS

37.3.15.2 Information regarding your assessment of the patient's pulmonary and circulatory system may be documented on the page.

37.3.15.3 It is used to document how the patient was found by the unit writing the ePCR. You can document care provided prior to your unit's arrival on this page. If oxygen was provided by you, it should be documented on the Activity Log, page 8.

37.3.16 Page 5 (Secondary Survey)

37.3.16.1 Any findings discovered during the assessment of the patient may be documented on this page. This includes, but is not limited to, physical findings, pertinent negatives, or descriptions of complaints by the patient. Details of a particular body part can be manually entered by the primary care giver.

37.3.16.2 Additional exam information may be listed as a part of the secondary survey by clicking on the Obstetrics or Burns buttons.

37.3.17 Page 6 & 7 – Not used by PEMBERTON TOWNSHIP FIRE DEPARTMENT

37.3.18 Page 8 (Activity Log)

37.3.18.1 This page allows the primary care giver to list all activities performed during the evaluation and care of the patient. This page also allows the care giver to list changes in patient condition or additional patient information as appropriate. Times entered on



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Page 1 are listed at the top of this page so they may be used as a reference when completing the activity log.

- 37.3.18.2 Each activity completed is entered onto the log as a new line. Each activity must be time stamped to indicate when the activity was performed. In addition, the crew member who performed the action should also be noted.
- 37.3.18.3 All vital signs of the patient should be entered in the activity log. At least one set of vital signs (heart rate, blood pressure and respirations) must be listed for each patient, including patients that refuse medical assistance. Additional sets of vital signs may be entered in the activity log to show trends or changes based on treatments.
- 37.3.18.4 Additional vital signs such as SaO₂, Respiratory Effort and family or patient taken Blood Glucose Level may be listed as appropriate. The pain scale of the patient must be entered for all patients and can be documented with vital signs or other activities. Any additional comments the primary care provider feels is pertinent to the treatment of the patient can be time stamped and entered into the comments section. Clicking on the Add Line button will add the selected vital signs and comments to the activity log.
- 37.3.18.5 Activities performed should be added to the activity log by entering the time the activity was performed, selecting an action from the drop down menu to the right of Add Line and then selecting Add Line.
- 37.3.18.6 Medication – All medications (with the exception of oxygen) should be documented along with who gave the medication, the dose, and the route. BLS approved assisted medications are Inhaler, Epi-Pen, Nitroglycerin, and Oral Glucose.
- 37.3.18.7 Intubation – Not used by PEMBERTON TOWNSHIP FIRE DEPARTMENT
- 37.3.18.8 Airway-Other – BLS maneuvers related to airway control such as Oral Pharyngeal Airway insertion and suctioning may be documented as appropriate. Oxygen BVM and manual resuscitation may be entered here.



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- 37.3.18.9 Cardiac – Defibrillation and CPR efforts can be reported here.
- 37.3.18.10 Immobilization – Any immobilization of the patient should be documented appropriately. This includes immobilization of a particular extremity or full body immobilization to a long spine board. The specific items used in the immobilization should be documented.
- 37.3.18.11 Medical Consult – Any contact the primary care giver has with Pemberton Township Fire Department Medical Control during the call, pertaining to patient care.
- 37.3.18.12 Hospital Notify – The primary care giver may specify when the receiving hospital was contacted, such as to advise them of a stroke alert, trauma alert, or other situation as appropriate.
- 37.3.18.13 When all activities related to the care of the patient have been entered into the activity log, select Next Page to close the activity log and move onto the final page. If Next Page is selected before Add Line is clicked, no information will be entered into the activity log.
- 37.3.19 Page 9 (misc. Forms)
- 37.3.20 State Export – Not currently used by PEMBERTON TOWNSHIP FIRE DEPARTMENT
- 37.3.21 Activity Audit – The Activity Audit is a set of questions from the State (Regulatory) and the Service (PEMBERTON TOWNSHIP FIRE DEPARTMENT). This is a required item and must be completed prior to locking your ePCR.
- 37.3.22 Special Reports – Any Special Reports that are attached to the chart will be listed here, available for review.
- 37.3.23 Attachments – Upon returning to the station, scan the paper signature into the in-house computer and upload it to the EMS Chart on page 9. Click Attached Files, go to Category and choose either: Patient Authorization or Refusal. Then click on Browse, find



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the signature that you scanned, click on it and hit Open. It will appear next to File Name. Click Upload, wait a few seconds, the signature will appear under Files Currently Uploaded.

37.3.24 Signatures – This is where the crew signs using two unique forms of identification. In this case the user’s social security number and predetermined password. Once entered click Save Signature. This will attach the caregiver’s signatures to the chart. Once all crewmembers’ sign the chart, the primary caregiver will select the Complete/Lock Chart function. EMS charts will automatically review the chart for required information. If particular information is missing, you will receive an error message showing which fields are required. Clicking on a required item from the list will take you directly to the appropriate page for correction.

37.3.25 Addendums – An addendum is used when a patient care item needs to be added to a closed ePCR. Open the ePCR and proceed to page 9. Select the Addendums button. Enter the appropriate information which will be time stamped and added to the patient’s chart.

37.4 EMS PATIENT REFUSAL

37.4.1 Purpose – It is the purpose of this guideline to take reasonable steps to ensure that any patient refusing medical care and/or transportation has the needed information and mental capacity to do so.

37.4.2 RIGHT TO REFUSE

37.4.3 Assessment of the patient’s mental status/level of consciousness/GCS is critical in determining the patient’s capacity to make an informed decision to refuse treatment or transport. Any patient exhibiting any evidence of mental incompetence shall not be permitted to refuse medical assistance.

37.4.4 Every reasonable attempt should be made to convince the patient of the need for treatment or transport. Staff should not offer their opinion or offer medical advice, which



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would support the patient's decision NOT to seek further treatment or transport to the hospital.



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37.4.5 Staff must recognize an increased responsibility for EMS providers to attempt to convince a patient to consent to treatment and or transport, whenever their decision to refuse could jeopardize their health or safety.

37.4.6 Staff shall provide patients with the potential consequences of refusing treatment and or transport (i.e. exacerbation of condition, permanent disability or injury and/or death).

37.4.7 Staff shall make every reasonable effort to encourage the patient to consent to treatment and transport by: Obtaining the help of family or friends who may be able to convince the patient to be treated/transported.

37.5 Special Circumstances

37.5.1 If, after giving the patient care and/or assisting with medication (i.e. nitroglycerin, bronchodilator inhalers, and epinephrine pens), the patient continues to refuse treatment and/or transport a RMA form must be completed then signed by the patient. The patient care report (PCR) must then be completed to include:

37.5.1.1 A thorough assessment/physical exam.

37.5.1.2 The patient's history.

37.5.1.3 The patient's mental status.

37.5.1.4 Reason for patient refusing care/transport.

37.5.1.5 Advice given to the patient, including the risks of refusing care.

37.5.2 Documentation

37.5.2.1 Refusal of Medical Assistance (RMA) forms shall be signed by the patient or in the case of minors, the parent or legal guardian. In the event a patient refuses to sign the RMA form but is demonstrating mental competency (RMA by action), a RMA form



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shall be completed and countersigned by a witness, attesting to the patient's unwillingness to sign.

37.5.3 Any patient action shall be documented fully on a patient care report (PCR). PCRs shall be complete, accurate and legible.

37.5.4 RMA forms should also be countersigned by a witness to the signature and patient's refusal. An example of a witness is a family member, bystander, witness, police officer, or other EMS personnel on scene.

37.5.5 Staff is encouraged to involve law enforcement whenever a patient wishes to refuse treatment and/or transport but is NOT competent or eligible to refuse treatment. (i.e. minors without parental supervision, patient's requiring restraint or forced treatment, intoxicated or impaired patients, etc.)

37.6 EMS RECEIVING HOSPITAL CHOICE

37.6.1 Purpose – To provide the appropriate level of care to the public, and to minimize the potential of a patient not receiving prompt emergency medical service; Pemberton Township Fire Department (PTFD) will transport patients to the closest, most appropriate facility.

37.6.2 PTFD crews will transport patients to receiving hospitals within a reasonable distance, generally less than (20) miles away from our coverage area. Transportation of a patient to a hospital outside of our normal service area creates the potential for the crew to be unavailable for an unacceptably long period of time. With the primary crew being unavailable, there is a potential for a second emergency response to be delayed.

37.6.3 Currently, hospitals that are within a reasonable distance from our service area include (in order of distance)

Lourdes Medical Center at Deborah

Virtua Memorial Hospital of Burlington County in Mount Holly, New Jersey

Lourdes Medical Center of Burlington County in Willingboro, New Jersey



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Southern Ocean Medical Center, Manahawkin, NJ



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37.6.4 Patients requesting transportation to a non-specialized care facility should be informed that their requested hospital is outside of the normal area of operation of PTFD.

37.6.5 Patients requiring specialized care should be transported to the most appropriate receiving facility. Trauma patients should be transported to Capital Health Trauma Center in Trenton or Cooper Trauma Center in Camden. Determination of Trauma Center will be based on Patient needs. Pediatric patients currently undergoing treatment at a specialized pediatric hospital should be transported to that facility if their condition is stable enough to tolerate transport. Pediatric patients with a new onset of illness should be transported to a facility within our normal area of operation.

37.6.6 If a PTFD crew encounters a patient that the crew believes should be transported to a facility outside of those mentioned above, the crew must contact the EMS Captain. The EMS Captain will determine if the extended transport is appropriate, and attempt to secure additional EMS coverage while the primary crew completes the extended transport.

37.6.7 The New Jersey Department of Health and Senior Services, Office of Emergency Medical Services and most insurance carriers, only require that we (PTFD) transport patients to the closest, most appropriate facility. Neither requires that we transport patients an unreasonable distance to a facility that is selected based upon the convenience of the patient and possibly leave our community without EMS coverage.

37.6.8 As an advocate for our patients, PTFD will attempt to educate our patients to observe a hospital's divert status. However, at no time will a PTFD engage in or initiate a prolonged discussion and/or debate in regards to a patient's choice of medical facility that will delay transport of said patient.

37.7 EMS PHYSICAL BEHAVIORAL RESTRAINTS

37.7.1 Patients have the right to refuse treatment and/or transport if they are of legal age and are competent. Competence is defined as the capacity or ability to understand the nature and effects of one's acts or decisions. A person is considered to be competent until proven



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otherwise. There are situations, however, in which the interests of the general public outweigh an individual's right to liberty:

37.7.2 The individual is threatening self-harm or suicide.

37.7.3 The individual presents a threat to the community because of a contagious disease or other physical danger.

37.7.4 The individual presents a specific threat to innocent third parties.

NOTE – Certain medical, traumatic and psychological conditions can cause incompetence and behavior that interferes with the ability of EMS personnel to care for the patient, or that threatens the physical well-being and safety of the patients or others. These conditions include, but are not limited to: drugs, metabolic disturbances, central nervous system injury or insult, infections, hypo/hypertension, hypo/hyperthermia, hypoxia, psychological disorders, poisons and toxins. Verbal threats are a legitimate reason for restraint. The following is a guideline for the use of restraints in the pre-hospital care setting. It is not intended to dictate police action that may be necessary to subdue someone.

37.7.5 Precautions

Be aware of items at the scene or medical equipment that may be a weapon. Assure the scene is safe before approaching the patient. Patients that are actively seizing should not be restrained. The patient should be restrained in the prone position only as a last resort and only with continuous monitoring. This may interfere with the patient's ability to breathe. Restraining a patient's hands and feet together behind the patient (hog-tying) is not allowed. Make every attempt not to aggravate or worsen pre-existing injuries or medical conditions. Attempt first to control the patient with verbal counseling. The least restrictive means of control should be employed. Only "reasonable force" may be used when applying physical control. This is generally defined as the use of force equal to, or minimally greater than, the amount of force exerted by the resisting patient. Restraints should not interfere with the assessment or treatment of the patient's ABC's. The decision to restrain a patient should be made prior to transport. Do not remove restraints once applied unless the patient seizes. If circulation becomes compromised, the benefit of removing the restraints must be weighed against crew safety. EMS personnel do not apply handcuffs or hard plastic ties (flex cuffs), but if already in place and circulation is adequate, may be left on. Any patient with handcuffs on, or in the custody of law enforcement, appropriate law enforcement personnel must accompany the patient in the



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ambulance. Restraints should be individualized and afford as much dignity to the patient as the situation allows. Attempt to accommodate patient or special needs whenever possible. Ensure that enough help is available to insure patient and provider safety during the restraint process. Optimally, five people should be available to apply the four point restraint (one for each limb and one for restraint application). Communicate the restraint plan to all involved. Assure that the patient's clothing and personal belongings have been searched for weapons (by law enforcement) prior to transport. A doctor's or a judge's order must be obtained in writing whenever a patient is transported against their will for the above mentioned reasons.

37.7.6 Pediatric Considerations

37.7.6.1 EMS personnel should attempt to notify and coordinate with parents when restraining children, if time permits and the situation is appropriate. Law enforcement shall accompany all restrained juveniles.

37.7.7 Pregnancy Considerations

37.7.7.1 Pregnant women should be restrained in a semi-reclining or left lateral recumbent position.

37.7.8 Documentation

In what manner was your patient violent? Record patient's comments verbatim.

Did you feel threatened? Why?

Were you concerned about your patient's outcome without medical interventions? Why?

The restraints were used for the safety of the patient or others.

Could you treat your patient appropriately without the use of restraints?

The reasons for restraint were explained to the patient (regardless of competence).

Law enforcement should be involved, if available, when restraining patients.

What law enforcement officer was present?

If an order was provided, what physician or judge provided the order?

Document the frequency of respiratory and mental status change assessments. Constant evaluation of your patient's airway status and documentation of such is extremely important.



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If your patient was physically restrained, was he prone or supine?

Where on your patient were these restraints placed?

What kind of restraints did you use?

Injuries, if any, that occurs during the restraint procedure.



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37.8 EMS VEHICLE SAFETY

37.8.1 The responsibility for the safe operation of each ambulance shall rest with the crewmembers staffing that vehicle. PTFD shall not operate any vehicle without due regard for the safety of the general public or without adhering to all applicable laws, rules and/or regulations. PTFD shall not operate any vehicle that is potentially unsafe to drive, presents a hazard to personnel and/or bystanders, has not passed NJMVC inspection or does not display a valid inspection sticker.

37.8.2 No person shall staff or operate, or be allowed to staff or operate, an ambulance:

37.8.2.1 After consuming or while under the influence of alcohol, narcotics or any substance that substantially compromises a person's decision-making abilities.

37.8.2.2 In a reckless manner.

37.8.2.3 At an excessive rate of speed.

37.8.2.4 While engaging in any illegal conduct.

37.8.3 The interior of the vehicle shall be designed for the safety of patients and crewmembers and the patient compartment shall have the following safety features:

37.8.3.1 There shall be no protruding edges.

37.8.3.2 Exterior corners (corners that point-out) shall be rounded or covered with a padded material.

37.8.3.3 The ceiling shall be finished with a padded material or with a flat, even and unbroken surface.

37.8.3.4 The floor shall have a flat, even, unbroken and impervious surface and shall be covered with a slip resistant material.



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37.8.3.5 Any seats with under seat storage shall have a positive latching mechanism that holds the seat closed.

37.8.3.6 All cabinet doors, except a sliding door, shall have a positive latching mechanism that shall hold the door securely closed and shall prevent the contents of the cabinet from pushing the door open from the inside.

37.8.3.7 All equipment and supplies carried on the vehicle shall be stored in a crashworthy manner (that is, they shall remain firmly in place and shall not present a hazard to any vehicle occupant in the event of an accident or sudden change in vehicle speed or direction). There shall be sufficient cabinets and other storage spaces within the vehicle so as to meet this requirement. Crashworthy retention systems shall not incorporate rubber straps, “shock cords” or Velcro-type closures.

37.8.3.8 The bench seat shall have a passive barrier at the forward end of the bench.

37.8.3.9 Automotive safety belts shall be provided for each vehicle occupant (patient, passenger or crewmember) over or under eight years of age but weighing more than 80 pounds and shall meet all State standards, including those set forth at N.J.S.A. 39:3-76.2. Each vehicle occupant shall be properly restrained either in an automotive safety belt, or, if a passenger is a patient and it is medically appropriate, on a stretcher. All children under eight years of age weighing 80 pounds or less shall be properly restrained in a federally approved child restraint system, as provided for at N.J.S.A. 39:3-76.2a, or, if such a child passenger is a patient and it is medically appropriate, on a stretcher.

37.8.3.10 When the child restraint system is not in use it is to be stored and easily accessible in a compartment on the ambulance.

37.9 EMS VEHICLE SANITATION

37.9.1 The interior of the vehicle, including all areas utilized for storage, and the equipment and supplies within the vehicle, shall be kept clean and sanitary. A Disinfectant shall be



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routinely applied to all contact surfaces. The floor, walls and equipment shall be free of stains, dirt, debris, odors and insect infestation.

- 37.9.2 At the beginning of each shift all ambulances will be sanitized.
- 37.9.3 All interior surfaces shall be covered with stain resistant material that is impervious to blood, vomitus, grease, oil and common cleaning materials.
- 37.9.4 Blankets, pillows, and mattresses shall be kept clean and in good repair. All pillows and mattresses shall have protective, waterproof and stain resistant covers.
- 37.9.5 Clean linens shall be utilized in the transport of stretcher patients. All linens shall be changed after each patient. Disposable linens may be utilized, so long as they are disposed of after each patient.
- 37.9.6 There shall be adequate, clean, dustproof storage for clean linens.
- 37.9.7 Plastic bags and/or covered containers or compartments shall be provided and shall be utilized for all soiled supplies (including linens and blankets) carried within the vehicle.
- 37.9.8 In order to protect the safety of the general public and emergency response personnel, after a vehicle has been occupied by or used to transport a patient known or suspected to have a communicable disease, the vehicle shall, prior to transportation of another patient, be cleaned and all contact surfaces, equipment and blankets shall be disinfected according to applicable standards set forth by OSHA at 29CFR 1910.1030 (Occupational Exposure to Blood borne Pathogens)
- 37.9.9 Where possible, only single service implements shall be inserted into the patient's nose or mouth. These single service items shall be wrapped and properly stored and disposed of after utilization. Non-disposable patient care equipment shall be decontaminated after each patient use in a manner consistent with the hospital's requirements for equipment decontamination. No airway, tube, catheter or other similar device shall be utilized on



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more than one patient unless sterilized in accordance with manufacturer's recommendations.

37.9.10 Exterior surfaces of the ambulance shall be routinely cleaned.



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37.10 EMS UNIVERSAL PRECAUTIONS

- 37.10.1 Always assume that any patient/victim may be contagious.
- 37.10.2 Rubber/Latex gloves shall be utilized on all calls
- 37.10.3 Face shields and/or goggles must be worn to protect the face and eyes when appropriate against airborne or sprayed contaminants.
- 37.10.4 Protective outer garments will be worn when appropriate.
- 37.10.5 All contaminated protective gear shall be disposed of properly
- 37.10.6 All contaminated bandages, towels, and linens shall be placed in appropriate containers at the medical facility.
- 37.10.7 All equipment and/or apparatus must be thoroughly cleaned and disinfected whenever the possibility of contamination exists.
- 37.10.8 All personnel will be given the opportunity to obtain the Hepatitis "B" vaccination at the department's expense.
- 37.10.9 Any personnel whom respond to emergency calls must have the vaccination or sign a release stating their decision not to have the vaccination.

37.11 EMS PATIENT CONFIDENTIALITY

- 37.11.1 Patient Reports
- 37.11.2 All reports will be entered into EMS Charts at the completion of each run.
- 37.11.3 All signature sheets will be scanned and attached to the patient's chart.
- 37.11.4 Information will not be shared with any person or entity not involved in patient care unless released by patient.



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- 37.11.5 All reports are maintained electronically in the EMS Charts program.
- 37.11.6 Only Privacy officer or his/her designee will have access to reports once signed and locked.
- 37.11.7 Release of Information
- 37.11.8 All requests for the release of patient information will be processed by the privacy officer or his/her designee.
- 37.11.9 No information shall be released without the written consent of the patient or the written request from his/her legal representative.
- 37.11.10 A log of all disclosures of information shall be maintained by the privacy officer or his designee.
- 37.11.11 Storage/Maintenance of Records
- 37.11.12 All current year records are stored in the EMS Charts Program with access limited to the privacy officer or his/her designee.
- 37.11.13 At the completion of the calendar year, the records will remain securely stored in the EMS Charts Program with access limited to the privacy officer or his/her designee.
- 37.12 Training
- 37.12.1 All new members/employees will receive initial training on patient confidentiality and federal HIPAA standards.
- 37.12.2 All members/employees shall receive annual refresher training on patient confidentiality and HIPAA standards.
- 37.12.3 A record of this training will be kept by the training officer and the privacy officer.



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37.12.4 All members/employees will receive training on the EMS Charting System.

37.12.5 Charts involving Employees or Employee Family Members

37.12.6 No member shall QA/QI their own or their family members charts.

37.12.7 No member shall access their own or their family members charts.

37.12.8 All members who wish to access their or their family member's charts must follow the same procedure as above.

37.12.9 EMS Lights & Siren Use Response Policy

37.12.10 All Burlington County EMS Agencies dispatched by Burlington County Central Communications will adhere to this policy. Safety and protection of life and property are primary elements that must be considered in every situation requiring an emergency vehicle response. No assignment or task shall be of such importance that of our EMS Personnel sacrifice due regard for their own safety or for the safety of the public.

37.12.11 When responding to incidents, EMS Personnel will utilize one of the three response codes of operation listed below. EMS Personnel whenever signing on radio responding to an incident and/or to the hospital will state what priority they are using to enhance situational awareness. Where a specific type of call is not found among the list of examples for each category, EMS Personnel should apply the general principle found therein to their particular situation. EMS Personnel who still have a question about which response mode to use shall seek direction from their supervisor or the incident commander.

37.13 RESPONSE MODES SHALL BE DESIGNATED AS FOLLOWS:

37.13.1 Respond "PRIORITY THREE (3)": No use of emergency warning equipment will be utilized and all traffic regulations will be complied with. All calls for these services will be responded to within fifteen (15) minutes of being dispatched, weather permitting.



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37.13.1.1 PRIORITY THREE EXAMPLES:

Transports
 Standbys, Details or Special Community Events
 Public Assists

37.13.2 Respond "PRIORITY TWO (2)": No use of emergency warning equipment will be utilized and all traffic regulations will be complied with. All calls for these services shall be an immediate response upon dispatch in accordance with the County EMS Dispatch Guidelines. This response level will also include the scene to hospital transports of stable patients.

37.13.3 PRIORITY TWO EXAMPLES:

37.13.3.1 Psychiatric Emergencies

37.13.3.2 Transportation of a patient from an incident scene to the hospital with a non-life threatening or non-emergent medical emergency

37.13.3.3 Transportation of a patient from an incident scene to the hospital with a life threatening or emergent problem with paramedics are on board where the patient is considered stable.

37.13.3.4 Request to Level 1 Stage

37.13.4 Respond "PRIORITY ONE (1)": Use of Lights and Sirens for response to an incident scene and patient transport to the hospital. All calls for these services shall be an immediate response upon dispatch in accordance with the County EMS Dispatch Guidelines. Response to all Life Threatening Emergencies (All Calls Requiring ALS) and to Emergent/Non-Life Threatening Medical Emergencies as quickly as reasonably possible, while operating the vehicle with due regard for the safety of all persons, utilizing emergency warning equipment.



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37.13.5 PRIORITY ONE EXAMPLES:

37.13.5.1 Cardiac Arrest

37.13.5.2 Respiratory Arrest

37.13.5.3 Unconscious

37.13.5.4 Serious motor vehicle accidents (injuries reported, occupants trapped, vehicle overturned, etc.)

37.13.5.5 All other Life Threatening Calls that meet State ALS Dispatch Criteria

37.13.5.6 Minor motor vehicle accidents, e.g., reported injuries, known minor injuries.

37.13.5.7 Fractures

37.13.5.8 Maternity

37.13.5.9 Medical Emergencies

37.14 Naloxone and Epinephrine Auto injector

37.14.1 It is the policy of PTFD that only those members who have successfully completed a training program approved by the State of New Jersey, Office of Emergency Medical Services (OEMS), PTFD Medical Director, and PTFD, Lourdes M.O.S.T agreement while on duty with PTFD, shall have access to and administer Naloxone and Epinephrine Auto injectors prescribed to PTFD.

37.14.2 The administration of Naloxone and Epinephrine Autoinjectors shall be strictly in compliance with protocols and procedures approved by OEMS.



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37.14.3 All EMT's of PTFD shall undergo initial training approved by the PTFD Medical Director in assessment, signs and symptoms, treatment, contraindications, reactions, and proper storage and the control of the subject medications.

37.14.4 Initial training shall include cognitive, affective, and psychomotor objectives and shall consist of:
Classroom training and written assessment
Skills Assessment

37.14.5 All EMT's of PTFD shall undergo annual retraining and evaluation in the subject materials either through instructor-led or via web based training.

37.14.6 PTFD Command Staff will determine the assignments to which the subject medications will be deployed, as well as the methods of control and security to be employed

37.14.7 Deployment of medications to each assignment shall be as follows

37.14.7.1 In service stock will be secured in a locked pouch of the primary jump bag of the ambulance. This will be a combination lock that will be issued to EMT's who are eligible to administer the medication based on this policy. In the event of the ambulance being stored outside, the Jump bag must be stored in the fire station with keys to the ambulance attached to the bag.

37.14.8 Contained in the locked compartment of the jump bag will contain

37.14.8.1 Two (2) Nasal Naloxone doses with atomizers

37.14.8.2 One (1) Epipen (or Equivalent)

37.14.8.3 One (1) EpipenJr (or Equivalent)

37.14.8.4 Back Stock of Nasal Naloxone will be stored by Lourdes EMS and will be restocked by contacting EMS Captain or designee



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- 37.14.8.5 Back Stock of EpiPen and EpipenJR will be ordered as needed
- 37.14.9 Administration of Naloxone or Epinephrine Autoinjector
 - 37.14.9.1 EMT's shall administer the subject medications in accordance with NJ OEMS Policy and procedures and incompliance with PTFD Command and Medical Director policies
 - 37.14.9.2 Documentation of Medication Administration
 - 37.14.9.3 Any administration of the subject medications shall be documented in the patient care report prepared in EMSCHARTS
 - 37.14.9.4 Medication administration is documented on page 8 via the use of the "add action" dropdown box
 - 37.14.9.5 The patient care report for any call where one of the subject medications has been administered shall be completed within 24 HOURS. The EMT administering the medication will also be required to notify PTFD command via the Medication Administration Form located on the EMSCHARTS home page. Upon administration of Naloxone the treating EMT will complete the OEMS required "Naloxone Reporting Form" found on the OEMS Website. This form will be printed an attached to the patient care report. The Medication Administration Form and OEMS Naloxone Reporting Form must be completed within 24 hours of the completion of the incident.