



GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-029

DATE: May 10, 2024
TO: All Employees
FROM: Michelle Ughi, HR Director
SUBJECT: Operations Lieutenant Promotional Testing

Please review the attached Promotional Test announcement.



Greater Naples Fire Rescue District

Promotional Test Announcement

Operations Lieutenant

OPEN DATE: May 10, 2024 at 1700 hours
FILING DEADLINE: June 10, 2024 at 1700 hours

Please read the entire announcement, as it will provide important information regarding the application process and promotional exam.

INTRODUCTION

In accordance with Article 41 of the Collective Bargaining Agreement and attached Addendum ratified May 8, 2024, the District is announcing its intention to conduct promotional testing for the position of **Operations Lieutenant**.

Prior to the filing deadline, all qualified employees wishing to test must submit the following to human resources at professionaldevelopment@gnfire.org:

- Notification of Intent to Test
- Electronic copies of all required certifications
- Veterans Preference Form (Appendix A) and supporting documentation, if applicable

Note: Candidates who submit their Notification of Intent to Test before the filing deadline and need additional time to submit copies of the required certifications will be afforded up to seven (7) calendar days before the written test to submit all the required certifications. Documents received after this date will not be accepted.

It is the sole responsibility of the candidate to obtain copies of all required documents. Employee files are accessible for review during normal business hours. Submissions will be electronic copies only; hard copies will not be accepted.

MINIMUM QUALIFICATIONS

Employees wishing to test must meet the minimum qualifications:

- Minimum of six (6) years as an employee of the District
- Minimum of two (2) years as a Driver-Engineer with the District
- Florida Fire Officer I Certification, as recognized by the Florida Bureau of Fire Standards and Training
- Florida Fire Service Instructor I Certification or higher as recognized by the Florida Bureau of Fire Standards and Training
- Florida Forest Service S-215 Fire Operations in the Wildland/Urban Interface, or equivalent

PROMOTIONAL TESTING

Before testing, candidates must attend the Candidate Orientation to review the rules and expectations for the written examination and performance evaluations.

The promotional test consists of two (2) components:

- **Written Examination**
 - 50% of the overall test score
 - This is a multiple-choice, CLOSED-book exam with 100 questions
 - No notes, personal belongings, or electronics of any kind are permitted in the exam room
 - Must achieve a minimum score of 70% to move on to the Performance Evaluation
 - This test is based on the Source Materials (Appendix B)
 - Test results are available immediately with a post-test review immediately following exam

- **Performance Evaluation**
 - 50% of the overall test score
 - Consists of an exercise or scenario of one or more components to assess the candidate's practical knowledge and skills
 - Presentation topics to be provided at Candidate Orientation
 - Must achieve a minimum score of 70% on each component of the performance evaluation
 - This test is based on the Source Materials (Appendix B)

Individual overall test scores will be calculated based on the test results. Veterans' Preference points are added to the overall test score. Final overall scores will be listed from highest to lowest, creating the eligibility list for the position of Operations Lieutenant.

IMPORTANT DATES FOR PROMOTIONAL TEST

Filing Deadline

- **Date/Time:** June 10, 2024 at 1700 hours
- **Email:** professionaldevelopment@gnfire.org

Candidate Orientation

- **Date/Time:** June 12, 2024 at 1000 hours
- **Location:** GNFRD Headquarters, Classroom

Written Examination

- **Date:** August 9, 2024 at 0900 hours
- **Location:** GNFRD Headquarters, Classroom

Written Examination Post-Test Review

- **Date:** August 9, 2024
- **Time:** Immediately following the written exam
- **Location:** GNFRD Headquarters, Classroom

Performance Evaluation Examination

- **Date:** August 13, 14 and 15, 2024 at 0800 hours
- **Location:** GNFRD Headquarters, Classroom, subject to change
- **Note:** Based on participation level, August 16th may be added

Appendix A



Veterans' Preference Form

Pursuant to Chapter 295 of the Florida Statutes, in order to claim Veterans' Preference, you must complete and sign this two page Veterans' Preference form and provide all required documentation from the Department of Defense (DD) and/or the Department of Veterans' Affairs (DVA). For the purposes of this form, a veteran is defined in §1.01(14) Florida Statutes. Preference may only be provided to qualified job applicants who have participated in a selection procedure and have submitted the required form and documentation no later than the closing of the job application period. Preference will not be awarded retroactively.

Position applied for _____ Applicant's name _____

Veteran's name _____ Branch of service _____

Type of discharge _____ Date of discharge _____ Is the veteran retired? _____

Does the veteran have a compensable service-connected disability? _____ Percent of disability _____ %

Type of documentation submitted _____

QUALIFYING CATEGORIES - DOCUMENTATION REQUIRED () Check all that apply

- () 1. Those disabled veterans who have served on active duty in any branch of the United States Armed Forces, have received an honorable discharge (excludes general discharge regardless of conditions), and have established the present existence of a service-connected disability that is compensable under public laws administered by the DVA; also those disabled veterans who are receiving compensation, disability retirement benefits, or disability pension by reason of public laws administered by the DVA and the DD. (15)

Provide DD-214 or equivalent from the DD or DVA showing military status, dates of service, discharge type; and documentation from the DVA certifying the veteran has a compensable service-connected disability and the percentage of that disability.

- () 2. The spouse of a veteran who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment; also the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power. (15)

Provide statement that applicant is still married to the veteran, certificate of marriage to the veteran, and veteran's DD-214 or equivalent from the DD or DVA showing military status, dates of service and discharge type. If veteran is disabled, also provide documentation from the DVA certifying the veteran is totally and permanently disabled and cannot qualify for employment because of that service-connected disability. If veteran is missing in action/captured/forcibly detained, also provide documentation from the DD or DVA that the veteran is missing in action or has been captured/forcibly detained in the line of duty.

- () 3. A wartime veteran as defined in §1.01(14) Florida Statutes who has received an honorable discharge (excludes general discharge regardless of conditions) and who has served at least one day during a wartime period; also a veteran who has been awarded a campaign or expeditionary medal. Active duty for training may not be allowed for eligibility under this paragraph. (10)

Provide copy of DD-214 or equivalent from the DD or DVA showing military status, dates of service and discharge type; and campaign or expeditionary medal, if applicable.

- () 4. The unremarried widow or widower of a veteran who died of a service-connected disability. (10)

Provide statement that applicant is unremarried, certificate of marriage to the veteran, veteran's DD-214 or equivalent from the DD or DVA certifying the service-connected death, and veteran's death certificate.

5. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the DD. (10)

If the applicant is the mother, father or legal guardian, provide veteran's DD-214 or equivalent from the DD or DVA certifying the service-connected death of the veteran under combat-related conditions, the veteran's death certificate, and court document(s) establishing legal authority of guardian. If the applicant is the unremarried widow or widower, provide statement that applicant is unremarried, certificate of marriage to the veteran, veteran's DD-214 or equivalent from the DD or DVA certifying the service-connected death of the veteran under combat-related conditions, and veteran's death certificate.

6. A veteran as defined in §1.01(14) Florida Statutes who has received an honorable discharge (excludes general discharge regardless of conditions). Active duty for training may not be allowed for eligibility under this paragraph. (5)

Provide DD-214 or equivalent from the DD or DVA showing military status, dates of service and discharge type.

7. A current member of any reserve component of the United States Armed Forces or the Florida National Guard. (5)

Provide Statement of Service or equivalent signed by or at the direction of the adjutant, personnel officer or commander of reserve/guard unit stating the dates of military service/current military service.

Important Notice:

Chapter 295 of the Florida Statutes sets forth certain requirements for public employers to accord preferences in appointment, retention and promotion to certain qualified servicemembers/veterans and certain spouses/family members of these servicemembers/veterans. Preference in appointment and employment requires that a preferred applicant be given preference at each step of the employment selection process, but does not require the employment of a preferred applicant over a non-preferred applicant who is the most qualified for the position.

An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Chapter 295 may file a complaint with the Department of Veterans' Affairs at 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708, requesting an investigation. When the applicant has received notice of a hiring decision from a covered employer, the complaint shall be filed within 21 calendar days from the date notice is received by the applicant and/or as otherwise provided in Florida Administrative Code R. 55A-7. Also, § 295.07(4) Florida Statutes provides exemptions to Veterans' Preference.

Signature of Applicant (required):

I, the undersigned qualified servicemember/veteran or spouse/family member of a qualified servicemember/veteran, acknowledge that I have provided true and correct information on this form and all related documentation, and that I have read and understand the rights expressed in the foregoing notice.

Signature _____ Date _____

Wartime Eras eligible for Veterans' Preference:

Operation New Dawn - September 1, 2010 to TBD
Operation Iraqi Freedom - March 19, 2003 to TBD
Operation Enduring Freedom - October 7, 2001 to TBD

Persian Gulf War - August 2, 1990 to January 2, 1992
Vietnam Era - February 28, 1961 to May 7, 1975
Korean Conflict - June 27, 1950 to January 31, 1955
World War II - December 7, 1941 to December 31, 1946

APPENDIX B
SOURCE MATERIALS FOR 2024 LIEUTENANT EXAM

SOGs

O-17-19 Flammable Liquids
O-16-19 Fire Ground Strategy
O-13-19 Evacuation of Firefighters
O-12-19 High Rise Fire Operations
O-09-19 Wildland Fires
O-05-19 Tactical Priorities
CCEMS MCI SOG 2018
SOG 810 Temporary Traffic Control Zone
SOG 809 Lost-Trapped Firefighter
SOG 363 Energized Electrical Emergencies
SOG 362 Overhaul Operations
SOG 361 Fire Ground Size Up
SOG 360 Vehicle Fires
SOG 358 Post Fire Exposure Prevention & Decontamination
SOG 357 Thermal Imaging Camera (TIC)
SOG 356 Structure Fire Air Monitoring
SOG 351 State Watch Office Reportable Incidents
SOG 350 Civil Disorder Incidents
SOG 350 O-506 Civil Disorder Incidents Attachment
SOG 332 Active Shooter and Other Violent Incidents
SOG 322 Disposition of Valuables
SOG 320 Scene Preservation
SOG 312 Elevator Restrictions During Emergencies
SOG 311 Elevator Entrapments
SOG 307 Aircraft Operations
SOG 307 Aircraft Operations Attachment
SOG 306 Standard for Response Times
SOG 303 Rapid Intervention Team RIT
SOG 302 Fire Ground Accountability
SOG 300 Incident Command/Incident Management System
SOG 110 Communications Operations
SOG 108 Mobile Data Terminal Use
SOG 101.1 Disciplinary Guidelines

CBA Articles

** Articles from May 31, 2021 – September 30, 2023 CBA*

3 Discrimination
4 Management Responsibilities
6 Prevailing Rights
11 Health and Safety
12 Grievances
13 Discipline & Discharge
14 Off-Duty Violations
15 Drug-free Workplace
16 Employee Files
19 Personal Property
20 Seniority
31 Employee Assistance Program
32 Uniforms
34 Leave
36 Kelly Day
37 Shift Exchange / Shift Relief
38 Time Off
57 Station Preference
61 Probation
62 Force Reduction

Policies

601 Conduct and Behavior
604 Social Media
902.1 Purchasing Policy
903.2 Nondiscrimination/Anti-Harassment
1218 Drug-free Workplace

Textbook

Strategic & Tactical Considerations on the
Fire Ground, *4th Edition*
ISBN-10:0134442644; ISBN-13:978-013442648

Attached are electronic copies of the SOGs, CBA Articles and Policies listed above. Printed copy available upon request.



GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS
Action Item Worksheet

NEW BUSINESS

Agenda Item: III. B.
Subject: Article 41-Shift Promotions Addendum
Meeting Date: May 8, 2024
Prepared By: Chris Wolfe, Interim Fire Chief

Background

The District is scheduling Lieutenant testing within the following months. The Union and Management agreed to changes to Article 41. This will allow more members to be eligible for promotion. The Union proposed Article 41-Shift Promotions Addendum to the Union members and passed with the majority vote.

Funding Source/Financial Impact

N/A

Recommendation

Staff recommends approving Article 41-Shift Promotions Addendum which was TA'd at the April 16, 2024 Contract Negotiation Meeting.

Potential Motion

I move to approve the Article 41-Shift Promotions Addendum dated April 16, 2024.

Attachments

1. Article 41-Shift Promotion Addendum dated April 16, 2024

ARTICLE 41 – SHIFT PROMOTIONS

- 41.01 District Policy:** It is the policy of the District to consider its own qualified employees for promotional opportunities in employment prior to considering qualified outside applicants, and to give preference for such opportunities to its own qualified employees over outside applicants for those positions covered under collective bargaining agreement. The District will not post or accept any outside employment applications for positions covered by the collective bargaining agreement, unless there is no one person or persons qualified and seeking fulfillment of the position from within the District.
- 41.02 Promotional Testing Lists:** Promotional Testing lists shall be refreshed every three (3) years from the completion and posting of scores for the position. Promotional testing for a particular position may occur earlier, or later, as mutually agreed with the Union.
- 41.03 Notification for Testing:** The District shall routinely post notice of a promotional examination at least ninety (90) days prior to the start of the promotional process.
- A. Notices shall include the projected date(s), time(s), and location for each portion of testing, as well as the reference materials to be utilized for each or any portion of the testing process.
 - B. Once testing begins, it shall be completed and scores posted within sixty (60) calendar days, unless extenuating circumstances exist.
- 41.04 Reference Material:** The District will be responsible for reimbursing the employee for testing materials available electronically, or hard copy from their Educational reimbursement.
- 41.05 Notification of Intent to Test:** Employees wishing to test shall e-mail the District of their intent to test within thirty (30) calendar days of the notification posting. The District will not be required to provide “make-up” or “re-test” for employees that have missed testing dates or times. Failure to respond within the prescribed time limits shall render the employee ineligible to test, unless clear extenuating circumstances exist.
- 41.06 Veterans’ Preference:** Employee’s wishing to exercise their right to Veteran’s Preference must do so prior to testing and within the thirty (30) calendar days of the notification posting. The District will provide a clear indication of Veterans’ Preference on the testing notification.
- 41.07 Final Weighted Average:** The overall test scores will rank employees according to their final weighted average of all testing portions. Final overall scores will be listed highest to lowest creating the eligibility list for the position.
- 41.08 Positional Qualifications:** All qualifications for the position begin the date of ratification and apply to those not currently in the position being tested for or on any current eligibility list. All employees wishing to test shall meet positional qualifications prior to testing, and must present those certifications during the thirty (30) calendar day notification period.
- 41.09 Eligibility Lists and Vacancies for Positions:** The District agrees to maintain promotional eligibility lists for all positions. Any time promotional lists are depleted of eligible promotable employees, or the District determines a need to test, the District shall notify employees of its intent to test for the position. Those on a current eligibility list will retain their seniority in promotion over those testing for the position; meaning that those previously ranked and tested receive consideration for promotion before those testing and eligible employees of a later testing process. All promotional vacancies shall be filled within thirty (30) calendar days from the date of the vacancy opening from the eligibility list.

41.10 Testing for Positions: The District reserves the right to design, develop, and administer all testing procedures that are uniform in nature, free of bias, and conform with any Title VII applications. The Union will be provided an overview of the testing components for review and comment. The District is responsible for ensuring that any component of testing is competitive, positional valid, and reflective of the position sought. Whenever possible the District will utilize a recognized outside professional testing agency. The District may utilize one or more of the following testing assessments:

- A. An assessment center that administers a written exam and/or performance testing the candidate's knowledge for essential positional job duties.
- B. An exercise or scenario that consists of one or more components that tests the candidate's practical skills for essential positional job duties.
- C. A professional development panel that evaluates the employees experience, education, and training as part of an interview board.

41.11 Eligibility for Promotion: To be considered eligible for promotion all candidates must achieve a minimum score of 70% in each portion of testing.

41.12 Invalidation: At the District's discretion, should any question, component, or portion of testing be considered or declared invalid; that question or portion shall be declared invalid for all persons taking the promotional test. The final score for the test shall be based on the remaining number of questions.

41.13 Employee Review: The District agrees to provide a feedback session within a reasonable time frame following the administration of a promotional process. This shall not exceed thirty (30) calendar days from the completion of all testing portions. Employees only have the right to review their own test or any component thereof; employees do not have a right to review other employee's tests or results.

41.14 Selection Process – Rule of three: Promotions will be made from the appropriate eligibility list. The Fire Chief or their designee will utilize the "rule-of-three" as a standard selection process. Once a selection is made from the top three scoring candidates, the next eligible person will be taken from the remaining two highest ranked individuals and the next highest ranked individual (third) on the eligibility list before any other candidates are considered. This selection process will be repeated until each of the original three have been promoted, unless one of the candidates was passed over for cause. At that point, another three candidates will be taken from the eligibility list in descending eligibility order and the process repeated. If the employee that was passed over for cause has resolved the employment issue, that employee will become the first eligible candidate for promotion, regardless of the next three eligible candidates. If the eligibility list is less than two candidates, the higher ranked candidate will receive the promotion unless passed over for cause. The following list constitutes cause (the list is not all exhaustive):

- A. Employee has been disqualified as part of a disciplinary resolve.
- B. Employee has been disqualified for continuing documented poor performance conduct related to their current position.
- C. Employee chooses to be bypassed on the eligibility at the time of consideration.
- D. Employee background check results renders the candidate ineligible.

All factors constituting cause affecting the non-selection or bypassing for promotion of an eligible employee will be documented by the District and presented to the employee and the Union upon request.

41.15 Promotional Committee: The Promotional Committee will consist of an equal number of management and union representatives. Union representatives are chosen by the union. The Promotional Committee is responsible for selecting testing materials appropriate for the position being tested for by candidates. No one testing for the position may be on the committee. All materials shall be mutually agreed upon prior to notification for testing.

41.16 Shift Position Years of Service, Time-in-Rank, and Qualifications: The following constitutes promotional shift positions.

A. Driver-Engineer (Minimum 17 Positions per Shift)

1. Years of Service = Three (3) years of Time-in-Service.
2. Qualifications = Florida Apparatus and Pump Operator Certification, and Aerial Operations Certification, FSFC-703. Forestry qualifications S130/S190 or equivalent.
3. Testing Components = Written examination, and Performance Evaluation.

B. Lieutenant (Minimum 15 Positions per Shift)

1. Years of Service = Seven (7) years of Time-in-Service.
2. Time-in-Rank = Three (3) years Driver-Engineer.
3. Qualifications = State of Florida Fire Officer I Certification, and State of Florida Fire Instructor I Certification. Forestry qualification S215 or equivalent.
4. Testing Components = Written examination, and Performance Evaluation.

C. Station Captain (Minimum 3 Positions per Shift)

1. Years of Service = Ten (10) years of Time-in-Service.
2. Time-in-Rank = Three (3) years Operational Lieutenant.
3. Qualifications = State of Florida Fire Officer II Certification, and State of Florida Fire Instructor I Certification. Forestry qualification S330 or equivalent.
4. Testing Components = Written examination, Performance Evaluation, and Professional Development Panel.

D. Battalion Chief (Minimum 2 Positions per Shift)

1. Years of Service = Fourteen (14) years of Time-in-Service.
2. Time-in-Rank = Five (5) years Operational Lieutenant/Station Captain.
3. Qualifications = State of Florida Fire Officer III Certification, and State of Florida Fire Instructor III Certification. Forestry qualification S330 or equivalent.
4. Testing Components = Written examination, Performance Evaluation, and Professional Development Panel.

Addendum

The below changes have been agreed to for the 2024 LT Promotional process. These changes will only be applicable for the 2024 LT Promotional Test. If a second promotional process is required, the current ratified agreement will be utilized.

- 41.03 **Notification for Testing:** The District shall routinely post notice of a promotional examination at least ninety (90) days prior to the start of the promotional process.
- A. Notices shall include the projected date(s), time(s), and location for each portion of the testing, as well as the reference materials to be utilized for each or any portion of the testing process.
 - B. All employees who are scheduled to work their normal shift during any component of the testing process will be placed on administrative leave for the duration of the test on said day.
 - C. Once testing begins, it shall be completed and scores posted within sixty (60) calendar days, unless extenuating circumstances exist.
- 41.04 **Reference Material:** The District will be responsible for reimbursing the employee for testing materials available electronically, or hard copy from their annual Educational reimbursement allocation.
- 41.08 **Positional Qualifications:** All qualifications for the position begin the date of ratification and apply to those not currently in the position being tested for or on any current eligibility list. All employees wishing to test shall meet positional qualifications prior to testing, and must present those certifications during the thirty (30) calendar day notification period. All Candidates who submitted their intention to test in accordance with 41.05 will be afforded up to seven calendar days prior to the written test to submit all supporting documentation/certifications to Human Resources.
- 41.11 **Eligibility for Promotion:** To be considered eligible for promotion all candidates must achieve a minimum score of 70% in each portion component of testing.
- 41.13 **Employee Review:** The District agrees to provide a feedback session within a reasonable time frame following the ~~administration of~~ a promotional process. This shall not exceed thirty (30) calendar days from the completion of all testing portions. Employees only have the right to review their own test or any component thereof; employees do not have a right to review other employee's tests or results.
- 41.16 **Shift Position Years of Service, Time-in-Rank, and Qualifications:** The following constitutes promotional shift positions.
- Lieutenant (Minimum ~~15~~ 21 Positions per Shift)**
 - Years of Service = ~~Seven~~ Six (~~6~~ 7) years of Time-in-Service.
 - Time-in-Rank = ~~Three~~ Two (~~2~~ 3) years Driver-Engineer.
 - Qualifications = State of Florida Fire Officer I Certification and State of Florida Fire

Instructor I Certification. Forestry qualification S215 or equivalent.

Testing Components = Written examination and Performance Evaluation.

**** The total combined positions of Captain and Lieutenant will not be below 21**

2024 Lieutenant's
Promotional Written Exam
District Source Materials



Table of Contents

SOGs

O-17-19 Flammable Liquids

O-16-19 Fire Ground Strategies

O-13-19 Evacuation of Firefighters

O-12-19 High Rise Fire Operations

O-09-19 Wildland Fire

O-05-19 Tactical Priorities

CCEMS MCI SOG 2018

SOG 810 Temporary Traffic Control Zone

SOG 809 Lost-Trapped Firefighter

SOG 363 Energized Electrical Emergencies

SOG 362 Overhaul Operations

SOG 361 Fire Ground Size Up

SOG 360 Vehicle Fires

SOG 358 Post Fire Exposure Prevention and Decontamination

SOG 357 Thermal Imaging Camera (TIC)

SOG 356 Structure Fire Air Monitoring

SOG 351 State Watch Office Reportable Incidents

SOG 350 Civil Disorder Incidents

SOG 350 O-506 Civil Disorder Incidents Attachment

SOG 332 Active Shooter and Other Violent Incidents

SOG 322 Disposition of Valuables

SOG 320 Scene Preservation

SOG 312 Elevator Restrictions During Emergencies

SOG 311 Elevator Entrapments

SOG 307 Aircraft Operations

SOG 307 Aircraft Operations Attachment

SOG 306 Standard for Response Times
SOG 303 Rapid Intervention Team RIT
SOG 302 Fire Ground Accountability
SOG 300 Incident Command/Incident Management System
SOG 110 Communications Operations
SOG 108 Mobile Data Terminal
SOG 101.10 Disciplinary Guidelines

POLICIES

Social Media
Purchasing Policy
Nondiscrimination/Anti-Harassment
Drug-free Workplace
Conduct & Behavior

CBA Articles

3 - Discrimination
4 – Management Responsibilities
6 – Prevailing Rights
11 – Health and Safety
12 – Grievances
13 – Discipline & Discharge
14 – Off-Duty Violations
15 – Drug-free Workplace
16 – Employee Files
19 – Personal Property
20 - Seniority
31 – Employee Assistance Program

32 – Uniforms

34 – Leave

36 – Kelly Day

37 – Shift Exchange / Shift Relief


38 – Time Off

57 – Station Preference

61 – Probation

62 – Force Reduction

Standard Operating Guidelines

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-17-19</p> <p>Flammable Liquids</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

Purpose

Flammable liquids present particular problems for fire protection, health, safety, and environmental protection. The frequency of encounters with flammable liquids makes them a particular concern for the fire department.

The main operational problems with flammable liquids are fire extinguishment, ignition prevention, and disposal of spills. All three of these may be involved in the same incident.

Procedure

EXTINGUISHMENT

The principle agent for flammable liquid firefighting is Class B Foam. This agent is available from various apparatus in the County. Initial attack on any flammable liquid fire should be made with Class B Foam.

The extinguishing action of Class B Foam is based on its ability to rapidly cover the flammable liquid surface with a film. This film prevents the escape of flammable vapors, but may have difficulty sealing against hot metal surfaces. The application of Class B Foam should be gentle to avoid breaking the seal and agitating the liquid below.

Fires involving a large area of burning flammable liquids may exceed the ability of one hand line to extinguish. It may be more important for Command to wait until two or three engines are in position with charged lines before initiating a coordinated attack. Water streams should be used to cool and protect exposures during the interim.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-17-19

Flammable Liquids

Approved Date:

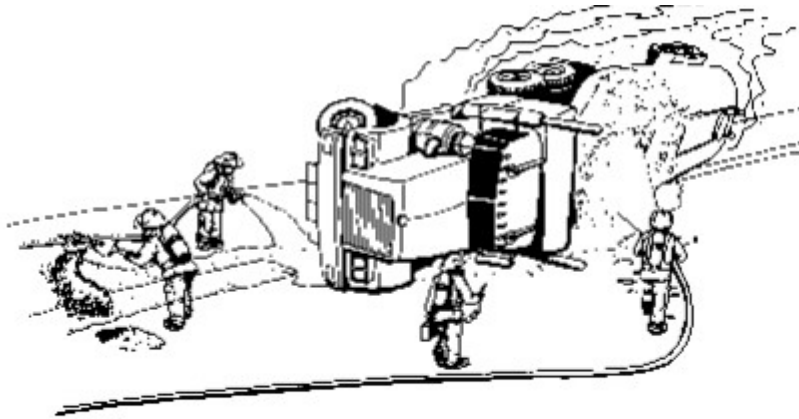
Testing only

Effective Date:

Testing only

Last Revised:

Testing only



SPILLS

Flammable liquid spills include spills without fire and any remaining fuel after a fire has been extinguished. In both of these cases, the liquid must be protected to prevent ignition until it can be picked up or removed.

All personnel working around spills must wear full protective clothing to afford protection in case of possible ignition. SCBA must be used in vapor areas. Vapor areas can only be found through the use of combustible gas indicator monitors. A Hazardous Materials Response Team should be dispatched to test the atmosphere if there is a potential question about the flammability.

1. Small spills can be mitigated through the use of granular absorbent if controls have been taken to prevent ignition.
2. The IC is responsible for reporting all large quantity spills (greater than 25 gallons) to the State Warning Point through Communications.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-17-19

Flammable Liquids

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

3. If vapor suppression is required, cover spills immediately with foam to seal vapors. The application may need to be repeated regularly, as the seal will break down in 10 to 15 minutes. Check for escaping vapors with a combustible gas indicator to judge when the seal is breaking down.

4. Control ignition sources in the area of the spill. Extinguish pilot lights, flares, open flames, etc. Prohibit smoking. Position vehicles to prevent contact of vapor with running engines or exhaust. Disconnect electrical power from a remote location to prevent arc-caused ignition.


5. Do not permit the flammable liquid to run-off into storm drains, sewers or drainage systems. Dam the run-off and cover the spill with foam pending disposal. Consider the use of plastic dike, charged hose lines, black plastic, or dirt to prevent the further spread of spilled material if it can be done safely.

DISPOSAL

1. Small spills on land can be mitigated by applying an appropriate amount of absorbent material, pads or booms. Granular absorbent will be swept to the side of the roadway and/or picked up by the appropriate contractor. Fire personnel are prohibited from transporting any contaminated product for disposal.

2. Large quantity spills (greater than 25 gallons) require specialized equipment including a specialized hazardous materials cleanup contractor. The party responsible for the spill may be required to contract a service for mitigation and disposal.

3. Wash downs of flammable liquid spills are prohibited.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOP # O-17-19 Flammable Liquids	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

SAFETY

As early as possible, a hazard zone should be established and marked through the use of fire line tape. This zone should include the spilled material in the area down wind of the spill of sufficient distance to account for reasonable vapor travel:

All personnel working in the hazard zone must wear full protective clothing including SCBA with face piece on.


Unless absolutely necessary, personnel shall not work in a spill area. When this is necessary to perform a rescue or to control a leak, the spill must be covered with Class B Foam and all possible precautions against ignition must be taken. The area shall be monitored with a combustible gas indicator.

FIRE CODE VIOLATIONS

Most flammable liquid incidents involve Fire Code violations. Notify the appropriate AHJ to investigate this aspect of the incident and take appropriate action.

Events to Report to the State Warning Point

- Spills into or involving state waterways (any amount).
- Spills greater than 25 gallons on land (or potential 25 gallons).
- Spills requiring any state/federal notification or assistance.
- Spills that may involve health issues, injuries or fatalities; or require protective actions, evacuations, or sheltering of victims (in-place or other).

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-16-19</p> <p>Fire ground Strategy</p>	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

PURPOSE

The following procedure outlines the fire ground strategy to be employed at structure fires. Fire ground operations will fall in one of two strategies, OFFENSIVE OR DEFENSIVE. The two strategies are based on a standard Risk Management Plan that is to be employed at ALL structure fires. This is the basis for this procedure.

WITHIN A STRUCTURED RISK MANAGEMENT PLAN

WE MAY RISK A LOT TO PROTECT SAVABLE LIVES.


WE MAY RISK A LITTLE TO PROTECT SAVABLE PROPERTY.

WE WILL NOT RISK LIVES AT ALL TO SAVE WHAT IS ALREADY LOST.

Considering the level of risk, the Incident Commander will choose the proper strategy to be used at the fire scene. The strategy can change with conditions or because certain benchmarks (i.e., ALL CLEAR) are obtained. The strategic mode will be based on:

- The building (type of construction, condition, age, etc.)
- Structural integrity of the building (contents vs. structural involvement)
- The fire load (what type of fuel is burning and what's left to burn)
- The fire and/or smoke conditions (extent, location, etc.)
- The rescue profile (savable occupants/survivability profile)

The Incident Commander is responsible for determining the appropriate fire ground strategy. Once the appropriate strategy is initiated, it becomes the Incident Commander's job to ensure that all personnel are operating within the strategy.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-16-19</p> <p>Fire ground Strategy</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

By controlling the fire ground strategy, the Incident Commander is providing overall incident scene safety. The proper strategy will be based on the following:

- Avoiding simultaneous OFFENSIVE and DEFENSIVE strategies in the same fire area. This typically happens by first committing personnel to interior positions, then operating master streams from exterior positions. This places interior crews in danger of injury or death.
- Matching the appropriate strategy to the fire conditions of the structure, and managing the risk to firefighters based on conditions.

Managing fire ground strategy must start with the arrival of the first unit and be constantly monitored and evaluated throughout the entire incident. The initial Incident Commander will include the fire ground strategy in the on-scene report. As Command is transferred to later arriving officers, these officers assuming Command must evaluate the fire ground strategy based on a Risk Management Plan.

Fire ground strategy provides a starting point to begin fire ground operations. Once the strategy is announced, all firefighters know whether to operate on the interior or exterior of the building. The fire ground strategy cannot be a mystery to anyone; everyone operating on the fire ground must be operating in the same strategy mode: Offensive or Defensive.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-16-19

Fire ground Strategy

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

OFFENSIVE STRATEGY




Within the framework of the Risk Management Plan, An Offensive Fire Attack is centered around RESCUE. When the decision is made to do so. The following are guidelines for offensive fire attacks:



Assign IRIC team prior to entry

Initial attack efforts must be directed toward supporting a primary search--the first attack line must go between the victims and the fire to protect avenues of rescue and escape.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-16-19</p> <p>Fire ground Strategy</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

Determine fire conditions and extent before starting fire operations (as far as possible)..

Command must consider the most critical direction and avenues of fire extension, plus its speed, particularly as they affect:

- Rescue activities
- Level of risk to firefighters
- Confinement efforts
- Exposure protection

Command must allocate personnel and resources based upon this fire spread evaluation.

The rescue/fire control-extension/exposure problem is solved in the majority of cases by a fast, strong, well-placed attack. Command must establish an attack plan that overpowers the fire with ACTUAL water application, either from offensive or defensive positions.

Command must consider the seven sides (or division) of the fire: front, rear, both sides, top, bottom, and interior. Fires cannot be considered under control until all seven sides are addressed. Failure to do so frequently results in fire extension.

Where the fire involves concealed spaces (attics, ceiling areas, construction voids, etc.), it becomes paramount that companies open up and operate fire streams into such areas. Early identification and response to concealed space fires will save the building. Officers who hesitate to open up because they don't want to beat up the building may lose the structure.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-16-19

Fire ground Strategy

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Ventilation (natural, vertical, horizontal, or positive pressure) is a major support item that must be addressed during concealed space attacks. This must be initiated well coordinated with interior firefighting operations.

Command must get ahead of the fire. Command must make critical decisions that relate to cutoff points and develop a pessimistic fire control strategy. It takes a certain amount of time to get water to a location, and the fire continues to burn while the attack is being set up. Command must consider where the fire will be when attack efforts are ready to actually go into operation; if misjudged, the fire may burn past the attack/cutoff position before resources and personnel are in position. Don't play "catch up" with a fire that is burning through a building. Project your set-up time, write off property, and get ahead of the fire. Set up adequately ahead of the fire, then overpower it.

The basic variables relating to attack operations involve:

- Location/position of attack
- Size of attack
- Support functions

Command develops an effective attack through the management of these factors. Command must balance and integrate attack size and position with fire conditions, risk, and resources.

Many times offensive/defensive conditions are clear cut and Command can quickly determine the appropriate strategy. In other cases, the situation is MARGINAL and Command must initiate an offensive interior attack, while setting up defensive positions on the exterior.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-16-19

Fire ground Strategy

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

The effect of the interior attack must be constantly evaluated, and the attack abandoned if necessary. Strategy changes can develop almost instantly or can take considerable time. Command must match the strategy with the conditions. The Incident Commander controls overall incident scene safety by determining the proper strategy to be used.


If the Incident Commander doesn't change strategies from offensive to defensive until the building is disassembling itself due to structural damage, Command is late in strategy determination and on the receiving end of the building's decision governing the new strategy to be employed. Often times when the building gets to make those decisions, firefighters become traumatized (physically and/or emotionally). THE INCIDENT COMMANDER DETERMINES THE STRATEGY, THE BUILDING SHOULDN'T.

Command should abandon marginal attacks when:

- A primary all clear is obtained and the situation is still marginal.
- The roof is unsafe or untenable. Especially working fires in large unsupported, or lightweight trussed attic spaces.
- Interior forces and cannot locate the fire or cannot make any progress on the fire.
- Heavy smoke is being forced from the building under pressure and is increasing.

Command needs to constantly evaluate conditions while operating in marginal situations. This requires frequent and detailed reports from Sector Officers.

It is imperative that Command assign a Roof Sector as early as possible during marginal situations for rapid evaluation of roof. It is better to go from an offensive to a defensive strategy too soon rather than too late.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOP # O-16-19 Fire ground Strategy	Approved Date: Testing only Effective Date: Testing only Last Revised: Testing only

DEFENSIVE STRATEGY

The decision to operate in a defensive strategy indicates that the offensive attack strategy, or the potential for one, has been abandoned for reasons of personnel safety, and the involved structure has been conceded as lost (the Incident Commander made a conscious decision to write the structure off).

The announcement of a change to a defensive strategy will be made as Emergency Traffic and all personnel will withdraw from the structure **AND MAINTAIN A SAFE DISTANCE FROM THE BUILDING**. Company Officers will account for their crews and advise Command of the status of the crews. A PAR (Personnel Accountability Report) shall be obtained after any change occurs in strategy.

Interior lines will be withdrawn and repositioned when changing to a defensive strategy. Crews should retreat with their hose lines if safe to do so. If retreat is being delayed because of hose lines, and it's unsafe to stay in the building, hose lines should be abandoned.

All exposures, both immediate and anticipated, must be identified and protected. The first priority in defensive operations is personnel safety; the second is exposure protection.

The next priority may be to knock down the main body of fire. This may assist in protection of exposures but does not replace it as a higher priority.

Master streams are generally the most effective tactic to be employed in defensive operations. For tactical purposes, a standard master stream flow of 750 GPM should be the guideline. Adjustments may be made upward or downward from this figure but it is very significant in the initial deployment of master streams.

When the exposure is severe and water is limited, the most effective tactic is to put water on the exposure and, if need be, from the interior of the exposure.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-16-19

Fire ground Strategy

Approved Date:

Testing only

Effective Date:

Testing only


Last Revised:

Testing only

Once exposure protection is established, attention may be directed to knocking down the main body of fire and thermal-column cooling. The same principles of large volume procedures should be employed.

Fire under control means the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely out. When the fire is brought under control, Command will notify Dispatch utilizing the standard radio report of "FIRE UNDER CONTROL." Dispatch will record the time of this report. Command must initiate a PAR report from all on-scene sectors and crews.

If defensive operations are conducted from the onset of the incident, Command will notify Dispatch that there will not be a primary search completed for the affected structure(s).

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # O-13-19 Evacuation of Firefighters	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

Purpose:

This policy identifies a standard system for the emergency evacuation of personnel at an emergency incident or training exercise.

Scope:

This policy applies to all personnel of the Fire Department.

Policy:

The Emergency Evacuation policy is for use in situations where a collapse, explosion or other event requires personnel to immediately leave an area. It is not intended for situations which would allow a further description of actions to be taken to alleviate the emergency.

When the order to retreat "Evacuate the Building!" is broadcast, this shall be a notification that any personnel in the defined area are in imminent danger. Personnel shall react by safely yet immediately shutting down hose lines, discontinuing operations underway, etc., and leaving the area. Failure to respond to this message may result in serious injuries or death.

Because of the very nature of this procedure, it is imperative that the evacuation order be used with considerable caution and discretion. Inappropriate use of this message may result in unnecessary evacuations, delayed operations, potential injuries, and a reduction in the efficiency of operations.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # O-13-19

Evacuation of Firefighters

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

In the event of any danger or change in tactics that requires the evacuation of personnel from a structure or to immediately notify all fire ground personnel of a high risk hazard/event that is either about to occur or has occurred, the Incident Commander shall make an "Emergency Traffic" announcement. Examples of high risk hazards/events include:

- Loss of water supply to hose lines
- Sudden change in fire conditions (i.e. flashover or backdraft)
- Potential or actual building collapse

The IC will then transmit the critical information to all personnel operating on the incident.


Example

"Emergency Traffic"

“All personnel at 123 Main Evacuate the Building”

Repeat "All personnel operating at 123 Main, Evacuate the Building”

In addition to the radio announcement, the Incident Commander shall direct one of the apparatus at the scene to sound the Evacuation Signal. The Evacuation Signal consists of a single prolonged blast from an air horn. This cycle will be repeated if necessary. The apparatus selected to conduct the air horn signal should not be in close proximity to the Command Post, if possible, thus reducing the chance of interfering with radio communications. To reduce the possibility of an “accidental” evacuation of personnel from a structure, all arriving apparatus shouldn’t use their air horns within ½ mile of the incident.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # O-13-19</p> <p>Evacuation of Firefighters</p>	<p>Approved Date:</p> <p>Testing only</p> <p>Effective Date:</p> <p>Testing only</p> <p>Last Revised:</p> <p>Testing only</p>

A Personnel Accountability Report (PAR) shall be initiated as soon as possible after the evacuation is initiated. At the conclusion of the PAR, and with all personnel accounted for, the Incident Commander shall transmit an "ALL CLEAR" and resume normal radio traffic.

Crew procedures when ordered to evacuate:

- On receipt of the message, all personnel shall react immediately by closing nozzles; assemble their company and immediately leaving the building to a safe area where the company officer will again account for all company members.
- Personnel shall ensure that others in their immediate area are aware of the evacuation order.
- Officers shall keep their companies together and proceed to their assigned apparatus or other designated location.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, Command must modify the Incident Action Plan and communicate this change to all sectors and companies. It is extremely important and essential that the Incident Commander receives confirmation that all operating companies are aware that a shift in strategy has been made.

Companies retreating from interior operations often require hose line protection. The personal protection afforded to firefighting personnel in such situations represents a major function of back-up lines.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Introduction

This plan is intended to provide a standard operating procedure and command structure for fire operations in a high-rise building. High-rise fires present unique problems to firefighters accustomed to operating at ground level, primarily those of access, rescue, fire control, exposure protection, ventilation, and personnel safety. Successful high-rise fire operations are initially offensive using aggressive positions and postures in all tactical tasks and functions.

Incident Overview

Safety is a primary concern because of poor egress/escape, unforgiving fire behavior, excessive heat and smoke, panic of occupants, and fatigue of firefighters.

Access to the building is complicated by the possibility of falling glass, by building setbacks, and is often limited to only one face of the building. Access to floors beyond the reach of aerials is limited to stairwells that are typically closely spaced in the 'core' area of the floor. The location of the stairwells may or may not be in the unburned portion of the floor and may cause the firefighters to enter directly into the fire rather than from the 'outside in' as we are accustomed.

Rescue of occupants trapped on the involved floor is slow, and if they are too high to be evacuated by aerials, rescue is compounded by the necessity of using the stairs and possibly going through the fire to reach them. If the occupants do reach the stairwells, a building population larger than the number of firefighters on duty may be attempting to descend the same stairs from which we must stage, extend hose, and fight fire.

Fire Control is compounded both by the inevitable delayed response to the fire floor, and by increasingly more severe fire loads in larger, more open, and lighter weight structures.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Resource Demand

Resources required to control and extinguish a high-rise fire are substantial. Experience with major high-rise fires reflects the need for numerous fire personnel. In addition, a major support effort and Command structure is required to maintain a campaign firefighting effort.

Exposures are stacked vertically (the direction the smoke convection and heat conduction want to go), and the size of the lines used to effect control and protect exposures is limited to those that can be deployed and connected in stairwells. Multiple avenues of extension through the floors exist. Most will resist fire to some extent, but a serious fire will eventually find some opening to the upper (and lower) levels. Placing multiple lines to cover the numerous exposure points on the floor above is a slow and cumbersome task. It is very difficult to get adequate resources above an extending fire in time to stop it.

Building Construction

Highrise buildings represent a high life hazard and a labor-intensive firefighting operation. There are hundreds of mid or high-rise residential structures in Collier County, well over a hundred buildings over seven stories and some of those have partial or no fire sprinkler coverage.

Most high-rise buildings are classified as "fire-resistive" structures, but from an operational perspective, they are not. The goal of a fire-resistive building should be to confine fire to one floor, barring an explosion or collapse that would destroy part of the compartmentation. The walls, floors, and ceilings of a fire-resistive building are supposed to contain the fire. This is not true today. There is no fire-resistive building.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Highrise living floors consist of compartments typically constructed of fire rated concrete floor and ceiling systems, and fire rated walls constructed of masonry block or gypsum which are designed to limit the combustibility of the structure and contain the fire for a specific amount of time.

Traditionally in older high-rise construction, the vertical and horizontal mechanical penetrations through the “rated compartments” were not properly protected if protected at all, which facilitated the rapid spread of smoke and fire to adjacent compartments. This situation resulted in numerous high-rise fires where lives were lost which brought about more stringent code requirements for compartmentalization.

In newer construction, all vertical and horizontal mechanical penetrations through these rated compartments are required to be sealed to limit the spread of smoke and fire within the structure.

This newer compartmentalized and sealed type of construction is more beneficial for limiting loss of life and fire extension, but it also serves to impound the heat and smoke on the fire floor. The volume of combustible material within the compartmentalized living floor of a highrise building involved in fire is capable of reaching flashover in less than 10 minutes. The compartmentation also contributes to heavy smoke and heat accumulation extending into the lengthy hallways severely impairing the vision of the attack crews well before reaching the fire. Often there is no means of secondary egress. Couple these issues with an extended response time of additional companies to the fire floor you may find a fire on arrival that is already beyond the ability of handlines to control, and beyond the limits of the structure to contain. There are other problems. Because high-rise buildings are tightly sealed to contain the conditioned air, they are a serious potential for backdrafts. Add to this a potential for open shafts, unprotected vertical openings in remodeled and new structures, electrical hazards, and unrelieved heat and smoke and it should be apparent how difficult the extinguishment of a high-rise fire can become.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Providing ventilation for attacking crews, without extending the fire to upper floors, is also very difficult. We cannot ventilate vertically through the concrete slabs to the floor above, we can only ventilate horizontally and mechanically.

Ventilation is usually accomplished by breaking the glass from the floor above. This exposes the floors above to flame, the firefighters on the fire floor to unpredictable winds, and people on the ground to broken glass. If ventilation is not accomplished, the fire gases and heat will eventually pressurize and extend to other floors.

Even when ventilation is affected, it may be sometime before the heat is lifted and vision improves because the heat is impounded in the slabs above and below, and will continue to generate steam

from water from the hose streams. A high-rise floor fire is like an above-ground basement fire, and the firefighters must be prepared for a lengthy, punishing operation.

HIGH-RISE TACTICAL OBJECTIVES

The TACTICAL OBJECTIVES in a high-rise fire are:

1. Secure and maintain a viable evacuation and attack stairwells. We may not be able to control the fire in time to prevent extension to the remaining occupied floors. We must protect the way out for the residents and our way in.

2. Rescue any immediately threatened occupants. An aggressive offensive coordinated attack has proven to be the most effective tactical option in the majority of high-rise fire situations. Rescue, in most cases, should be limited to those in immediate danger on the fire floor(s). The remaining occupants should be kept in or removed to safe refuge within the building.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

3. Stop the production of life-threatening heat and smoke by extinguishing the fire. Continuous relief of heat and smoke and proper application of water on the fire floor(s) until extinguishment.

4. Manage the spread of existing heat and smoke throughout the building by:

§ Pressurizing the stairwells

§ Controlling the building H.V.A.C.

§ Cross ventilation of the fire floor. As soon as possible relieve the pressure of heated, toxic gases to prevent them from moving into the core and onto other unoccupied floors.

5. Start Property conservation early and address loss control in all objectives.

IMMEDIATE PRIORITIES

The initial arriving units to a fire in the highrise should be concerned with:

1. Provide for firefighter safety, survival, accountability, and welfare.

2. Requesting additional resources if there is evidence of a fire. Consider second alarm

3. Establishing Command and Lobby Division. Assessing lobby conditions, verifying actual fire and fire location(s).

4. Providing, or verifying, continuous water supply.

5. Supporting the sprinkler system (if present).

6. Identifying the fire floor. Communicate to Command



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

7. Providing for the life safety of persons in immediate danger.
8. Obtaining keys from interior lockbox. Distributing keys, stair phones, and floor schematics to crews.
9. Recalling and assuming control of the elevators.
10. Assess stairwells: check for victims, designate firefighting/evacuation stairs.
11. Providing for search and extinguishment on the fire floor.

WATER SUPPLY

The first due Engine will position at the FDC. If the hydrant is of significant distance from the FDC, the second due Engine will provide the supply line (forward or reverse lay). If the first due Engine is capable of both FDC connection and hydrant connection they will notify command upon positioning by stating "E50 has the FDC and Hydrant". If the chosen FDC / hydrant is not close to the dedicated fire department access, then the crew and equipment can be dropped at the designated entrance and the Engineer continue to the FDC / hydrant.

Standpipes should be pressurized to 150 PSI plus 5 PSI per floor to the reported fire floor and 180psi + 5psi per floor if over 11 floors. Wet systems require that the fire engine duplicate the systems pressure provided by the fire pump. Lobby will verify the building fire pump operation from the Fire Control Room by sending a crewmember to the pump room and report fire pump pressure to the pump operator of the water supply engine.

Pump operators must check gauges to determine water flow into the building. If there is no flow into the building, circulate water through pump to prevent overheating of the pump.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

EVACUATION POLICY

There are several strategies for evacuating people from a burning building.

1. Remove people at the same time as you fight the fire
2. Remove people and not fight the fire
3. Not remove all the people and fighting the fire. This is called defend in place strategy.

The evacuation route available to occupants of a high-rise building is normally limited to two stairways. The stairways are also the prime access route for firefighting forces to make an attack.

Occupants in the immediate fire area should first be evacuated as quickly as possible to four floors below the fire floor or other safe environment. Further evacuation should be based on risk to the occupants, since premature evacuation often hinders fire control efforts and adds to general confusion at the scene. The determination of risk and the decision to evacuate should be made by personnel on the floor and coordinated by Command. Subsequent evacuations should be managed to avoid interference with operations as much as possible through the establishment of an Evacuation Division. If sufficient Law Enforcement (LEO) personnel are available at the scene, they may be used to good advantage in assisting with evacuation. LEO assistance may be most valuable in controlling evacuees in the Lobby and preventing re-entry. All occupants leaving the building should be gathered by the LEO in one place. A FD liaison to the evacuated building occupants will be assigned by Command for interior or exterior evacuation.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

HIGHRISE ACCESS


Companies must use extreme caution when approaching the building due to the possibility of falling debris. Access to the building should be through a predetermined door as close as possible to the Fire Control Room. If the building does not have 24-hour security, an exterior lockbox should be provided containing a key to the exterior door. An interior lockbox should be provided at, or in, the Fire Control Room containing elevator recall/operation keys and master keys to the building (recommend at least four sets).

One set of keys and a copy of the building floor plan should be issued to the officer going to the fire floor and a second set to the officer going to the floor above. At least one set of keys should be retained in Lobby to access fire pump rooms, main electric rooms, etc.

Access to the upper floors should be by elevator if possible. Elevators provide a faster, less fatiguing method of getting to upper floors and permit more equipment to be carried. If elevators show signs of smoke/fire or water, the elevators should not be used. If the elevators are inoperable or unsafe for use, then the ascent must be made by stairs, firefighters should utilize the specified stairs for fire attack.

Occupants may be exiting the stairs and impeding firefighters. Many of the high-rises have only two exit stairwells and both may be required when an evacuation is in progress.

If the stairs are full of smoke, provide PPV pressurization at the base to prevent the consumption of air bottles before reaching the fire floor. Crews should limit hand carried equipment to highrise packs, forcible entry tools, and bottles.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOP # O-12-19 High Rise Fire Operations	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

ELEVATORS

To expedite time of arrival to the fire floor and to avoid the occupants descending the stairs, crews should utilize elevators whenever safe and possible. Erratic elevator operation, however, has been the cause of numerous firefighters' deaths, so the following conditions must be met before use.

- Elevators having A.N.S.I. II 'fire feature' may be used for fire department operations (A.N.S.I. Phase I provides for automatic recall of elevators when designated alarms are activated. A.N.S.I. Phase II provides for key activation and use of the recalled elevator cars.)
- The shaft must be clear of water and smoke.
- No more than 6 personnel and equipment at a time will use the car to avoid overload, and to permit room for emergency maneuvers in the car.
- Crew must be fully dressed with S.C.B.A. face pieces in position for quick donning before ascent.
- Avoid using the radio in or near the elevator control room. It may disrupt elevator controls.
- Know where the stairwells are prior to entering the elevator.

Crews beginning ascent should stop the car at the first typical tower floor but not over (5) floors

- This verifies that the fire feature is working
- Can orient crews to typical living floor plan and stairwells.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

- If car performs properly, continue the ascent to two (2) floors below the indicated fire floor, stopping every 5-7 floors to check the operation

Check the shaft for smoke and water every time you open the door

- Shine flashlight up the shaft opening with the door open

EMERGENCY ELEVATOR CONDITIONS

Normal elevator operations, fire feature, and the interlock safeties are all electronic programs and can be made erratic or inoperative by excessive heat and smoke. No one should use an

elevator in a fire situation that is not trained to self-extricate from the car under emergency situations.

If you see smoke under pressure, or an accumulation of smoke so great you cannot see the top of the shaft, exit the car at that point and climb the remaining floors.

If the 'fire feature' is still operational, the operator should exit and allow the car to be recalled to Lobby on 'bypass'. If the shaft is still clear, continue the ascent. Should the car, at any time, become erratic and unresponsive to operator commands, activate the Emergency Stop. If the Emergency Stop fails, pry open the car door and trip the interlock. If that fails, put on your facepieces, get low in the car, and if the door opens onto the fire floor, move to the stairwell under whatever protection you can gain from the extinguisher.

The elevators should not be used for occupant evacuation until fire control is achieved, unless the shaft is made of concrete or masonry, and does not open to the fire floor. The occupants do not have self-contained breathing apparatus or turnouts to shield them from smoke flashing in the shaftway, nor are they prepared to climb down the shaft, or make the drop to a misaligned floor from a stalled car.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

While elevator use at fires can be dangerous, the benefits of arriving at the fire floors fresh, in a fraction of the time, with a full tank of air, necessitates use of the elevators, when safely possible.

STAIRWELLS

A first priority for Command/Lobby is the identification of the attack and evacuation stairwells and a size-up of smoke conditions and evacuees in each. If the stairs exit into the lobby, the size-up can be made by crews assigned by Lobby Division. If the stairs exit to the exterior, Command / Lobby must send a company with keys to assess each stair condition.

At the time of arrival to a significant fire, the occupants may be descending both stairs, as most high-rises require both stairs for effective evacuation. Any smoke in the stairwells at this point is probably the result of smoke pressure on the fire floor escaping into the stairs as the occupants exited the fire floor. Coordinated natural horizontal ventilation has proven as an effective method of smoke removal from stairwells and floors.

If the building is equipped with automatic stair pressurization, it may be effective at this point, if most of the other doors in the stairwell are kept shut. In practice, a mass evacuation will cause most of the doors to be open a substantial amount of the time, with result in a loss of pressurization and significant smoke accumulating in the stairs. It is doubtful that with the fire loading now encountered in a high-rise that the pressure created by building stair pressurization will be sufficient to contain the smoke pressure generated by a fully involved floor fire.

The purpose of built-in stair pressurization is to maintain a positive pressure in the stairwell and impound the smoke on the fire floor. Experience has shown that a small fire will be accelerated by the incoming air if the door is left open, but that most of the smoke will be held on the fire floor.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

A primary objective of the first arriving units is to maintain a smoke-free exit way both for occupants leaving the building and for firefighters staging and preparing to extend hose.

A large volume fan should be placed at the opening to all stairs to pressurize the stairwell and to provide an upward current of air. This will help to hold the smoke out of the stairs and will allow the occupants to descend into a cleaner environment with every step.

In buildings where the stairs continue to a sub-lobby area, the fans should be placed at that location to keep the noise out of the lobby.

Evacuation of the smoke trapped in the upper stairwell requires a roof opening. If the building is not equipped with stair pressurization, but the stairwell is either open to air or has a dampened opening at the top, the smoke can be fan exhausted by fire department crews using PPV and/or natural horizontal ventilation.

A company with radio, keys, and spare bottles should be sent to the roof door as soon as possible as Roof Division. Their task is to open the stair door or hatch at the roof and provide an outlet for smoke.

When firefighters open the stairwell door to advance hoselines on the fire floor, significant smoke will enter the stairwell. Occupants descending from upper floors must be allowed to pass before opening the door and exposing them to hot gases and flame.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:


Testing only

INITIAL ATTACK FIRST ALARM

Incident Commander

The Incident Commander will establish an Incident Command Post in a location providing the best visual advantage. Initial BC may be assigned as a Division Officer upon arrival of other Chief Officer. The immediate priorities of the first Command Officer are:

- o Provide for safety and accountability of firefighters
- o Establish a strong Command position and organization
- o Verify that immediate priorities are being addressed
- o Two Companies to fire floor, CAR will dictate further decisions
- o Water Supply to FDC
- o Evacuation / Rescue
- o Floor Above and Below
- o Resources needed
- o Develop a strategic plan to address, rescue, fire control, and property conservation.
- o Working fire requires immediate second alarm
- o Maintain accountability for first alarm companies
- o Identify a Staging location

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-12-19</p> <p>High Rise Fire Operations</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

o Prepare assignment / plan for arriving companies

Fire Floor

The Initial Attack should consist of at least two (2) companies preferably initially with additional units responding. The officer leading the attack will be responsible for selecting the method of ascent to the reported fire area (elevator, stairs) depending on conditions and safety concerns. The annunciator / fire alarm panel must be checked for additional information prior to ascending to fire floors; this information must be communicated to Command.

As soon as the fire floor is reached and identified, the officer will provide Command a (CAR) report of Conditions, Actions being taken, immediate Resource needs, and a confirmation of the actual fire floor(s) number. Command should then establish the fire floor as a Division (Floor 16 = Division 16).

When a building has multiple standpipes, the fire floor Division Officer must advise Command where water is needed by identifying the attack riser and Command will confirm the pumping of water to that particular riser.

The Initial Attack companies will go upstairs with highrise packs, flashlights, TIC, and forcible entry tools. If access is via an elevator, an extinguisher should also be taken.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Crews advancing on a high-rise fire should employ a straight stream or narrow angle fog when possible. This is both to reduce the amount of local steam production and to provide the maximum reach and volume for hose streams. The objective of the attack line is to create the greatest amount of steam conversion at the point of fuel gas generation (the seat of the fire), benefiting from cooling and smothering at that point. Steam created by directing fog streams into other heated areas will serve to reduce the overall heat on the floor, but will also penetrate the turnouts and hoods of the firefighters, making their progress toward the seat of the fire slower -- if not impossible.

Firefighters should search any involved floor with a charged line and use it as a reference point when searching. If the smoke is dense, use search lines when sweeping each room and return to the hoseline to orient yourself.

Providing ventilation on the fire floor is extremely difficult. Every effort must be made not to break the glass with hose streams until knockdown is achieved or wind conditions are known, as the sudden addition of wind driven oxygen may accelerate the fire beyond the limits of the attack line.

If ventilation is not possible and there is excessive heat on the fire floor, withdraw the firefighters.

CONNECTING / EXTENDING HOSELINES FOR INITIAL ATTACK “The Floor Below”

The possibility of backdrafts and the high probability of flashover temperatures all require that the initial attack line be charged before entering the floor. The easiest manner to extend hose onto a fire floor is to stretch it up the attack stairwell and pull it down as you advance onto the floor. Crews should layout the dry hose approximately 6" from the outside wall as they progress up the stairs.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

When charged, the hose will expand against the wall without kinking. The stair door should not be opened until the line is charged and all firefighters have returned to the stairwell section below the fire floor. If firefighters are on the upper landings they will be exposed should the fire flash out the stair door and up the stairs. When possible, a back-up line with a fog nozzle should be in place before opening the door to advance the attack line, both to protect the attack crew and the firefighters in the stairwell.

Connect both the attack line and the back-up line to the gated wye on the floor below the fire in structures with enclosed hallways and assume a position below the level of the stair door as the door is opened or forced. When operating in buildings with open air / exterior hallways, the standpipe connection may be made on the fire floor if fire conditions warrant (vented fire conditions).

Heat from a fire near the stair door may have warped or expanded steel doors or jambs and they may have to be forced even though they are unlocked. Crews must insure that composite type stair doors are not consumed by the fire before occupants descending from above have passed. Protect these wood veneer, gypsum filled doors with fog streams.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Lobby Division

Working highrise fires require the establishment of Lobby Division. To relieve a suppression unit utilization of the Fire Marshall and/or Inspector for this position is recommended when available.

- Open interior lockbox; remove keys, access fire control room.
- Distribute keys, stair phones, and pre-fire plans to crews.
- Identify fire location(s) utilizing alarm panel, witness reports.
- Recall and assume control of elevators. Assess for F.D. use.
- Verify fire pump is running and report the pressure. If there is no fire pump, direct standpipe to be charged by communicating with Command.
- Identify location of attack and evacuation stairwells
- Direct Security, if available, to remove occupants exiting to the exterior through lobby or down stairs to a position away from the area of falling glass or debris.
- Make an Evacuation announcement using the building intercom, following instructions from the IC after the CAR is reported by crews on the fire floor and vertical extension is assessed on floor above.
- Do not silence alarm or direct occupants in a mode of evacuation until conditions are known
- Verify emergency generator operation if building power is interrupted.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

- Evacuate any occupants trapped in elevators at Lobby level.
- Divide the Lobby floor into areas for staging and treatment of occupants and staging of incoming firefighters and equipment.

The tasks assigned to Lobby are numerous and demanding. Command should provide additional resources as necessary to assure that critical tasks are accomplished.

Floor Above

The objectives of the crews operating on the floor above are to:

1. Evacuate the floor by the safest means possible
2. Assess and control vertical extension of the fire
3. Provide ventilation for the floor below, when possible.
4. In a large, involved fire, the floor above will be subjected to intense heat, and any occupants must be removed as soon as possible to safe refuge.

Vertical extension must be checked in:

- o Elevator shafts
- o Supply air ducts/return air ducts/make up air ducts
- o Utility shafts (pipes, electrical chases)
- o Dumbwaiter/trash chutes/mail chutes
- o Auto-ignition through window glass



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

- o Around floor slabs, raceways, expansion joints and cracks caused by floor failure
- o Floor materials directly above fire area.

All rooms and closets on the floor above must be opened for inspection. Dropped ceiling panels should be removed to locate the supply/return ducts and observe conditions in the plenum. Hollow columns and pipe chases may be checked by making small holes with a halligan tool.

A hose stream must be introduced at each point of extension including flooding the floor if the fire is communicating to the carpet and padding.

Before ventilating from the floor above, the firefighters must first determine the direction of any winds. Winds at altitude can be many times stronger than at ground level and the introduction of wind gusts and new air on the fire floor could overwhelm the attack crews. The direction of wind at surface level may or may not be the same at higher elevations due to the effects of stratification, or disruptions in flow caused by other buildings. If no wind is detected at ground level and the location of the fire on the floor below is known, then firefighters should begin the ventilation operation directly over the fire. Advise Command of possible falling debris.

Floor Below

The company assigned to the floor below the working fire floor will serve as the Initial Rapid Intervention Teams (IRIT). At least one three-member company will be assigned this duty. The IRIT should be increased to a five (5) member RIT as additional companies arrive at Base. Additional RIT's may be assigned to other locations as needed.

Roof

A company will be assigned Roof Division to evaluate the accumulation of smoke and heat in the top stairwell area and highest living floor. The Company will be equipped



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

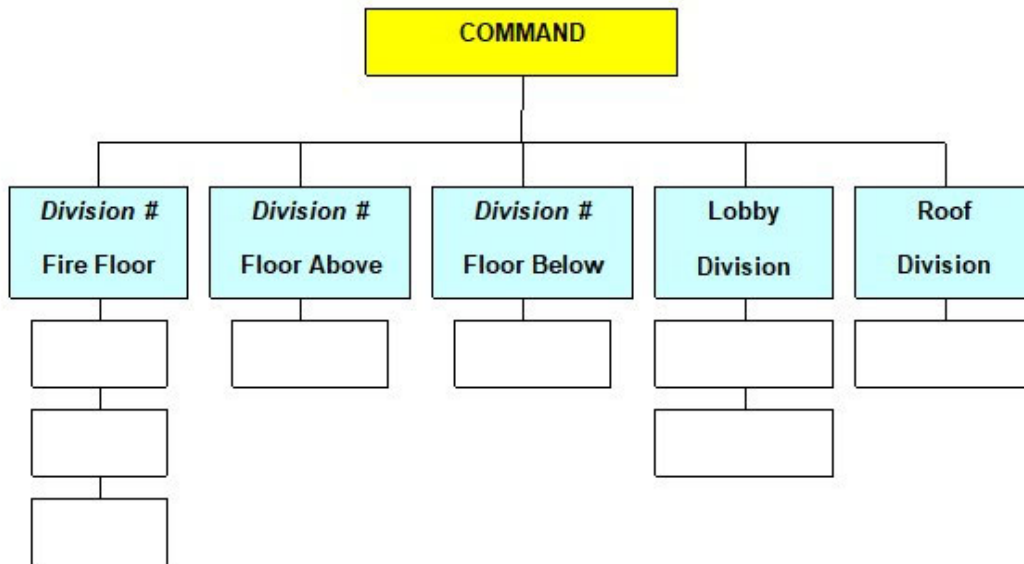
Testing only

Last Revised:

Testing only

with radio, keys, and spare bottles. The Roof Division will provide a CAR to Command and will open the stair door or hatch at the roof and provide an outlet for smoke. Smoke accumulation is usually found to be heavy on the uppermost floor, this will require primary search of all rooms on this floor. Ventilation will be conducted in coordination with Command.

FIRST ALARM ORGANIZATION





LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

EXPANDING THE COMMAND ORGANIZATION

A working fire in a high-rise may not be controlled by the Initial Attack Companies. In such a case, the operation becomes prolonged and escalates into a major operation.

A strong organization is required to support a firefighting force above ground. The principal objective of this supporting organization is to provide the firefighting Divisions with resources to operate effectively and to assist in solving some of the major problems involved in highrise structures. COMMAND Division # Floor Above Division # Fire Floor Lobby Division Division # Floor Below Roof Division

Command must start to identify and build this organization as quickly as possible after assigning units needed for Initial Attack. These elements can be expanded upon as the availability of personnel increases.

High-rise assignments will include additional Command Officers. The Battalion Chief may be reassigned to Operations or a Division position. Chief 90, Chief 91, Captain 20, Chief 22 and Battalion 80 Positions for additional arriving chief officers are:

- o Safety Officer
- o Accountability Officer
- o Lobby Division

The major elements which need to be considered in most working high-rise situations are:

- o Fire Floor Division
- o Lobby Division
- o Floor Above (Extension)



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

- o Systems (fire panel, stairwell, phones/communications, elevators, keys, building R.P./engineer)
- o Ventilation
- o Staging
- o RIT crew(s)
- o Level II Staging/Base
- o Property Conservation
- o Evacuation
- o Rehab
- o Safety
- o PIO
- o Medical Division

In addition to these elements, many or all of the Division functions associated with standard operations may be required.

SAFETY ON THE HIGH-RISE INCIDENT

- Do not operate alone. A minimum for any task is two firefighters with a radio. Maintain a PAR at all times.
- Maintain full PASSPORT accountability, PASS alert, and radio protocols.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only


Effective Date:

Testing only

Last Revised:

Testing only

- Wear full protective gear at all times. Conditions can change rapidly.
- Do not operate on an involved floor without a charged hoseline.
- Do not allow doors to lock behind you. Be aware of anti-lock devices
- Carry the necessary forcible entry tools.
- Be alert to backdrafts. High-rises are tightly sealed buildings. Feel metal jambs when assessing interior doors. A high-rise floor can have many compartments.
- Be cautious of open shafts or windows. Barricade all openings as soon as possible. Vision on the floor may be reduced even after ventilation because of impounded heat.
- Monitor your air closely. There is no diving out a window as at ground level. 'Out' may be a 100' crawl back to smoke-filled stairs. Be attentive to your 50% alarm. Reassessment period.
- If you are sent into remote areas of the building, take a spare bottle. If you have not reached or completed your objective by the time the first bottle is spent, use the second to immediately leave.
- Do not store bottles in the stairwell. You can trip and if the bottles get loose, they are dangerous to descending occupants.
- Use the hoseline as a reference point when searching in smoke. Return to it after sweeping each room. If you become disoriented, remember female couplings take you back to the stairs.
- Be cautious of your back-swing when forcing doors and windows in smoke. Especially, do not follow the tool out a window.
- Elevator ANSI II operation procedures

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOP # O-12-19 High Rise Fire Operations	Approved Date: Testing only Effective Date: Testing only Last Revised: Testing only

ACCOUNTABILITY

PASSPORT accountability will be maintained in high-rise fires in the following manner:

- **First Alarm Companies.** Accountability of the initial MIFR companies entering the high-rise building will be accomplished utilizing the PASSPORTS in the Command vehicle (BC50). The Company Officer of the first alarm units will submit their PASSPORTS to Command.
- **Lobby Division Activation.** Upon formal activation of the Lobby Division, all companies sent into the building will turn in their PASSPORTS to the Lobby Division Officer (or designated Accountability Officer). Companies arriving in Lobby without a PASSPORT must have a 'make-up' PASSPORT using tags from their helmets or other make-up tags.
- **Operations Division Activation.** Once the Operations Division is established, PASSPORTS of crews operating above Lobby will be delivered to the Operations Division Officer. The Lobby Division will maintain PASSPORTS of support crews not assigned to the hazard zone (i.e., fire floor). The Operations Division Officer will assign Accountability Officers to the stairwell doors in the Operations Division. PASSPORTS will be collected from crews leaving Staging to a hazard zone (i.e., fire floor) and returned to crews returning to Staging/Rehab. Accountability Officers will monitor duration times of crews assigned to hazard zones and report any delayed/overdue crews. Standard PAR benchmarks will be utilized for high-rise operations.

SUMMARY

These procedures have outlined the critical objectives and tasks of the first responding units. They are intended to provide the best chance of stopping a serious fire,



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only


controlling extension of fire and smoke, and are designed to be placed in operation with the first assignment.

The officers on the fire floor and the floor above the fire must continuously assess the progress of the fire. If multiple lines are in place, and the control on the fire floor is marginal, a defensive position must be put in place on the next floor up in anticipation of fire extending to that level.

- A. Determine location & progress of fire.
- B. Backup line in place before fire door opened.
- C. Assess progress of attack crews.
- D. Defensive Line above fire floor.
- E. Consider full scale evacuation.
- F. Initiate floor by floor search.
- G. Relieve crews on attack lines.
- H. Check all upper floors for smoke & fire.
- I. Safety check elevators.

In the event the fire cannot be controlled, the officers must also advise Command that full scale evacuation should begin, as there can be no safe refuge in the building, especially above the fire, unless the fire floor is controlled.

Command, at this point, must provide for the integrity of the evacuation stairs and initiate a floor-by-floor search and evacuation of the upper floors. Flowing hoselines,

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-12-19</p> <p>High Rise Fire Operations</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

however, cannot be abandoned and Command must also provide for continuous relief on the attack lines.

Evacuation will always remain a very unpredictable element of the incident. “Protect in Place” is not likely to be followed.

ESTABLISHMENT OF BASE AND STAGING LOCATIONS

An extended highrise fire operation requires the establishment of Staging and Base for the purpose of maintaining control of resources for immediate deployment, and to maintain the proper flow of equipment needed for operations on the upper floors of the highrise.

BASE - Street

Level II staging is designated as Base. Base should be established by Command when requesting multiple alarms. Any apparatus parked in close proximity to the building, by companies assigned to the interior, may be moved to a Level II area as time permits. All apparatus should remain in the Base Area unless needed for a specific purpose.

STAGING – Two Floors below the Fire Floor

Early establishment of a Staging Division is essential to reduce the time-factor in placing fire crews in fire attack positions. As soon as a Staging Division is established, firefighting personnel and portable equipment (i.e., SCBA, hose, tools, etc.) should be immediately deployed from Base to the Staging Division, two floors below the fire floor.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

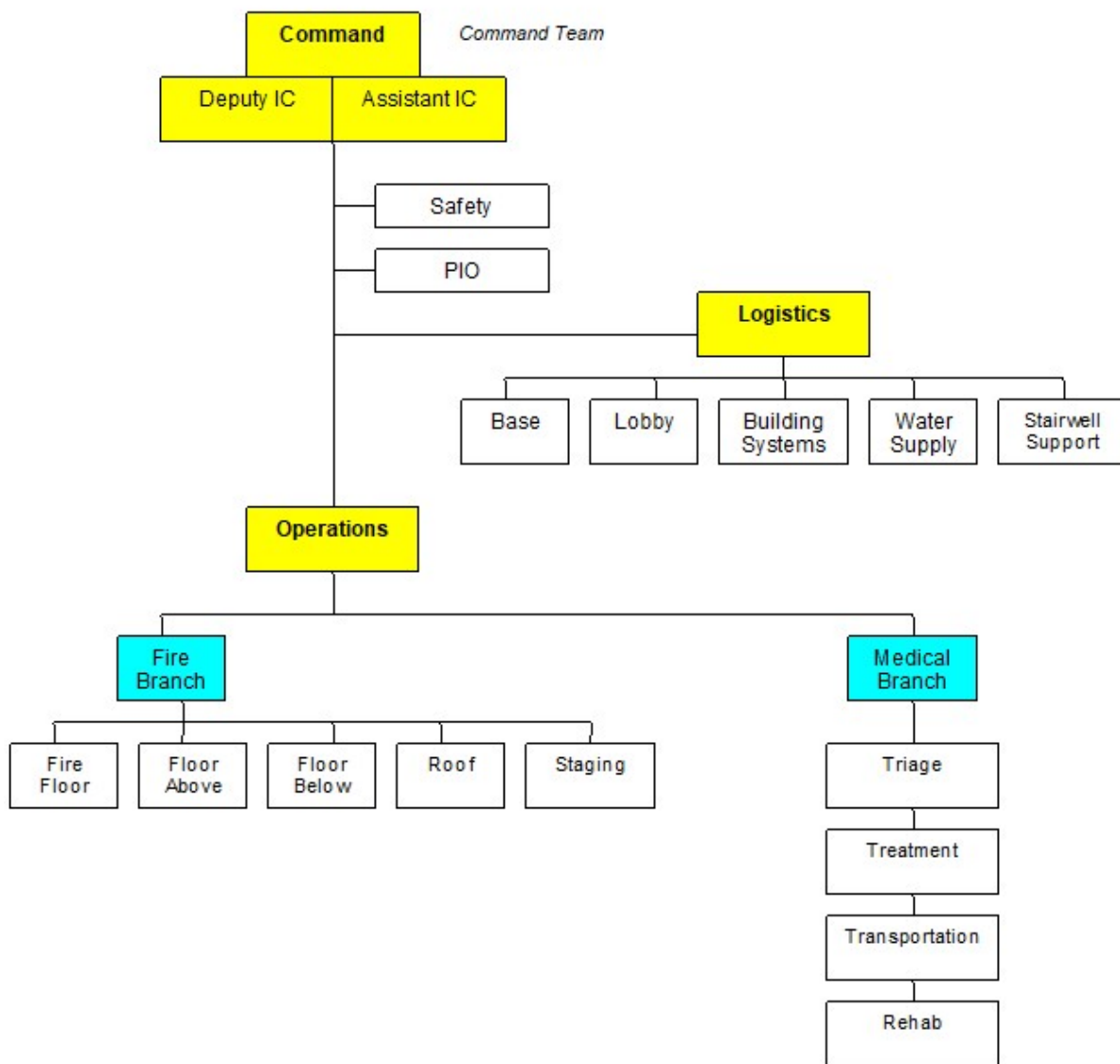
Effective Date:


Testing only

Last Revised:

Testing only

EXTENDED WORKING FIRE ORGANIZATION



	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-12-19</p> <p>High Rise Fire Operations</p>	<p>Approved Date:</p> <p>Testing only</p> <p>Effective Date:</p> <p>Testing only</p> <p>Last Revised:</p> <p>Testing only</p>

LOGISTICS BRANCH

The Logistics Branch should be implemented early during a working high-rise fire. The Logistics Branch Officer will be responsible for managing the following Divisions or Groups, as well as pressurization by building systems or fans, utilities, and HVAC systems.

- Air Operations
- Base
- Communications
- Lobby Control
- Rehabilitation and Medical
- Stairwell Support Group
- Systems
- Water Supply

1. Lobby Division -- The Lobby Division will be responsible for elevators (control and track), liaison with building engineers, organize lobby for transition of evacuation, resources, treatment and firefighter access, and remote air (utility trucks).

2. Communications Group -- The Communications Group will be responsible for phone systems, intercom systems, fire panel, making sure all floors have phones where needed. The Communications Officer will also assist in a Communications Plan for Channel Allocation.



LIUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

3. Building Systems Group -- The Building Systems Group will be responsible for the assembling of liaisons from electrical provider, building maintenance personnel and engineers. The Building Systems Group will communicate with Logistics to provide information concerning building specific issues, damage assessment of systems and restoration of services.

4. Stairwell Support Group -- The Stairwell Support Group will be responsible for working with Operations and Lobby in selecting evacuation and firefighting stairwells, verifying auto stair door unlocking, and transport of equipment by stairwell to upper staging floor if elevators cannot be used.

5. Water Supply Group -- The Water Supply Group will be responsible for building fire pumps, all connections internal and external, generator, restrictors, and pressure reducers.

CAMPAIGN FIRE

Campaign situations are those incidents which require large forces of personnel and equipment to control and continue for long periods of time. A campaign situation in a high-rise fire would be a fire involving an entire floor or more. The commitment of personnel to firefighting may require several Divisions for tactical supervision and a full array of supporting Divisions, groups and branches to be activated.

As the incident escalates to a campaign event, the Command organization must continue to expand. All Command positions (Operations, Planning, Logistics, and Administration) will need to be implemented and staffed. Furthermore, additional Branch levels may be needed.

A communications plan for channel allocation must be established.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-12-19

High Rise Fire Operations

Approved Date:

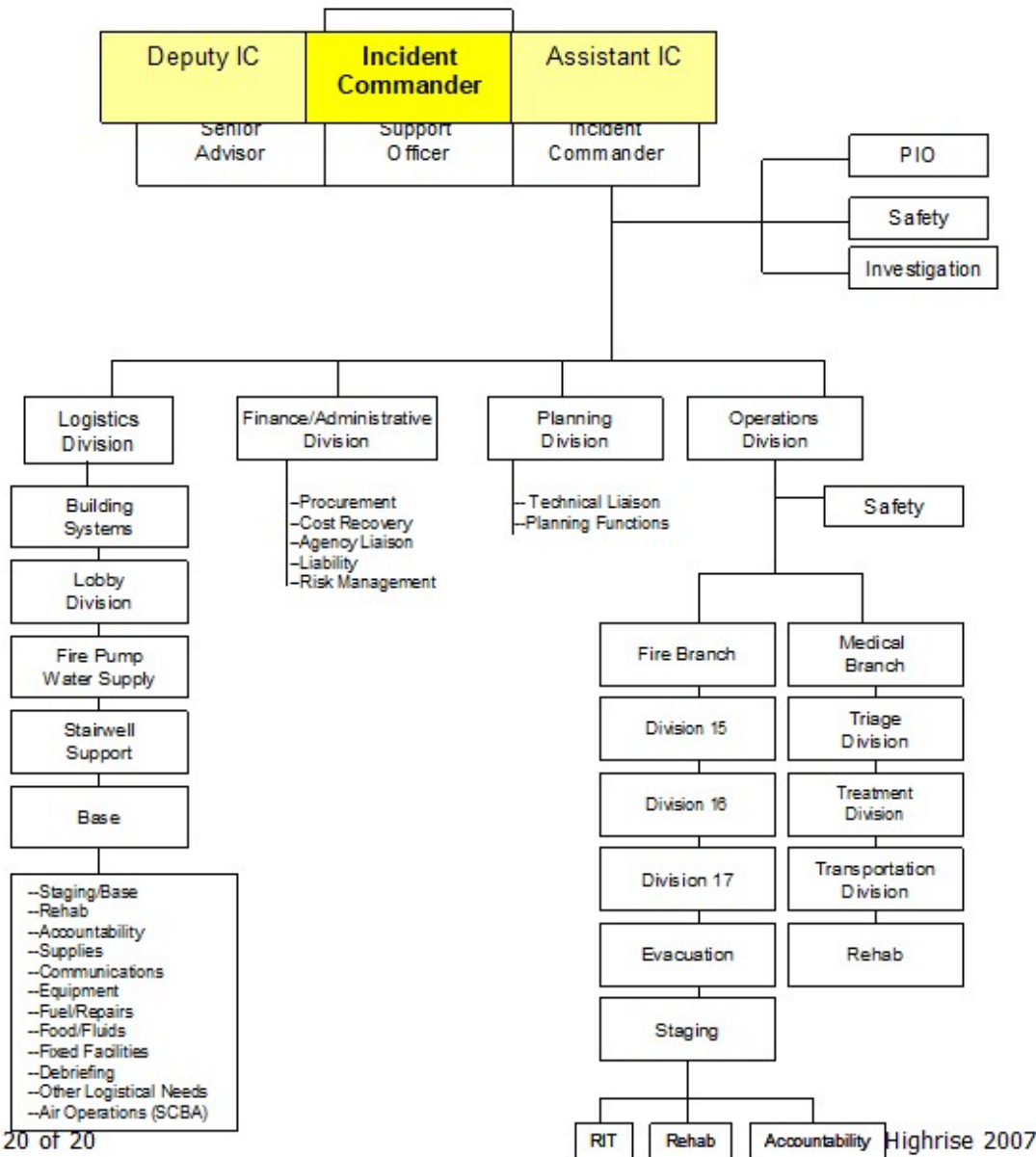
Testing only


Effective Date:

Testing only

Last Revised:

Testing only



	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved Date: Testing only
	SOP # O-09-19 Wildland Fires	Effective Date: Testing only Last Revised: Testing only

This plan is intended to serve as an operational guide when serious dry vegetation fires are encountered. All Collier County Fire Rescue standard operating procedures are in effect for WILDLAND firefighting except as amended or superseded by this plan.

DAILY FORECAST

The Department will contact the Florida Forestry Service to determine the local fire conditions and the local expected weather condition on a daily basis during the brush fire season.


When fire conditions are rated as high, very high, or extreme or when high winds are forecast, the agency will relay this information to all personnel. Also, during the preceding conditions, a brush assignment will be dispatched based on the information received.

DECLARATION OF WILDLAND FIRE

Occasionally, agencies will respond to a brush fire that consumes multiple acres, often in areas isolated from ground access. These fires typically demand a significant command and support staff to manage and will often require resources from multiple Fire agencies and Government agencies. Command will be responsible for requesting all needed resources.

Chief Officers will respond to multiple alarm or significant wildland and brush fires as they do other multiple alarm incidents and report to their pre-assigned responsibilities or staging. Command will assign this staff support as needed.

The Incident Commander will be responsible for developing and staffing the divisions as necessary to support incident needs. Each Division Officer will be responsible for developing an effective organization within each division to support Fire Operations.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved Date: Testing only
	SOP # O-09-19 Wildland Fires	Effective Date: Testing only Last Revised: Testing only

DEPARTMENT OPERATIONS

Typically, any Collier County Fire Agencies can provide response to Wildland incidents in a mutual aid / auto aid situations. The request for assistance may be for a Brush truck, Water Tender, or Engine. The Battalion Chief (BC) must evaluate the nature of the request and the location. The standard policy of response will be through the utilization of on-duty personnel and backfilling positions following the response. The BC should prepare for a rotation of personnel working a wildland fire.

Brush Truck Request

1. Each morning the BC must identify personnel for the Brush Truck in anticipation of deployment. The crews need to be capable of responding immediately upon dispatch.
2. Brush trucks will be included in am checkout every shift change. Crews must verify that the unit(s) are prepared for immediate response.
3. The crew assigned to brush trucks will include one Company Officer and one Driver / Firefighter. The assigned crew must select their brush gear each am.

Engine Request

Often an Engine is requested when a Wildland fire is impacting an urban interface area. Typically, this response has been in-county or frequently to Lee County, Cape Coral, and Lehigh, in this situation immediate response to the designated staging point is required.

- During brush season, fire crews must inspect their brush gear each morning and be prepared for immediate deployment.
- Strike team / task force deployment will be done through the activation of the County Fire all-call tone and a description of the deployment and staging location. Typically coordinated through the SERP County Coordinator.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

· Tach 13 will be used for communications during your response from the station to the staging point.

· Pre-Staging locations:

a. North deployment – East end of Target Parking Lot next to Station 42

b. East deployment - Station 72

· VHF portables should be taken if available if out of county response is dispatched.

· Strike teams should have all the necessary paperwork required for the incident. This includes and isn't limited to ICS214 forms, and others as directed by the IC. Lee County Pre staging forms shall always be filled out when reporting to Lee County.

KEY FACTORS

The following factors have a critical effect on the burning characteristics of a wildland fire. Command must maintain an awareness of these conditions and be prepared to react quickly, pessimistically and well ahead of the fire. The factors are: WEATHER, FUEL, and TOPOGRAPHY.

WEATHER

Command must be aware of constantly changing weather conditions. During a normal day, local winds will change 180 degrees near midday and usually become gusty during the afternoon. Morning winds are normally East to West and afternoon winds are usually West to East. Fire spread will usually slow down in the evening AS HUMIDITY INCREASES and fire spread will increase during the midmorning hours AS THE HUMIDITY DECREASES.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

Command should always be aware of the fire conditions, weather conditions and time of day. Remember that a large WILDLAND fire can create dangerous convection currents that cause erratic fire behavior and spot fires far in advance of the fire head. Heavy winds also produce similar results.

Hot and dry conditions produce extremely rapid fire spread. A slight decrease in relative humidity will cause a significant increase in fire intensity. During extreme days surface-wetted fuel will dry in a few minutes.

FUEL

Most of the fuel in Collier County varies from relatively light to heavy and burns very rapidly.

- Light Fuel: Grasses
- Heavy Fuel: Malaluka, Palmetto, Brazilian Pepper

Mop up and Black lining is necessary to prevent embers from being blown into new fuel.

TOPOGRAPHY

A large free-burning fire will tend to create its own convection currents and spot fires may be started. Access is often the most serious problem with topography.

Companies encountering considerable brush fire potential should size-up areas with regard to fuel, topography and extent of exposure to structures. Particular attention should be paid to access roads and accessible areas where apparatus may travel. Natural firebreaks and potential exposure problems should be noted on the area maps provided for this purpose.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

COMMAND

An incident involving (3) three or more units requires the establishment of a Command Post and geographic divisions as soon as possible. The Command Post should be in a location that will be safe and not have to move if the fire changes direction. Supporting elements should be able to setup at the Command Post. Select a site where a helicopter may land in close proximity to the Command Post.

The Command Post will need a set of maps to plot progress, exposures and access. The units in the field, particularly geographic divisions, will have to report this information back to Command via radio or personal contact. On fires involving large areas, the brush maps should be used for this purpose. During brush fire season, selected Chief's vehicles will carry a set of large scale maps with updated pre-fire information on brush hazards in the County. A complete set of aerial photos will be stored on the County Unified Command Vehicle.

TACTICS AND STRATEGY

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

The basic brush fire philosophy is to aggressively stop the forward progress of fire whenever possible. Protection of exposures is the primary goal when immediate control is not possible.

A direct water attack is the fastest control evolution available to counteract wildfire spread. Clearly, many situations will not support this possibility. Command must be prepared to readjust and develop a defensive strategy to protect exposures while allowing the fire to burn to a location better suited for control. In these cases, it may be best to use vehicle access to position apparatus to protect exposed structures and allow the main body of fire to pass by.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only


When water is in short supply, it is usually most effective when applied to burning material instead of wetting fuel in advance. Seriously exposed structures should be kept wet.

As fire spread becomes critical, Command must be prepared to special call additional attack units by specific companies or to request assistance by standardized alarm responses. This determination must be made early.

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

Command must quickly develop a firefighting plan. The following is a list of size-up considerations that greatly affect tactics and strategy.

1. Location of fire head or heads. The fast moving part of the fire.
2. Pertinent burning conditions--weather, time of day, etc.
3. Type of fuel--light, heavy fuel.
4. Exposures--improvements, buildings, crops, etc.
5. Size of fire and rate of speed.
6. Special hazards--hot spots, spot fires, developing heads.
7. Manpower needs.
8. Fuel continuity.
9. Accessibility into fire area.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOP # O-09-19 Wildland Fires	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

10. Water resource--tenders, hydrants, etc.

11. Line of retreat. How can I escape?

During interface fires involving brush and structures it may be necessary to retain a structural assignment in staging and be prepared to assign those units to conduct structural firefighting if needed. These staged resources will be turned out and equipped to carry out interior structural firefighting.

MOP-UP OPERATIONS

When addressing mop-up operations, Command should:

- Determine the distance inside the control line to be overhauled (for small fires, this may be the entire burn area).
- During rehab of mop up crews, ensure at least two firefighters remain in the area to monitor for re-ignition or spread of fire.
- Schedule for follow-up checks by crews to ensure the fire is out in mopped up perimeter.

OVERHAUL

After primary line work is completed and a fire is called "Under Control," many things remain to be done to make the fireline safe and put the fire out. This work is called mop up. The objective of mop up is to put out all fire embers or sparks to prevent them from crossing the fireline.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

A certain amount of mop up work is done along with line building. Mop up becomes an independent part of firefighting as soon as the spread of the fire is stopped and all line has been completed. Ordinarily, mop up is composed of two actions; putting the fire out, and disposing of fuel either by burning to eliminate it, or removing the fuel so it cannot burn.

The principles of mop up follow:

1. Start work on each position of line just as soon as possible after line construction and burning out are completed. Treat most threatening situations first.
2. Allow fuel to burn up if it will do so promptly and safely.
3. On small fires, all fire should be extinguished in the mop up, where quantities of burning material are not so large as to make this impractical.
4. On large fires, completely mop up enough of the area adjacent to the line to be certain no fire can blow, spot, or roll over the fireline under the worst possible conditions.
5. Search for smoldering spot fires.
6. All smoldering material that is not put out with water or dirt should be spread well inside of lines.
7. Eliminate or put into a safe area all less flammable fuels, such as rotten logs and snags that are outside but near the control line.
8. Eliminate all burned trees inside of line that could throw sparks over line or fall over the line.
9. Put all rolling material in a position that it cannot possibly roll across the line.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

10. Look for indications of hot spots. Some are gnats swarming, white ash, ground which shows pin holes, and wood boring insects.

11. Use water wherever possible and practical in mop up.

12. Use water sparingly, but use enough to do the job. Match the amount of water to the job.

13. Adding Class A foam to water will greatly increase effectiveness in mop up of deep-burning fuels.

SAFETY

1. PERSONNEL SAFETY

In the wildland fire setting a proper brush uniform not only increases firefighter safety it also is much more comfortable and functional.

A proper brush uniform consists of:

- Leather ankle high boots. Nylon hiking boots are inappropriate because of the melting and sticking potential of the nylon.
- Bush jacket and pants with helmet / goggles and gloves

Structural firefighting gear is not designed for wildland firefighting and should not be utilized for wildland fires. Safety equipment should include work gloves and eye protection. Particle masks are recommended. Extras should be carried along to replace wet or clogged masks which inhibit air flow and cause CO₂ rebreathing.

Remember that heat is a major safety problem and all personnel should be kept well hydrated. Personnel should have access to drinking water and carry canteens or



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

similar water containers. Sterile water bottles can be cleaned, filled with drinking water, and carried in the brush jacket pockets.

Wildland firefighting is a physically demanding operation and members should be fit and prepared mentally for a very hot, fast moving, and dangerous environment.

2. SCENE SAFETY

Wildland fires are fast moving and extremely dangerous. These scenes require that all personnel understand these basic wildland firefighting orders.

1. Size-up! Base all actions on current and expected behavior.
2. Pay attention! Know what the fire is doing at all times.
3. Have escape routes. Company officers should identify them and make sure the crew knows about them.
4. Maintain good communications. Between Command, Division and Crews.
5. Give clear instructions and follow the order model to ensure they are understood.
6. Maintain control of personnel. Company officers must account for all crew members at all times.
7. Always post a lookout
8. Keep informed on weather, wind direction, forecast, etc.
9. Remember safety first, fight fire aggressively but safely.
10. Be alert, keep calm, think clearly, and act decisively.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

3. CREW SAFETY

Wildland fires demand that Company officers maintain a high level of awareness regarding crew accountability. Crew members can easily become spread out and not visible in thick brush. Company officers must maintain communication with and control over crew members to ensure a safe operation. Wildland firefighting will still employ the buddy system. Watch out for each other.

COMMAND RESPONSIBILITIES

The first arriving company officer who assumes Command must address the life safety, fire control, and property conservation benchmarks. In a wildland fire setting the life safety benchmarks must include firefighters as well as civilians. Command must have a plan that includes safety zones for firefighters and equipment. These zones should be established early on to ensure all incoming resources are aware of them. Individual sectors can establish safety zones depending on need or location. Safety zones should be easily accessible and large enough to support rehab sectors and equipment caches. Aerial operations should not be located near safety zones.

§ Command should concern itself with strategy and allow sectors to dictate tactics

§ Make early offensive/defensive decisions

§ Gather adequate resources

§ Think ahead - way ahead

§ Support divisions / groups

§ Protect and rehab firefighters

AERIAL OPERATIONS



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-09-19

Wildland Fires

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

A direct attack on a wildland fire may be carried out by aerial resources. Several public and private helicopter services and fixed wing aircraft are commonly available. Aerial attacks should be considered where ground crews cannot access the fire.

Water or slurry when dropped from aerial firefighting units can severely injure ground crews if they are struck. When aerial operations are underway ground crews must maintain constant communication with their Division Commander to be informed on the location of the water drops. When water drops begin, ground crews must move a safe distance off the fire line.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-5-19

Tactical Priorities

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

Tactical priorities identify the three separate tactical objectives that must be completed in order to stabilize any fire situation--these priorities also establish the order in which these basic fireground objectives must be performed.

These objectives should be regarded as separate, yet interrelated, activities which must be dealt with in order. Command cannot proceed to the next priority until the current function objective has been completed or sufficient resources have been assigned.


Basic tactical priorities are as follows:

1. Rescue
2. Fire Control
3. Property Conservation

Rescue = The activities required to protect occupants, remove those who are threatened and to treat the injured.

Fire Control = The activities required to stop the forward progress of the fire and to bring the fire under control.

Property Conservation = The activities required to stop or reduce primary or secondary damage to property.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOP # O-5-19</p> <p>Tactical Priorities</p>	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

The objectives of each priority are reflected in the following bench marks of completion:

1. Rescue - primary search (all clear)
2. Fire Control - under control
3. Property Conservation - loss stopped

All three tactical priorities require somewhat different tactical approaches from a Command and an operational standpoint.

While Command must satisfy the objective of each function in its priority order, Command must, in many cases, overlap and "mix" the activities of each to achieve the current bench mark. Notable examples are the frequent need to achieve interior tenability with active/extensive fire control efforts before proceeding with primary search, or the need to initiate property conservation activities while active fire control efforts are being extended.

The tactical priorities, (Rescue, Fire Control, Property Conservation) are clear, measurable, and obtainable objectives. These objectives are considered complete when the benchmarks are declared. It is vital that Command report the achievement of each benchmark to the Control Operator upon completion to ensure this data point is captured.

Within the Command framework lies an on-going responsibility that is not completed with benchmarks. This is often referred to as the umbrella of service. The umbrella of service is made up of three on-going considerations. They are firefighter safety, customer service, and loss control.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-5-19

Tactical Priorities

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

Firefighter Safety

Continuing efforts for firefighter safety include physical fitness and mental preparedness. Training prior to incidents and post incident reviews to assure safety, we are continuously looking for equipment to improve firefighter safety.

Customer Service

We recruit members that understand the importance of customer service. We acknowledge positive customer service actions and look for ways to better serve our customers.

Loss Control

The concept of Loss Control not only addresses salvage and overhaul techniques but also emphasizes the importance of craftsmanship, pride in profession, and compassion for those we service in this time of need.

All three of these considerations take place before, during, and after all emergency responses.

This umbrella of service is as important as the tactical priorities and is critical to the success and positive outcome of an incident.

Property saved is by far the more important component and is often over shadowed by property loss. This fact should not be overlooked for the importance of the best customer service practices.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOP # O-5-19

Tactical Priorities

Approved Date:

Training only

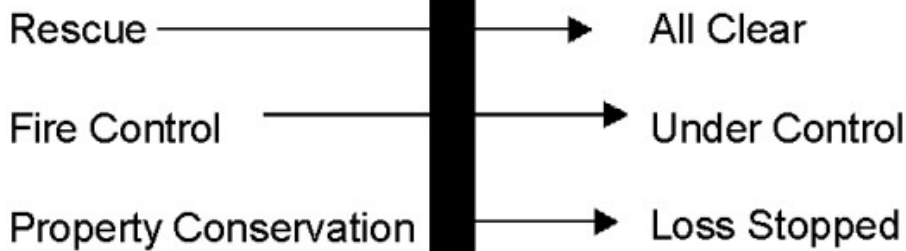
Effective Date:

Training only

Last Revised:

Training only

Firefighter Safety - Customer Service - Loss Control



**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

STATEMENT OF PURPOSE:

This document shall serve as the Standard Operating Guidelines for all Mass Casualty Incidents (MCI) occurring within the corporate and unincorporated areas of Collier County Florida. MCI's shall be defined as any incident involving a number of injured or sick that overwhelms the capabilities of the first arriving unit(s). In the event that the type of incident and/or number of victims exceeds the capabilities of local responders; Regional, State, and/or Federal assistance will be requested. In accordance with the United States Department of Homeland Security, the National Incident Management System (NIMS or ICS) shall be the standard operating management system for all MCI's.

This document will focus on the operational tactics performed at the level of Medical Branch Director and below.

Multiple Casualty Incident (MCI)

Any incident where the number of injured or sick overwhelms the capabilities of the first arriving unit(s)

- MCI Level 1** Incident requiring 3 to 5 ALS Transport Units (5 to 10 victims)
- MCI Level 2** Incident requiring 6 to 10 ALS Transport Units (11 to 20 victims)
- MCI Level 3** Incident requiring 11 or more ALS Transport Units (21 to 100 victims)
- MCI Level 4** Incident requiring Regional assistance (101 to 1000 victims)
- MCI Level 5** Incident requiring State and/or Federal assistance, or when Regional resources are overwhelmed or exhausted (1001 + victims)

DEFINITIONS:

Casualty Collection Point (CCP)

A location near the incident site which provides areas to triage, treat, and transport victims in a multi-casualty incident. In a large scale disaster some patients may be transported to an off-site treatment area called the CCP. This will provide surge capacity for area hospitals.

Incident Action Plan (IAP)

The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

Litter Bearer

A team of personnel assigned to TRIAGE who move victims from the incident site to the Casualty Collection Point or Treatment Area.

MCI Jump Kit

Orange bag labeled “MCI” located on EMS Rescue Units containing a variety of supplies necessary for the primary and secondary triaging of victims.

Primary Triage

The initial START and JUMP triage completed at first patient contact designed for rapid triage using triage ribbons.

Secondary Triage

START and JUMP triage usually completed at the TREATMENT area designed for a more detailed triage using triage tags.

Special Response Unit 80 (SRU80)

Special response vehicle designed and equipped to respond to MCI’s providing logistical support for the treatment of up to 24 victims.

Special Response Unit 81 (SRU81)

Special response vehicle designed and equipped to tow support trailers and flatbed cargo capabilities.

Special Response Unit 82 (SRU82)

Special response vehicle designed and equipped for the medical rehabilitation and/or medical surveillance of first responders.

Special Response Unit 83 (SRU83)

Special response trailer designed and equipped to respond to MCI’s providing logistical support for the treatment of up to 50 victims.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

Major Incident Response Vehicle (EM 800)

Special Response vehicle designed and equipped to respond to MCI’s among other types of events providing logistical and medical support. EM 800 is offers a diversified platform for the treatment and transport of multiple patients. EM 800 has a transport capacity of 6-7 lay-down patients (including Bariatric capabilities) or 6-7 upright seated, in addition to 5 wheelchairs. **Should be considered for MCI levels 2-5.**

Strike Team

Specified combinations of the same kind and type of resources, with common communications and a leader.

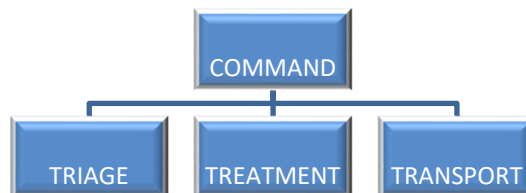
MCI Task Force

25 units— each TF may consist of two (2) ALS Units, two (2) Basic Life Support (BLS) Units and one (1) Fire Suppression Unit, two (2) ALS Transport Unit Strike Teams (10 units), one (1) Suppression Unit Strike Team (5 units), two (2) BLS Transport Unit Strike Teams (10 units), two (2) Mass Transit Bus Supply Trailers, Communication Trailer, and Command Staff per local protocol

Task Force

A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident. The ICS management system integrates personnel, equipment, procedures, and communications operating within a common organizational structure. The system is designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. ICS is used by all levels of government—Federal, State, local, and tribal, as well as by many private-sector and nongovernmental organizations. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance and administration.

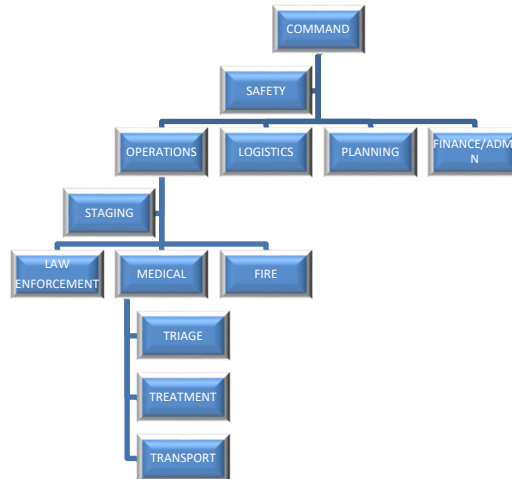
The following ICS model may be sufficient for Level I MCI’s:



**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

Higher level MCI's may require full expansion of the ICS model:



First Unit on Scene:

If not already established, the Officer of the first arriving unit on scene shall establish COMMAND, perform “SORT and delegate Triage”

As additional units arrive, COMMAND will be assumed by the highest ranking / qualified Officer. Unified Command is recommended for multi agency / jurisdictional events. If upon arrival COMMAND has already been established, ALL request for additional assets shall go through COMMAND using the assigned tactical channel.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

SORT

Safety –All Personnel

Don all necessary personal protective equipment including but not limited to:
Safety vest, respiratory mask, goggles, trauma sleeves, gloves, etc.

Assess the scene for hazardous conditions including but not limited to:
Electrical, flammable, chemical, biological, structural, secondary explosive devices, etc.

Observe

Perform a scene size-up:

Determine the mechanism of injury or nature of illness
Estimate the number of victims
Identify access and egress routes
Identify a staging area and Command Post

Request Additional Resources

Declare the MCI Level and specify the general category (trauma, medical, HAZMAT, etc.)
Request additional resources and/or specialized equipment
Inform CONTROL of pertinent scene size-up information
Request tactical channel or communications plan
Request notification of local hospitals

Tasks Additional On Scene Personnel

Assign second crewmember as TRIAGE OFFICER and begin START / JUMP START triage
Assign additional on scene rescuers to ICS positions and/or tasks

COLLIER COUNTY EMS / FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

Triage:

Direct anyone who can walk to move to a designated area (Green Zone) away from the incident. If possible assign Law Enforcement, Firefighter, or a capable bystander to keep them together. Begin Primary Triage from your location assessing victims in an orderly fashion. Secure a Triage Ribbon from the MCI Jump Kit to the victim's upper extremity. Continue moving from patient to patient. Only correct life-threatening conditions such as airway obstruction or severe hemorrhage during triage. Contaminated victims shall be isolated and decontaminated prior to triage. Secondary Triage will be completed at the TREATMENT area.

START Triage

Remember the pneumonic R.P.M. (Respiration, Perfusion, and Mental Status)

RESPIRATIONS

- If respiratory rate is 30/min or less, go to PERFUSION assessment.
- If respiratory rate is over 30/min, **Tag RED.**
- Respiratory distress, **Tag RED.**
- If victim is not breathing, open the airway, and assess for (a) or (b) above.
- If victim is still not breathing, **Tag BLACK.**

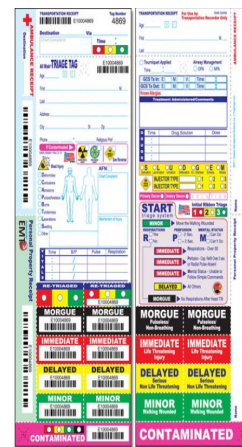


PERFUSION

- Performed by assessing a radial pulse.
- If radial pulse present, go to MENTAL STATUS assessment.
- No Radial Pulse, **Tag RED.**
*Any major external bleeding should be controlled at this time.

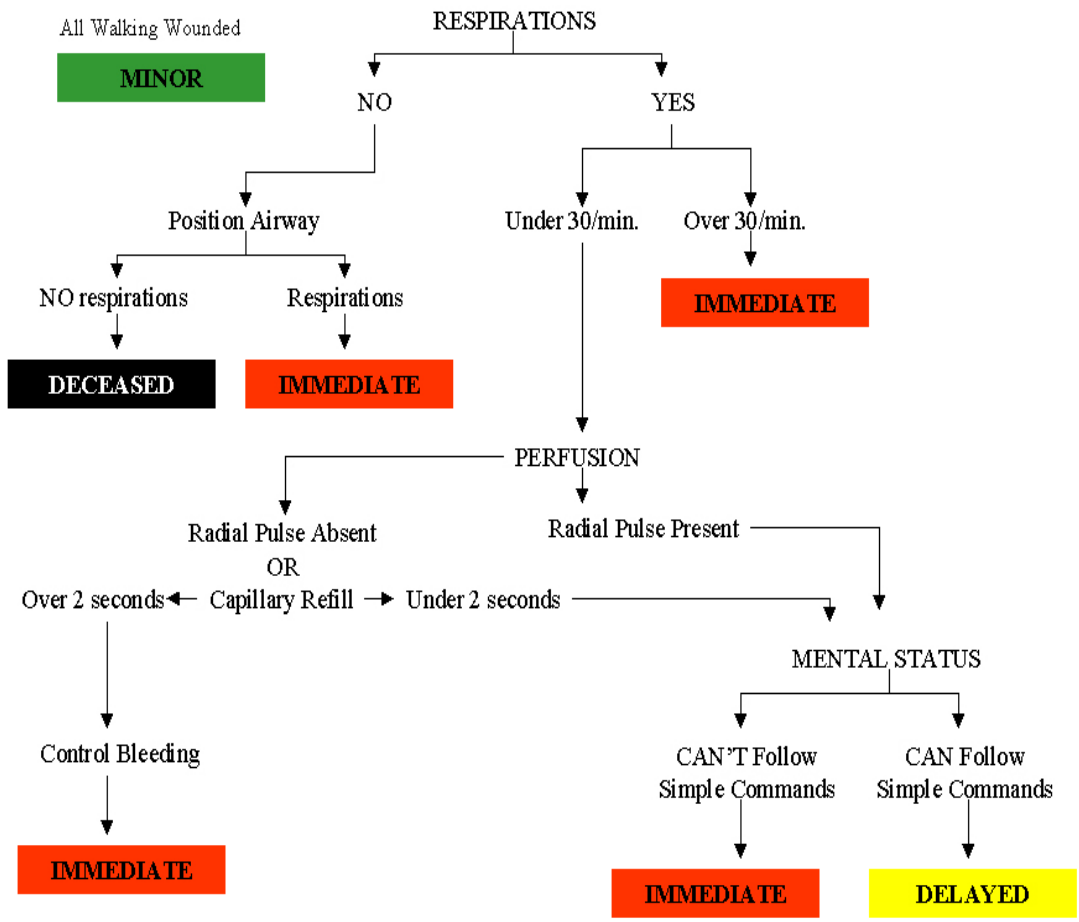
MENTAL STATUS

- Assess the victim's ability to follow simple commands and their orientation to time, place, and person (AAOx3)
- If the victim does not follow commands, is unconscious, or disoriented, **Tag RED.**
- If the victim follows commands, AAOx3, **Tag GREEN.**
*Depending on injuries (burns, fractures, bleeding) it may be necessary to **Tag YELLOW.**



**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES



Note:

Depending on the type of injuries, some casualties may respond well and benefit greatly from interventions such as tourniquet amicable extremity hemorrhage control. This simple intervention may significantly improve their odds of survival. The principles and techniques of casualty triage modality must be selected considering the nature and etiology of the event. The benefit of START Triage vs. Tactical Emergency Casualty Care Triage based model must be outweighed in the pursued of “the greatest good for the greatest number”.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

Pediatric Triage:

Physiological differences in pediatric patients necessitate the adaptation from the standard START Triage method for pediatric patients < 8 years of age, less than 100 pounds or those patients with the anatomical or physiological features of a child in this age group. R.P.M. (Respirations, Perfusion and Mental Status) will still be utilized with the adaptations indicated below.

JUMP-START Triage

Remember the mnemonic R.P.M. (Respiration, Perfusion, and Mental Status)

RESPIRATIONS

- a) If respiratory rate is between 15 and 45/minute, go to PERFUSION assessment.
- b) If respiratory rate is over 45/min. or less than 15/min., **Tag RED.**
- c) If victim is not breathing, open the airway, and assess for (a) or (b) above.
- d) If the victim is not breathing and no obstructions are present, check for peripheral pulse. If a pulse is present, provide (5) ventilations via any type of barrier device (ex: Pedi BVM). If spontaneous respirations resume, **Tag RED.** If victim is still not breathing, **Tag BLACK.**
- e) If there is no breathing and no pulse, **Tag BLACK.**

PERFUSION

- a) Performed by assessing a peripheral pulse.
- b) If a peripheral pulse is present, go to MENTAL STATUS assessment.
- c) If no peripheral pulse present, **Tag RED.**
*Any major external bleeding should also be controlled at this time.

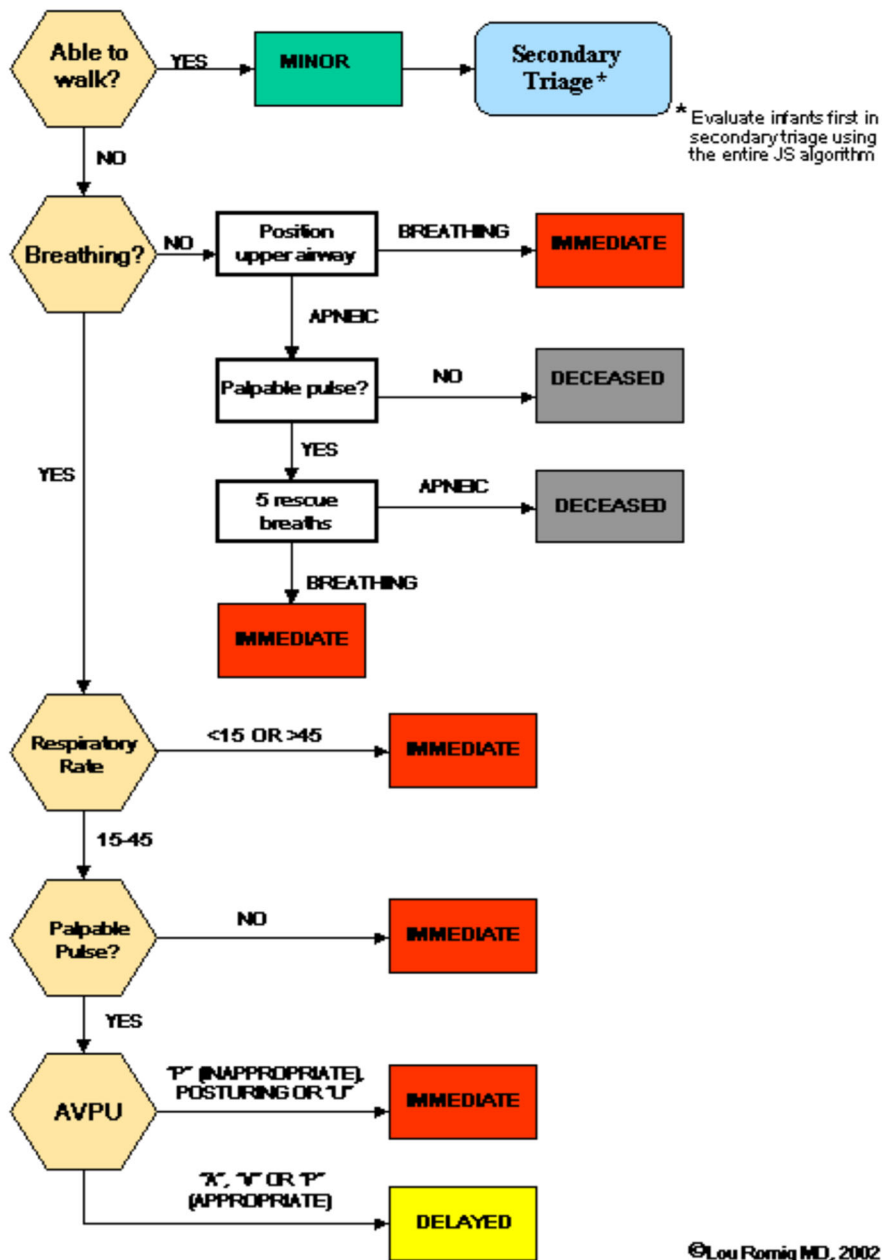
MENTAL STATUS

- a) Assess the child's mental status through the AVPU scale. Assess whether the victim is either ALERT, responds to VERBAL stimuli, responds to PAINFUL stimuli, or is UNCONSCIOUS.
- b) If the patient is unconscious or responds only to PAINFUL stimuli, **Tag RED.**
- c) If the patient is alert or responds to VERBAL stimuli, assess for further injuries and either **Tag YELLOW** or **Tag GREEN.**
Infants who are developmentally unable to walk should be triaged using Jump START algorithm either during the initial triage or in the GREEN area if carried out by a non-rescuer.

COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

TITLE: MASS CASUALTY INCIDENT RESPONSE
 EFFECTIVE DATE: August 1, 2011
 REVISIONS DATES: September 24, 2018, June 30, 2014
 CAAS#: 102.02.01
 RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

JumpSTART Pediatric MCI Triage®



©Lou Romig MD, 2002

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI LEVEL 1

Incident requiring 3 to 5 ALS Transport Units (5 to 10 victims)

Upon declaration, CONTROL shall dispatch the following resources in addition to the original dispatch:

- 1) 2 ALS Transport Units
 - 2) 2 Fire Rescue Capable Companies
 - 3) EMS Battalion Chief
 - 4) FD Battalion Chief
- The Incident Commander may request additional and/or specialized resources.
 - The Incident Commander shall assure notification of the two (2) closest / appropriate hospitals and one (1) trauma center in accordance with Collier County EMS Patient Transport Distribution Plan.
 - ALS Transport Units should anticipate transporting a minimum of 2 patients per transport.
 - The Medical Branch Director, Triage Group Supervisor, Treatment Group Supervisor and Patient Transport Group Supervisor shall be filled by certified MCI Officers whenever possible.
 - When possible, Level 1 MCI's are expected to be managed by local front-line resources.
 - If Unified or Area Command is established, an EMS Chief Officer shall liaison for EMS.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI LEVEL 2

Incident requiring 6 to 10 ALS Transport Units (11 to 20 victims)

Upon declaration, CONTROL shall initiate an ‘All Page’ advising the MCI level, location, and any other pertinent information. Upon declaration, CONTROL shall dispatch the following resources in addition to the original dispatch:

- 1) 5 ALS Transport Units
 - 2) EM-800
 - 3) SRU80
 - 4) 3 Fire Rescue Capable Companies
 - 5) EMS Battalion Chief
 - 6) FD Battalion Chief
 - 7) Law Enforcement Field Supervisor
 - 8) CCFEMSCA IMT
 - 9) EOC (informational notification)
 - 10) Critical Incident Stress Management (CISM) Team
- The Incident Commander may request additional and/or specialized resources.
 - The Incident Commander shall assure notification of the three (3) closest / appropriate hospitals, and one (1) trauma center in accordance with Collier County EMS Patient Transport Distribution Plan.
 - Unless otherwise directed by COMMAND, SRU80 and EM-800 will report to TREATMENT.
 - Unless otherwise directed by COMMAND, all incoming ALS Transport Units shall surrender their Company Officer to TREATMENT, prior to reporting to STAGING. ALS Transport Units should anticipate transporting a minimum of 2 patients per transport.
 - The Medical Branch Director, Triage Group Supervisor, Treatment Group Supervisor and Patient Transport Group Supervisor shall be filled by certified MCI Officers whenever possible.
 - When possible, Level 2 MCI’s are expected to be managed by local front-line resources and SRU80.
 - If system integrity is compromised, a designated EMS Chief Officer shall assure appropriate utilization of EMS resources.
 - If Unified or Area Command is established, an EMS Chief Officer shall liaison for EMS.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI LEVEL 3

Incident requiring 11 or more ALS Transport Units (21 to 100 victims)

Upon declaration, CONTROL shall initiate an 'All Page' advising the MCI level, location, and any other pertinent information.

Upon declaration, CONTROL shall dispatch the following resources in addition to the original dispatch:

- 1) 10 ALS Transport Units
 - 2) 5 Fire Rescue Capable Companies
 - 3) EM-800
 - 4) SRU80 and SRU83
 - 5) EMS Battalion Chief
 - 6) CCFEMSCA IMT
 - 7) Law Enforcement Field Supervisor from the agency having jurisdiction
 - 8) Command bus at the discretion of the Incident Command
 - 9) CCFEMSCA IMT
 - 10) EOC (activation and initiate request for appropriate resources and declarations)
 - 11) COMMAND BUS request at the discretion of INCIDENT COMMAND
 - 12) Critical Incident Stress Management (CISM) Team
- The Incident Commander may request additional and/or specialized resources.
 - The Incident Commander shall assure notification of the four (4) closest / appropriate hospitals, and two (2) trauma centers in accordance with Collier County EMS Patient Transport Distribution Plan.
 - Unless otherwise directed by COMMAND, SRU80, SRU83 and EM-800 will report to TREATMENT.
 - Unless otherwise directed by COMMAND, all incoming ALS Transport Units shall surrender their Company Officer to TREATMENT, prior to reporting to STAGING. ALS Transport Units should anticipate transporting a minimum of 2 patients per transport.
 - The Medical Branch Director, Triage Group Supervisor, Treatment Group Supervisor and Patient Transport Group Supervisor shall be filled by certified MCI Officers whenever possible.
 - If Unified or Area Command is established, an EMS Chief Officer shall liaison for EMS.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI LEVEL 4

Incident requiring regional assistance (101 to 1000 victims)

In addition to the MCI Level 3 response, the EOC shall request Regional assistance according to the Incident Action Plan (IAP) and Collier County's Comprehensive Emergency Management Plan (CEMP). Examples include but are not limited to:

- 1) MCI Task Forces
 - 2) 1 BLS Transport Strike Teams
 - 3) 3 ALS Transport Strike Teams
 - 4) 1 Helicopter Strike Team
 - 5) Suppression Unit Strike Teams
 - 6) Disaster Medical Assistance Teams (DMAT)
 - 7) Urban Search and Rescue (USAR)
 - 8) Mass Transit Buses (i.e. Collier Area Transit, Collier County Public Schools)
 - 9) Regional MCI / Support Trailers
 - 10) Communications Trailers
 - 11) Rehab Units
 - 12) Rescue Personal and/or Technical Experts
 - 13) Critical Incident Stress Management (CISM) Team
 - 14) Incident Management Team (IMT)
 - 15) National Guard
 - 16) FEMA
- If Unified or Area Command is established, an EMS Chief Officer shall liaison for EMS.
 - The EOC shall assure the notification of the ten (10) closest / appropriate hospitals and five (5) trauma centers in accordance with Collier County EMS Patient Transport Distribution Plan.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI LEVEL 5

Incident requiring State and/or Federal assistance (1001 to victims)

MCI Level 5 shall be considered catastrophic, requiring State and/or Federal assistance. State and/or Federal assistance will be requested through the EOC according to the Incident Action Plan (IAP) and Collier County's Comprehensive Emergency Management Plan. Examples include but are not limited to:

- 1) MCI Task Forces
 - 2) 2 BLS Transport Strike Teams
 - 3) 4 ALS Transport Strike Teams
 - 4) 1 Helicopter Strike Teams
 - 5) Suppression Unit Strike Team
 - 6) Disaster Medical Assistance Teams (DMAT)
 - 7) State Emergency Response Teams (SERT)
 - 8) Urban Search and Rescue (USAR)
 - 9) Mass Transit Buses (i.e. Collier Area Transit, Collier County Public Schools)
 - 10) MCI / Support Trailers
 - 11) Communications Trailers
 - 12) Rehab Units
 - 13) Rescue Personal and/or Technical Experts
 - 14) Incident Management Team (IMT)
 - 15) Critical Incident Stress Management (CISM) Team
 - 16) National Guard
 - 17) FEMA
- 13) If Unified or Area Command is established, an EMS Chief Officer shall liaison for EMS.
- The EOC shall assure the notification of the appropriate hospitals and five trauma centers in accordance with Collier County EMS Patient Transport Distribution Plan.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

SPECIAL RESPONSE UNITS 80 (SRU80) & 83 (SRU83)

Special Response Unit 80 & Special Response Unit 83 shall respond to MCI Levels 2 through 5 as described below, providing logistical and technical support.

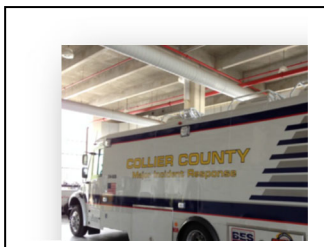
MCI LEVEL 2

- 1) Upon declaration, an EMS Chief Officer shall assure the immediate response of SRU80 to the scene.
- 2) Unless otherwise directed by COMMAND, SRU80 and EM-800 will report to TREATMENT, and assume the role of TREATMENT GROUP SUPERVISOR. The previous TREATMENT GROUP SUPERVISOR shall be reassigned or returned to his/her original Unit.

MCI LEVELS 3 through 5

- 1) Upon declaration, an EMS Chief Officer shall assure the immediate response of SRU80 and SRU83 to the scene.
- 2) Unless otherwise directed by COMMAND, SRU80, SRU83 and EM-800 will report to TREATMENT, and assume the roles of TREATMENT GROUP SUPERVISOR and TREATMENT DISPATCH UNIT LEADER. The previous TREATMENT GROUP SUPERVISOR shall be reassigned or returned to his/her original Unit.

EM-800



SRU 80



SRU 81/SRU83



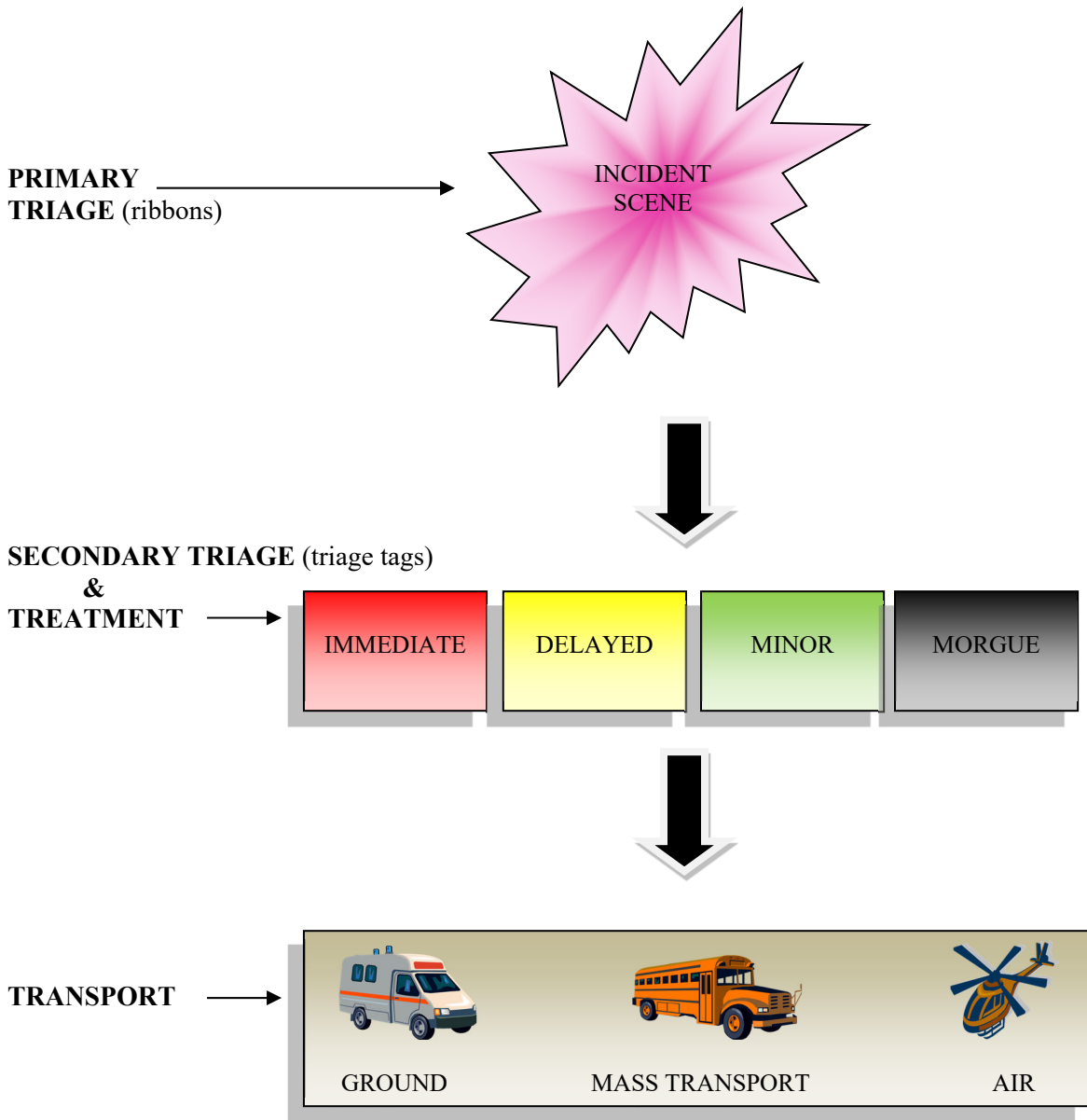
SRU83



**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

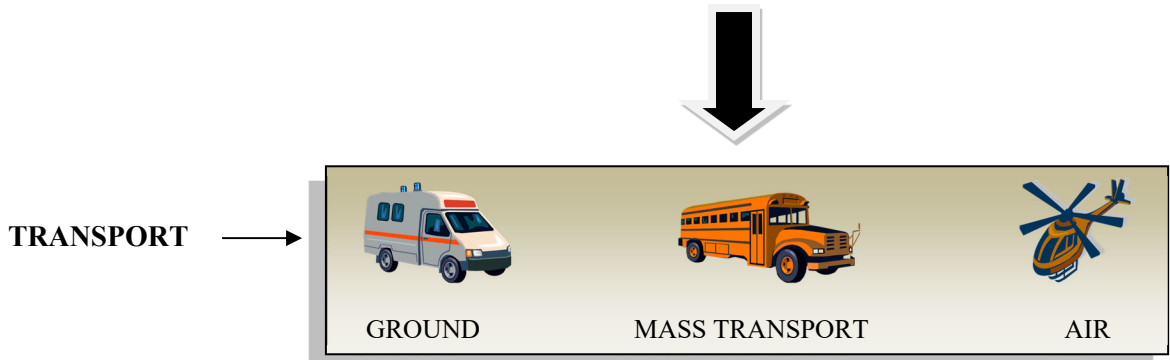
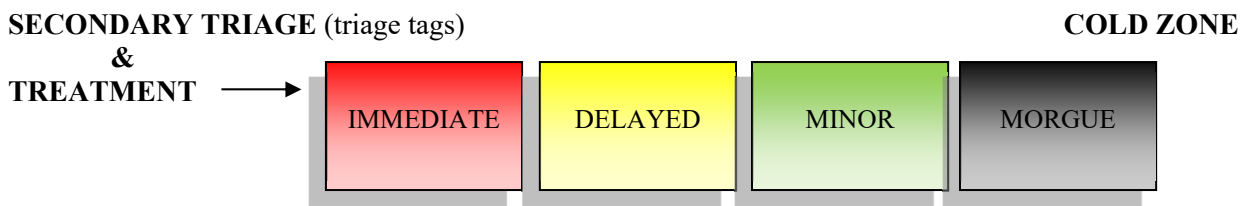
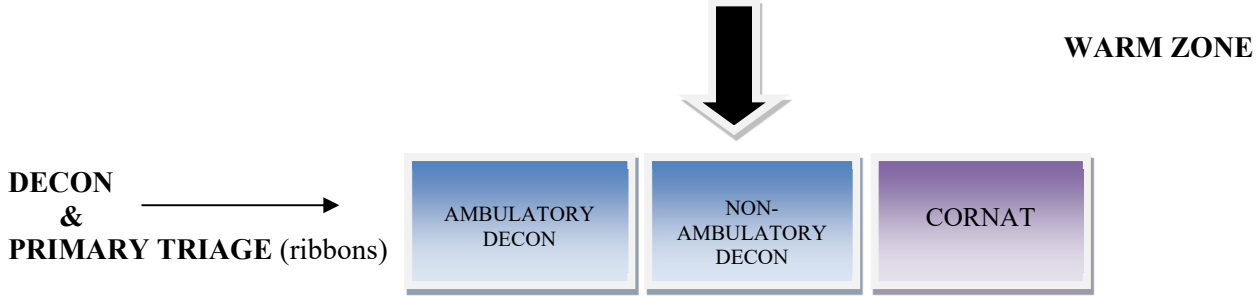
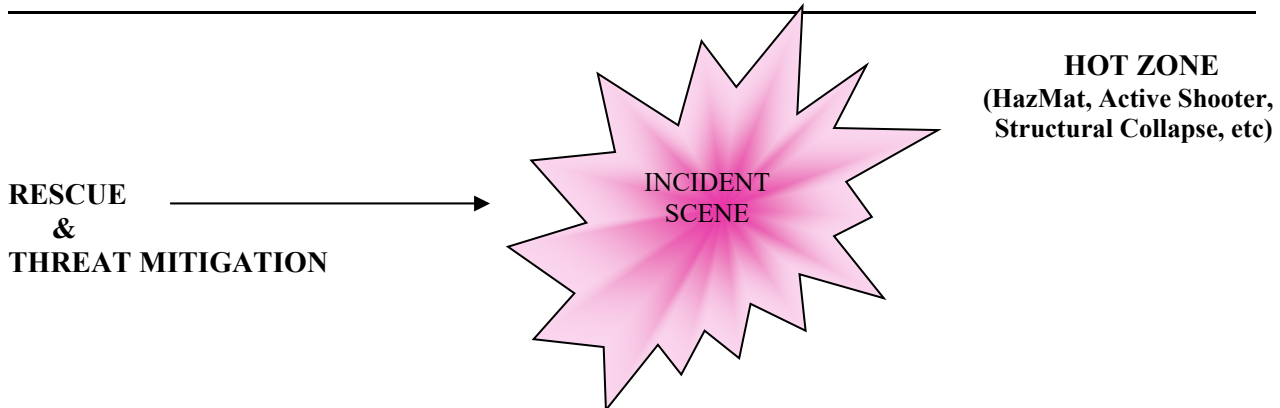
MCI RESPONSE TACTICS



**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI RESPONSE TACTICS ALL HAZARDS



**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MCI RESPONSE ICS ASSIGNMENTS

ID Vest	Best Filled By	Location	Reports To
COMMAND	Chief Officer	Incident Command Post (ICP)	EOC
OPERATIONS	Chief Officer	Incident Scene	COMMAND
STAGING	Company Officer	Staging Area	OPERATIONS
MEDICAL	EMS Battalion Chief or Battalion Chief Intern	Incident Scene	OPERATIONS
TRIAGE	EMT or Paramedic	Incident Scene or Triage Area	MEDICAL
TREATMENT	EMS Company Officer	Treatment Area	MEDICAL
TRANSPORT	EMS Battalion Chief or Battalion Chief Intern	Transport Area	MEDICAL

The Medical Branch Director (MEDICAL), Triage Group Supervisor (TRIAGE), Treatment Group Supervisor (TREATMENT), and Patient Transport Group Supervisor (TRANSPORT) shall be filled by certified MCI Officers whenever possible.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MEDICAL BRANCH DIRECTOR

The Medical Branch is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of Branch planning for the assignment of resources within the Branch / Division. The Branch Director reports to the Operations Section Chief and supervises the Triage, Treatment and Patient Transportation Group Supervisors, as well as the Medical Supply Coordinator. The Medical Branch establishes command and controls the activities within the Medical Area, in order to assure the best possible emergency medical care to patients during a multi-casualty incident

- 1) Review Common Responsibilities (FOG page 1-2).
- 2) Review Branch Assignments for effectiveness of current operations and modify as needed.
- 3) Supervise Branch activities.
- 4) Report to Operations Section Chief on Branch activities.
- 5) Maintain Unit / Activity Log (ICS Form 214).
- 6) Participate in the development of the Incident Action Plan and review the general control objectives including alternate strategies as appropriate.
- 7) Designate Group Supervisors and Treatment Area locations as appropriate.
- 8) Recommend Treatment Area locations as appropriate Isolate Morgue (black) and Minor (green) Treatment Area away from Immediate (Red) and Delayed (Yellow) Treatment Areas.
- 9) Request law enforcement / Medical Examiner involvement as needed.
- 10) Collect, review and compile casualty information
- 11) Recommend additional personnel and resources sufficient to handle the magnitude of the incident.
- 12) Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (medical caches, backboards, litters, cots).
- 13) Establish communications and coordination with Patient Transportation Group Supervisor.
- 14) Ensure activation of hospital alert system, local EMS/health agencies.
- 15) Direct and/or supervise on-scene personnel from agencies such as Medical Examiner's Office, Red Cross, law enforcement, private ambulance companies, county health agencies, and hospital volunteers.
- 16) Ensure proper security, traffic control, and access for the area.
- 17) Direct medically trained personnel in coordination with the appropriate Treatment Group Supervisor.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

TRIAGE GROUP SUPERVISOR

The Triage Group Supervisor reports to the Medical Branch Director and supervises Triage Personnel/Litter Bearers and the Morgue Unit Leader. The Triage Group Supervisor assumes responsibility for providing triage management and movement of patients from the triage area. When triage has been completed, the group Supervisor may be reassigned as needed.

- 1) Review Common Responsibilities (FOG page 1-2).
- 2) Review Group Supervisor Responsibilities (FOG page 1-3).
- 3) Develop organization sufficient to handle assignment.
- 4) Inform Medical Branch Director of resource needs.
- 5) Implement triage process.
- 6) Coordinate movement of patients from the Triage Area (incident site) to the appropriate Treatment Area.
- 7) Give periodic status reports to Medical Branch Director.
- 8) Maintain security and control of the Triage Area.
- 9) Establish Morgue with Medical Examiner personnel when possible.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

TRIAGE PERSONNEL

Triage Personnel report to the Triage Group Supervisor, triage patients on-scene and assign them to appropriate treatment areas.

-
- 1) Review Common Responsibilities (page 1-2).
 - 2) Report to designated on-scene triage location.
 - 3) Triage and tag injured patients with triage ribbons. Classify patients according to the Simple Triage and Rapid Treatment (START) protocols for adults, and the JumpSTART protocols for pediatrics.
 - 4) Directs movement of patients to the proper Treatment areas.
 - 5) Provide appropriate medical treatment (ABC's) to patients prior to movement as incident conditions dictate.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

TREATMENT GROUP SUPERVISOR

The Treatment Group Supervisor reports to the Medical Branch Director and supervises the Treatment Unit Leaders and the Treatment Dispatch Unit Leader. The Treatment Group Supervisor assumes responsibility for treatment, preparation for transport, and coordination of patient treatment in the Treatment Areas and directs movement of patients to loading location(s).

- 1) Review Common Responsibilities (FOG page 1-2).
- 2) Review Unit Leader Responsibilities (FOG page 1-3).
- 3) Develop organization sufficient to handle assignment.
- 4) Direct and supervise Treatment Dispatch, Immediate (Red), Delayed (Yellow), and Minor (Green) Treatment Areas.
- 5) Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.
- 6) Request sufficient medical caches and supplies as necessary.
- 7) Establish communications and coordination with Patient Transportation Group.
- 8) Ensure continual triage of patients throughout Treatment Areas.
- 9) Direct movement of patients to ambulance loading area(s).
- 10) Give periodic status reports to Medical Branch Director.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

TREATMENT DISPATCH UNIT LEADER

The Treatment Dispatch Unit Leader reports to the Treatment Group Supervisor and is responsible for coordinating with Patient Transportation Group Supervisor, the transportation of patients out of the Treatment Area.

- 1) Review Common Responsibilities (page 1-2).
- 2) Establish communications with the Immediate (Red), Delayed (Yellow), and Minor (Green) Treatment Unit Leaders.
- 3) Establish communications with Patient Transportation Group Supervisor.
- 4) Verify that patients are prioritized for transportation.
- 5) Advise Medical Communications Coordinator of patient readiness and priority for dispatch.
- 6) Coordinate transportation of patients with Medical Communications Coordinator.
- 7) Assure that appropriate patient tracking information is recorded.
- 8) Coordinate ambulance loading with Treatment Manager and ambulance personnel.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

IMMEDIATE TREATMENT UNIT LEADER (RED)

The Immediate Treatment Unit Leader reports to the Treatment Group Supervisor and is responsible for treatment and re-triage of patients assigned to the Immediate Treatment Area.

- 1) Review Common Responsibilities (FOG page 1-2).
- 2) Request or establish Medical Teams as necessary.
- 3) Assign treatment personnel to patients received in the Immediate Treatment Area.
- 4) Ensure treatment of patients triaged to the Immediate Treatment Area.
- 5) Assure that patients are prioritized for transportation.
- 6) Coordinate transportation of patients with Treatment Dispatch Unit Leader.
- 7) Notify Treatment Dispatch Unit Leader of patient readiness and priority for transportation.
- 8) Assure that appropriate patient information is recorded.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

DELAYED TREATMENT UNIT LEADER (YELLOW)

The Delayed Treatment Unit Leader reports to the Treatment Group Supervisor and is responsible for treatment and re-triage of patients assigned to the Delayed Treatment Area.

- 1) Review Common Responsibilities (page 1-2).
- 2) Request or establish Medical Teams as necessary.
- 3) Assign treatment personnel to patients received in the Delayed Treatment Area.
- 4) Ensure treatment of patients triaged to the Delayed Treatment Area.
- 5) Assure that patients are prioritized for transportation.
- 6) Coordinate transportation of patients with Treatment Dispatch Unit Leader.
- 7) Notify Treatment Dispatch Unit Leader of patient readiness and priority for transportation.
- 8) Assure that appropriate patient information is recorded.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MINOR TREATMENT UNIT LEADER (GREEN)

The Minor Treatment Unit Leader reports to the Treatment Group Supervisor and is responsible for treatment and re-triage of patients assigned to the Minor Treatment Area.

- 1) Review Common Responsibilities (FOG page 1-2).
- 2) Request or establish Medical Teams as necessary.
- 3) Assign treatment personnel to patients received in the Minor Treatment Area.
- 4) Ensure treatment of patients triaged to the Minor Treatment Area.
- 5) Assure that patients are prioritized for transportation.
- 6) Coordinate transportation of patients with Treatment Dispatch Unit Leader.
- 7) Notify Treatment Dispatch Unit Leader of patient readiness and priority for transportation.
- 8) Assure that appropriate patient information is recorded
- 9) Coordinate volunteer personnel/organizations through Agency Representatives and Treatment Group Supervisor.

**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

PATIENT TRANSPORT GROUP SUPERVISOR

Transportation Group Supervisor reports to the Medical Branch Director and supervises the Medical Communications Coordinator, Air and Ground Ambulance Coordinators. This supervisor is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation and destination.

- 1) Review Common Responsibilities (FOG page 1-2).
- 2) Establish communications with hospital(s).
- 3) Designate ambulance staging areas(s).
- 4) Direct the transportation of patients as determined by Treatment Group Supervisor or Unit Leaders.
- 5) Assure that patient information and destination is recorded.
- 6) Establish communications with Ambulance Coordinator(s).
- 7) Request additional ambulances, as required.
- 8) Notify Ambulance Coordinator(s) of ambulance requests.
- 9) Coordinate requests for air ambulance transportation through the Air Operations Director.
- 10) Establish Air Ambulance Helispot with the Medical Branch Director and Air Operations Director.
- 11) Maintain Unit/Activity Log (ICS Form 214).


**COLLIER COUNTY EMS / FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

TITLE: MASS CASUALTY INCIDENT RESPONSE
EFFECTIVE DATE: August 1, 2011
REVISIONS DATES: September 24, 2018, June 30, 2014
CAAS# 102.02.01
RESPONSIBILITY: ALL DEPARTMENT EMPLOYEES

MEDICAL COMMUNICATIONS COORDINATOR

The Medical Communications Coordinator reports to the Patient Transportation Group Supervisor and supervises the Transportation Recorder and maintains communications with the hospital alert system and/or other medical facilities to assure proper patient transportation and destination and coordinates information through Patient Transportation Group Supervisor and the Transportation Recorder (also known as the Documentation Aide).

- 1) Review Common Responsibilities (page 1-2).
- 2) Establish communications with hospital alert system.
- 3) Determine and maintain current status of hospital/medical facility availability and capability.
- 4) Receive basic patient information and injury status from Treatment Dispatch Unit Leader.
- 5) Communicate hospital availability to Treatment Dispatch Unit Leader.
- 6) Coordinate patient off-incident destination with the hospital alert system.
- 7) Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Unit Leader.
- 8) Dispatch Unit Leader.
- 9) Maintain appropriate records.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 810 Temporary Traffic Control Zone	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

810.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish guidelines that will support the safety of personnel exposed to moving traffic. District personnel are encouraged to comply with applicable local, state, and temporary traffic control zone criteria when operating in or near moving traffic at street, roadway, or highway-related incidents.

810.2 PROCEDURE

It is understood that a compliant temporary traffic control zone includes an incident scene with clearly identifiable areas such as the advance warning, transition, buffer, work, and termination areas.

When the determination has been made that district personnel are to use available portable traffic control equipment, such as traffic cones, or other signaling devices to establish the advance warning and/or transition area; it is understood by all that for the personnel involved, this is a high risk and potentially life-threatening activity. The member(s) performing this work is typically outside of the protected work area and may be working in close proximity to moving traffic.

810.2.1 RESPONSIBILITY

Fire District members deploying portable devices to create an advance warning and/or transition area.

The following conditions are assumed to be in place prior to the person or persons assigned to establish the advance warning or transition area beginning their assignment.

- A suitable responder vehicle is on location within the temporary traffic control zone and the vehicle is positioned in a blocking position to create a protected work area and buffer space.
- Portable traffic control equipment are available and ready for use.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 810

Temporary Traffic Control Zone

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

- Fire District member is wearing proper Personal Protective Equipment (PPE) or high-visibility garment and helmet. During periods of low light level or reduced visibility weather conditions, member has operating hand light with them, and it is turned on during this activity.

810.2.2 GUIDELINES

The following operational steps can serve as a recommended guideline for performing this assigned function.

- Gather portable equipment while member is inside protected Work Area.
- Coordinate activity with an assigned "watch out" or safety partner, if staffing permits.
- The member gathers equipment, faces on-coming traffic, and moves along a linear, safe pathway on the shoulder or median area of street, road, or highway to the furthest upstream location where first device is to be deployed.
- The member shall deploy the first device along shoulder/edge of lane of street, road, or highway while standing in the Safe Area.

This initial and ideal deployment point should be approximately 100 to 120 feet for deployment of five (5) devices.

The initial deployment point should take into consideration environmental weather or poor lighting conditions and any visual obstructions for approaching motorists including hills, curves, or other visual obstructions. Furthest traffic control devices may be extended further upstream according to these sight-limiting conditions.

- The member shall move ten (10) paces back toward the incident scene along this safe pathway area. When determined to do so, the member may enter the nearest travel lane one (1) pace or approximately three (3) feet and deploy the second traffic control device.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 810

Temporary Traffic Control Zone

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

- The member shall immediately return to the shoulder or median safe area and move an additional ten (10) paces along the safe area back towards the incident scene.
- When determined safe to do so, the member may enter the travel lane being closed two (2) paces or approximately six (6) feet and deploy the third traffic control device.
- This pattern of 10 paces back towards the incident scene and three (3) additional feet into the travel lane each time a cone or flare is deployed creates an effective diagonal line of cones or flares across a travel lane of the street, road, or highway. Ideally, the final device shall be near the rear of the responder vehicle that is in a blocking position at the incident scene.

Other times for placement of a roadway safety cone:

Anytime fire apparatus is parked other than in the fire station or the front or back apron, a roadway safety cone shall be placed at the rear of the apparatus, or within three feet of the traffic side of the vehicle. Prior to vehicle movement, the roadway safety cone shall be retrieved by the driver engineer or designee checking for hazards around the vehicle.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 810

Temporary Traffic Control Zone

Approved Date:

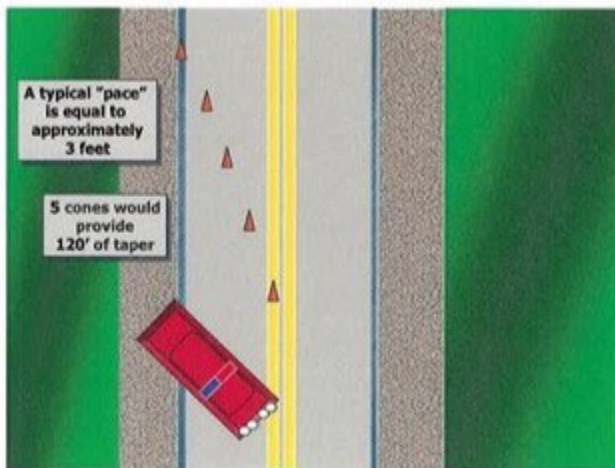
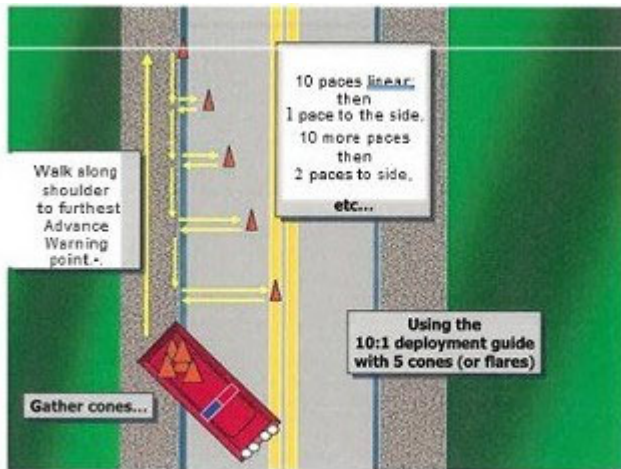
Training only

Effective Date:

Training only

Last Revised:

Training only





LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 809

Lost-Trapped Firefighter

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

809.1 PURPOSE AND SCOPE

The purpose of this procedure is to outline self-survival for firefighters who are lost or trapped within a structure or other hazardous environment, in accordance with guidelines adopted by countywide fire rescue agencies.


809.2 PROCEDURE

Basic Self-Survival

The nature of firefighting places the firefighter at risk of becoming lost or trapped. The toxic environment provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the lost or trapped firefighter and the incident commander.

General Safety Considerations:

- All crews entering the Hazard Zone must have a portable radio.
- Minimum crew size is two, and crew members must remain intact.
- Crews must have an assignment and must be working under the direct supervision of a Fire Officer.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 809</p> <p>Lost-Trapped Firefighter</p>	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

809.2.1 GUIDELINE

- Call for Help Immediately
 - Firefighters who find themselves lost or trapped must immediately use "May Day" to announce their situation while they continue to attempt to find their way out. Firefighters should not delay notification of distress. Notifications must occur as soon as the firefighter THINKS he or she is in trouble. The acronym LUNAR is used to provide important information that will assist in rescuing firefighters in distress.
 - L - What is your location?
 - U - What is your unit?
 - N - What is your name?
 - A - What is your air supply?
 - R - What rescue/resources do you need?
 - Delay compromises the window of survivability. Lost or trapped firefighters should give command information as to who they are, how many firefighters, what sector they were operating in, where they THINK they are (as accurately as possible), A description of building structures surrounding them, sounds of nearby activities, (i.e., ventilation saw noise), or any other information that might direct rescue crews (RIT) to their location.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 809

Lost-Trapped Firefighter

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

- "MAY-DAY" Radio Message
 - The radio message "May-Day" will be used by a lost or trapped firefighter to report their status as being in trouble and needing rescue. Any member may use "May-Day" to report a lost fire- fighter.
 - Any report of "May-Day" will receive priority radio traffic. The term "May-Day" will be reserved ONLY to report lost or trapped firefighters on fire scenes or training grounds. The term "Emergency Traffic" will be used to report other emergencies.
 - Activate Portable Radio Emergency Button
 - The lost or trapped firefighter must activate the emergency button on the portable radio. This is to notify Communications that a firefighter is in trouble.
- Other Radio Talk Group
 - If a lost firefighter cannot contact Command, Communications, or any other units on the assigned radio talk group, the firefighter should go to another talk group to attempt contact and declare an emergency. It is important to find any talk group that works. Once communication is established remain on that channel and messages will be relayed to Command.
- Activate P.A.S.S. Device
 - As soon as a firefighter recognizes he/she is experiencing an emergency, the PASS device must be manually activated to sound the audible tone. The device must remain on until rescued. If the device interferes with the lost firefighters communicating critical radio messages to incident commander or rescuers, the device may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- Crews Stay Together
 - Members that separate from each other make it difficult for rescuers to find all the firefighters. Crew members that stay intact as a crew enhance their chances of ALL being rescued and allows for an easier, more efficient extrication.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 809

Lost-Trapped Firefighter

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

- Follow the Hose or Lifeline Out
 - Crew members should stay with the hose line (or lifeline) and follow it out whenever possible. All firefighters must remember that the female side of the couplings lead toward the nozzle (the fire), male side of the couplings toward the pump (outside). The hose line should always be treated as a safety line to the outside. Where lifeline ropes are in use, follow the lifeline to the exterior.
 - If assuming a position to await rescuers, the firefighters should attempt to position their hand light toward the ceiling. This will enhance the rescuer's ability to see the light and locate the downed firefighter. If able, the firefighter should attempt tapping noises to assist rescuers in locating him (i.e., hitting a tool against a metal roll-up door).
- Searching for an Exit
 - A lost firefighter should always attempt to get out of the building by whatever means possible. Where doors, windows, or other egress is are not available, firefighters should next attempt to reach an exterior wall. Once at the wall he/ she will be able to search for doorways, windows, and hallways, which generally lead to the outside. Rescuers will first search hallways, around walls, and around windows and doors, before sweeping large interior areas. For this reason, firefighters must avoid collapsing in the middle of open spaces. Getting to hallways, doors, or windows will increase the chances of being rescued early. These actions also provide predictable activities that will aid rescuers.
- Retreat to a Safe Refuge
 - Where the firefighter cannot find a way out, but there is a safe refuge (protective room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the rescuers should then be advised of the location by whatever means possible.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 809

Lost-Trapped Firefighter

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

- Stay Calm and Conserve Air
 - A conscious effort must be made by the lost firefighter to control breathing. Unnecessary talking or physical activity must be ceased, unless absolutely needed. Firefighters must control and pace their physical exertion activities in order to extend their SCBA air supply.
- SCBA Face Piece
 - If the SCBA air supply is depleted, the firefighter may use the protective hood as a filter. The hood may be placed in or over the facepiece open inhalation valve attachment area.
- Horizontal Position
 - If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the Audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway or hallway that maximizes quick discovery by rescue crews.
- Flashlights/Tapping Noise
 - If assuming a position to await rescuers, the firefighters should attempt to position his flashlight toward the ceiling. This will enhance the rescuer's ability to see the light and locate the downed firefighter. If able, the firefighter should attempt tapping noises to assist rescuers in locating him (i.e., hitting a tool against a metal roll-up door).
- Company Incident Commander
 - Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use "MAY-DAY" to notify all personnel operating on the fireground. When possible, the company or incident commander should include who's missing, last known location, and actions being taken. Firefighting positions must not be abandoned during the rescue effort and the Company and Incident commander must control free-lancing.
 - Command will initiate a rescue effort.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 363

Energized Electrical Emergencies

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

363.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish a standardized response and tactical considerations to incidents of downed power lines and other hazards involving energized electrical equipment (transformers, substations, electric vaults) for fire control and public safety.

363.2 PROCEDURE

Power lines can come in contact with the ground as a result of storm-related activity, fire, or motor vehicle accidents for example. In all cases, the potential for electrical shock/electrocution and the secondary fire must be considered.

Electrical Safety Awareness

Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a ground. A direct path to ground is when contact is made between something energized and a portion of your body such as your hand, arm, head, or other body part. An indirect path to ground occurs when you are holding something or touching an object that is in contact with something energized. This could include tools or other equipment one may be holding or when touching a fence, vehicle, or other object that may be in contact with something energized.

Gradient Voltage (Step and Touch Potential)

When power lines are downed, they will energize the ground around them. For Example: point of ground contact could be 700 volts. This voltage will lessen as it radiates out from this point; for example, 400 volts. If one's feet are in areas where there is a voltage difference, they could complete the circuit and be the source to ground. This is called "step potential." This danger could be indicated by a tingling sensation in the feet and serve as a warning to back away from the area.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 363

Energized Electrical Emergencies

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

Key Points

- "Lock Out" of down power lines generally occurs after three (3) operations or attempts to re-energize. Even though you may hear this, do not assume the line is dead or de-energized. Downed lines must always be considered energized with potentially lethal current.
- Lines can reset and become "hot" or "energized" again by manual operation of a switch, by automatic re-closing methods (either method from short or long distances away), by induction where a de-energized line can become hot if it's near an energized line, or through back feed conditions.
- Power line tends to have "Reel Memory" and may curl back or roll on itself when down. Water should not be directly sprayed on energized or "possibly" energized equipment and/or power lines unless there is an immediate risk to life in the surrounding area.
- Risk vs benefit analysis shall be utilized. Hose streams conduct current! Never spray directly into the power lines. Your primary responsibility is to protect the surrounding area.
- PCB hazards: Smoke potentially fatal; avoid and contain pools of oil around transformers.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 363

Energized Electrical Emergencies

Approved Date:

Training only

Effective Date:

Training only


Last Revised:

Training only

363.2.1 RESPONSIBILITY

It is the responsibility of the company officer to maintain an appropriate level of safety until relieved by a senior officer or utility company.

- Response to Power Lines Down
 - Request Utility company to respond.
 - Consider all down wires as "energized."
 - Place apparatus away from "down lines and power poles.
 - Locate both ends of downed wires.
 - Secure the area / deny entry.
 - FD remains on-scene until utility company arrival.
 - Periods of high activity; company officer may choose to contact the PD for assistance.
 - In the event of multiple lines/poles down over a large area, request additional resources.
- Down Power Lines and Vehicles
 - Request utility company to respond.
 - Do not touch vehicle.
 - Have occupants remain inside the vehicle.
 - Place apparatus a safe distance away from down lines.
 - If occupants must leave the vehicle (fire or other threat to life) instruct them to open the door, not step out! They should jump free of the vehicle without touching vehicle and ground at the same time.
 - Sub-Station, Transformer, Electrical Vault, and Manhole Fire
 - Request utility company to respond.
 - Clear the area.
 - Be aware of explosion potential.
 - Place apparatus in a safe location away from overhead power lines.
 - Protect exposures.
 - Do not make entry until above electrical equipment has been de-energized.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 363 Energized Electrical Emergencies	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

Emergency Disconnect

Due to the life-threatening incident circumstances the Incident Commander (IC) may require an emergency power disconnect to initiate immediate tactical procedures. The emergency disconnect is accomplished from the LCEC or FPL operations center remotely by disconnecting the necessary

circuit from either sub-station. Incident Commanders must understand that the disconnect will result in a power loss effecting a large number of customers and may add to additional calls for service i.e. elevator extrications, fire alarms. Emergency Disconnect procedures are as follows:

- The IC contacts the power company (LCEC or FPL) via their emergency phone number
- The IC provides a size-up of the situation and requests an emergency disconnect
- The IC must provide the power company with the exact incident address
- The power company will either maintain the IC on the line during the disconnect or call the IC following the disconnect.

The disconnect is not considered effective until proven by a lineman on scene. The IC will have to determine the effect of the disconnect on the situation and determine further tactical activities based on an evaluation of the conditions following the remote disconnect.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 362

Overhaul Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

362.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish standardized guidelines for conducting overhaul operations.

362.2 PROCEDURE

To seek out and extinguish all remaining fire and control loss, stabilize the incident scene by providing for firefighter safety, and to secure the structure. Rekindles must always be eliminated. Additional objectives should include:

- Preserve evidence.
- Secure the fire scene.

When addressing overhaul operations, Command should:

- Ensure overhaul is conducted safely.
- Conduct Air Quality Testing.
- Ensure all fire is extinguished
- Ensure at least two firefighters remain in the fire area to detect any possible hidden fire and re-ignition during rest breaks of fire crews
- Use early and continuous positive pressure ventilation to maintain an acceptable working environment and reduce loss.
- Meet with the property owner or occupant concerning overhaul operations. Schedule post-incident drive-by/walk-through of fire building by fire companies to check for potential re-ignition sources.
- Closely coordinate overhaul with fire investigators.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 362

Overhaul Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

362.2.1 CUSTOMER RELATIONS

Command or the company officer should meet with the property owner or occupant to explain the reasons for overhaul operations. In some cases, when safe to do so, allowing the property owner or occupant to be escorted through the fire area can help them understand the need for overhaul operations. Proper loss control operations such as an Air Quality test shall be done before the property owner can safely enter. Confirm with fire investigator to preserve any evidence prior to allowing any access into the scene.

Allowing the property owner or occupant the opportunity to remove personal possessions/ valuables, or boxing and removing these items for them is excellent customer service and loss control opportunity.

Every effort should also be made to assist the property owner or occupant in notifying insurance agents, etc., and answering any questions.

362.2.2 HIDDEN FIRES

Fire suppression operations often overlook small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities must include a thorough search of the fire scene to detect and extinguish these hidden fires or "hot spots" before they rekindle.

Floor, wall, or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul. Additional areas to check include wooden door jambs, air conditioning vents and registers, base-boards, door and window castings, and around light fixtures and electrical outlets. Axes, pike poles, and halogen tools are most commonly used for this purpose. Attic fires pose a special hazard for rekindle where insulation has been exposed to fire. Large areas can receive fire damage and can be located in difficult to reach areas. In some cases, all insulation must be removed to extinguish all remnants of fire. Plenum spaces, soffits, and pipe



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 362

Overhaul Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

chases should receive careful inspection as they provide possible routes for fire to spread throughout a structure. Failing to overhaul these areas invites fire extension to uninvolved building areas.

Command is responsible for ensuring that the fire area has been thoroughly overhauled and no hidden fire remains. The company officer last leaving the scene is responsible for ensuring total fire extinguishment. Command will be further responsible for scheduling post-incident drive-by/ walk-through inspections of the fire building to eliminate any rekindles. At least one post-incident inspection will be scheduled, and Command will determine the need for additional inspection.

Post-incident inspections include a walkthrough of the building or areas that are safe to enter. Crews should search for any evidence of smoke or remaining hot spots. An examination of contents below salvage covers should not be conducted. In some cases, additional openings in the structure may be required.

362.2.3 EVIDENCE PRESERVATION

Companies performing overhaul should continuously weigh the importance of preserving evidence with the desire to immediately remove debris and completely extinguish all traces of fire. In some cases, it may be necessary to monitor spot fires until investigators arrive on the scene, where possible, evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of a fire investigator.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 362

Overhaul Operations

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

362.2.4 SECURING THE FIRE SCENE

Securing the fire scene is also a function of overhaul. Securing refers to actions required to protect the structure and contents from any further loss after the fire suppression companies have departed from the scene. Roof ventilation holes and broken windows should be covered to reduce weather damage and deter vandalism. The rolled plastic is ideal for this use. For safety reasons, remaining glass shards should be removed from the frames of broken windows prior to installing covers and always prior to leaving the scene. If necessary, doors and windows may need to be secured.

Securing the scene also includes the actions required to ensure the safety of all persons likely to visit the incident scene. Once a hazard zone is established during firefighting operations, it must not be abandoned prior to removing or stabilizing the hazard. Overhaul companies must provide a means of identifying and guarding hazards that cannot be removed or stabilized. Barricades, hazard tape, and the posting of guards are all suitable methods depending upon the severity of hazard.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 361

Fire Ground Size Up

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

361.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish a standard list of basic items Command must consider in the evaluation of tactical situations. This list should provide Command with a "checklist" of the basic items that are involved in size-up, decision-making, initiating action, review and revision on the fire ground.

361.2 PROCEDURE

Fire Ground

The effective Command Officer can only deal with a limited number of factors of any kind on the fire ground. Within the framework of that limitation, the identification of critical factors is extremely important. All the factors are not critical in any one tactical situation. Command must identify the critical fire ground factors that are significant in each tactical situation -- the list of factors offers a framework for that process.

Many times we begin operations before adequately considering the critical fire ground factors. Size-up is an initial, yet fluid process involving the very rapid but deliberate consideration of all prevailing conditions and the development of a strategy and rational plan of action based on those conditions. Fire ground factors represent a wide range of dynamic circumstances that must be considered and managed on the fire ground. The relative importance of each factor necessarily changes throughout that time frame. Command must continually analyze these changes and base decisions on factor information that is timely and current. Beware of developing an initial plan of action and sticking to that same initial plan throughout the fire, even though conditions continue to change. Effective fire operations require action plan revisions that continually reconsider fire ground factors based upon information feedback.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 361

Fire Ground Size Up

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

In critical fire situations, Command may develop an initial action plan based on an incomplete evaluation of fire ground factors. In such cases, efforts must continue throughout the operation to improve the information on which those decisions are based.

The effective management of each fire ground factor requires Command to apply a somewhat different form of information management (visual, recon, preplan) to each factor. This is particularly true between the major categories of factors. Command must deal with each factor in the most effective manner:

Most tactical situations represent a complex problem. There are factors that can be determined from a Command position on the outside of the structure and other factors that can only be determined from other operating positions - both outside and inside the structure. Fire ground intelligence available to Command is developed utilizing an overlapping variety of information management factors and forms. These forms of information are of three basic types:

- A. Visual Cues - These factors include those obvious to visual observation and those absorbed subconsciously. This visual information is categorized as the type that can normally be gained by looking at a tactical situation from the outside. This form of intelligence involves the perceptive capability of Command.
- B. Reconnaissance Observation - These factors include information that is not visually available to Command from a position on the outside of a tactical situation and must be gained by sending someone to check-out, go-see, look-up, research, advise, call, go-find, etc. This generally involves Command making a specific assignment and then receiving an information-oriented report.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 361

Fire Ground Size Up

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

C. Preplanning and Familiarity Facts - These factors include the intelligence that is gained from formal pre-fire planning, general informal familiarization activities and from C.A.D. through the M.D.T. (i.e., bldg. drawings, hazardous materials, etc.). Such intelligence increases the information initially available to Command from the OUTSIDE of a tactical situation. This information provides Command with intelligence that would otherwise have to come from a Reconnaissance report or might not be available.

The following are considerations which should be evaluated by Command as they pertain to each tactical situation.

- **BUILDING**
 - Size
 - Roof type (Bow string, bar joist, etc.), and condition
 - Interior arrangement/access (stairs, halls, elevators) Construction type
 - Age Condition--faults/weaknesses
 - Value Compartmentation/separation
 - Vertical-horizontal openings, shafts, channels
 - Outside openings--doors and windows/degree of security
 - Utility characteristics (hazards/controls)
 - Concealed spaces/attic characteristics
 - Exterior access
 - Effect the fire has had on the structure (at this point)
 - Time projection on continuing fire effect on building



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 361

Fire Ground Size Up

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

- FIRE
 - Size
 - Extent (% of structure involved) Location
 - Stage (inception--flashover)
 - Direction of travel (most dangerous)
 - Time of involvement
 - Type and amount of material involved - structure/interior finish/contents/ everything
 - Type and amount of material left to burn
 - Product of combustion liberation
- OCCUPANCY
 - Specific occupancy
 - Type--group (business, mercantile, public assembly, institutional, residential, hazardous, industrial, storage, and school)
 - Fire load (size, nature)
 - Status (open, closed, occupied, vacant, abandoned, under construction)
- Occupancy associated characteristics/hazards
 - Type of contents (based on occupancy) Time--as it affects occupancy use
 - Loss Control profile/susceptibility of contents to damage/specific loss control needs (computers, business records.)
- LIFE HAZARD
 - Number of occupants Location of occupants (in relation to the fire)
 - Condition of occupants (by virtue of fire exposure)
 - Incapacities of occupants
 - Commitment required for search and rescue (personnel, equipment, and Command)
 - Fire control required for search and rescue
 - Needs for EMS
 - Time estimate of fire effect on victims
 - Exposure of spectators/control of spectators
 - Hazards to fire personnel



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 361

Fire Ground Size Up

Approved Date:

Testing only


Effective Date:

Testing only

Last Revised:

Testing only

- Access rescue forces have to victims
- Characteristics of escape routes/avenues of escape (type, safety, fire conditions, etc.)
- **ARRANGEMENT**
 - Access, arrangement, and distance of external exposure
 - Combustibility of exposures
 - Access, arrangement, and nature of internal exposures
 - Severity and urgency of exposures (fire effect)
 - Most dangerous direction--avenue of spread
 - Time estimates of fire effect on exposures (internal and external)
 - Obstructions to operations
 - Capability/limitations on apparatus movement and use
- **RESOURCES**
 - Personnel and equipment on-scene
 - Personnel and equipment responding
 - Personnel and equipment available in reserve or in Staging
 - Estimate of response time additional resources
 - Condition of personnel
 - Capability of Command personnel
 - Availability of hydrants
 - Supplemental water sources
 - Adequacy of water supply
 - Built-in private fire protection (sprinkler, standpipe, alarms)
 - Outside agency resource and response time
- **OTHER FACTORS/CONDITIONS** Time of day/night
 - Day of week
 - Season
 - Special hazards by virtue of holidays and special events
 - Weather (wind, rain, heat, cold, humid, visibility)
 - Traffic conditions
 - Social conditions (strike, riot, mob, rock festival)

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 360</p> <p>Vehicle Fires</p>	<p>Approved Date: Training only</p> <p>Effective Date: Training only</p> <p>Last Revised: Training only</p>
--	--	---

360.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish guidance in response to vehicle fires, automobiles, light-duty trucks, medium trucks, tractor-trailers, campers, buses, trains, construction equipment, motorcycles, and other off-road vehicles. This does not apply to vehicles involved in hazardous materials accidents or to vehicle fires inside of structures.


360.2 PROCEDURE

Apparatus Placement

Apparatus should be placed uphill/upwind of the incident if possible. This is to afford protection from hazardous liquids and vapors and reduces smoke in the work area. Consideration must be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Warning lights should be left operating, in conjunction with the use of traffic cones where needed. The use of flares by fire and law enforcement should be used with caution; consider the potential for flammable liquids and vapors. Additional consideration should be given to positioning the apparatus at an angle to better allow the removal of any hose from the pre-connect cross-lay compartments.

Personal Protective Equipment

The minimum level of protection for firefighters and company officers is full protective clothing and breathing air from their SCBA.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved Date: Training only
	SOG # 360 Vehicle Fires	Effective Date: Training only Last Revised: Training only

Water Supply

If the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources. A supply line or other engines/tenders may be required. Ladder companies may be used as an improvised standpipe at incidents on elevated freeways or parking garages. The minimum size of hose line is the 1 1/2" hand line.

Fire Attack

A working fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should consider the vehicle as a "write off" and a safe and appropriate approach and fire attack must be implemented.

Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue.

When rescue is not a factor, first water should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquefied Petroleum (LPG) or Liquid Natural Gas (LNG).

At least one member of the attack team must have forcible entry tools in his/her possession to provide prompt and safe entry into the vehicle.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 360

Vehicle Fires

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

Hazards and Safety Consideration

- Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG) are becoming common place as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a boiling liquid expanding vapor explosion (BLEVE) may occur. Vehicles may not be marked to identify this fuel hazard. If there is flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank. If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while protecting exposures and cooling the tank. Flow of gas through piping can be controlled by shutting off the valve at the storage tank.
- Energy Absorbing Bumpers - Consist of gas and fluid filled cylinders that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel 25 feet.
- Batteries - Explosion hazard due to presence of hydrogen vapors. Avoid contact with battery acid. When the situation is stable, disconnect battery cables (ground cable first).
- Combustible Metals - Some vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning, attempts to extinguish them with water will usually add to the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensification, the fire should subside. Dry chemical extinguishers can also be effective.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 360

Vehicle Fires

Approved Date:

Training only


Effective Date:

Training only

Last Revised:

Training only

- Trunk/Rear Hatch/Engine Hoods - Hold-open devices may employ, along or in any combination with any of the following: springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop in lift assists causing a trunk, hatch or hood to fly open with excessive force when the latch mechanism is released. To ensure personal safety, be sure to allow sufficient clearance when releasing latches. Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Expect the worst.
- Fuel Tanks - May be constructed of sheet metal or plastic. A rupture or burn-through may occur with these tanks causing a rapid flash or running fire of the fuel. Do not remove the gas cap, as tank may have become pressurized. Do not direct hose stream into tank, as this will cause pressurization of tank, with a possible result of burning fuel spewing from the tank fill opening.
- Interiors - Well sealed interiors of modern vehicles present the potential for backdraft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation, and safety concerns must be considered. Have a charged hand line ready before making entry.
- Vehicle Stability - Tires or split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Approach from the front corner or rear corner of the vehicle for maximum protection from potential flying debris. Some larger vehicles, such as buses, employ an air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to **SUDDENLY** drop several inches.
- Undeployed Airbags - The gas cylinders pose a hidden danger. When heated the cylinders may suddenly rupture under the increased pressure potentially causing shrapnel to be discharged. Airbag cylinders may be located in the doors, under the front seats, along the roof rails, and in the A-posts.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 360 Vehicle Fires	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

Hybrid Vehicles

Firefighting personnel should extinguish hybrids and electric vehicle fires using proper vehicle firefighting practices as recommended by the NFPA and in accordance with standing SOPs/ SOGs.

Personal Protective Equipment- All firefighting personnel should wear full Personal Protective Equipment and Self-Contained Breathing Apparatus as required at all vehicle fires.


Recommended Extinguishing Agents- Utilize firefighting agents recommended for typical vehicle fires. Manufacturers typically recommend copious amounts of water as the best means to extinguish a hybrid or electric vehicle fire.

A standard offensive attack is generally recommended for vehicle fires that do not involve the high voltage battery or in situation where exposures are present.

A defensive attack is generally recommended in the event the high voltage battery becomes involved in fire and there are no exposures. Allowing the battery to burn itself out has shown to be

an effective means to handle the situation. Since the battery is sealed, the direct application of water onto the burning cells is all but impossible. Allowing the battery pack to control the fire around the area of the battery pack as well as protect any exposures from a defensive position. A thermal camera can be useful in determining when the fire has burned itself out.

If the battery pack needs to be extinguished, copious amounts of water must be applied to the battery case. The goal is to cool the adjacent battery cells to a point below their ignition temperatures. The remaining cells on fire (if not extinguished by the water) will burn themselves out.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved Date: Training only
	SOG # 360 Vehicle Fires	Effective Date: Training only Last Revised: Training only

The electrolyte in the high voltage battery is flammable but will not explode.

When opening the hood be careful not to drive any tools such as a halligan bar blindly into the hood. This could potentially pierce the inverter/converter unit typically located in the engine compartment.

Vehicles connected to a charging station- In the event that a vehicle connected to charging station becomes involved in fire, treat the incident as an energized electrical fire and shut down the electrical circuit supplying the charging unit before applying water. Extinguishers classified for Class C energized electrical applications can also be utilized.

Overhaul operations

- A. Immobilize and disable the vehicle if it has not already been done.
- B. Never disconnect or contact any exposed high voltage components or wiring.
- C. Never breach or remove the high voltage battery. Doing so may result in severe electrical burns, shocks and/or electrocution.

Investigation

Command will notify the appropriate fire investigative agency of all vehicle fires of a suspicious nature.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

358.1 PURPOSE AND SCOPE

To provide the Greater Naples Fire Rescue District a guideline and procedure regarding on-scene decontamination of personal protective equipment (PPE) and skin following the exposure to the products of combustion. This guideline extends to decontamination of the skin using an off-scene shower.

Note: All situations cannot be addressed by these guidelines, company officers may find it necessary to modify any particular guideline, or portion thereof, to meet special or unusual circumstances.

358.2 PROCEDURE

On scene decontamination of PPEs and skin is performed to remove contaminants following exposure to the products of combustion. On scene, decontamination can reduce hazardous compounds entering the body through absorption, ingestion, and inhalation. Showering as soon as possible after an incident can further reduce the absorption of hazardous compounds.

This instruction applies to all District personnel involved in on-scene emergency operations resulting in exposures to the products of combustion that can be removed using the prescribed procedures. The decontamination instruction outlined in other District policies may be required when determined by the incident commander.

358.3 RESPONSIBILITY

All uniformed personnel exposed to the products of combustion are responsible for ensuring they complete on-scene decontamination as directed by the incident commander (IC) or his/her designee and after completing all operational assignments. This includes returning to the station for showers when directed by the IC.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

Incident Commanders are responsible for:

- A. Determining when on-scene decontamination is required.
- B. Determining the level of firefighting decontamination appropriate for personnel.
- C. Announcing the location of where decontamination will occur.
- D. Developing a resource release schedule that limits out of service time while units return to quarters for personal showers.
- E. Ensuring personnel are compliant with the directive. All officers are responsible for:
 - a. Monitoring their personnel for exposure to the products of combustion and ensuring decontamination of PPEs and skin occurs on the scene.
 - b. Complying with the resource release schedule to limit out of service time as personnel return to quarters for showers.
 - c. Monitoring the assigned radio channel to determine the need of their assigned resource while personnel and equipment are cleaned at the station.
 - d. Ensuring their unit is made available for responses as soon as feasible after personnel and equipment are clean.

Company officers are responsible for the daily inspection, cleanliness, and working order of the PPE of all assigned personnel. PPE requiring cleaning or repair shall be cleaned according to District guidelines.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

First arriving pump engineer, or another unit (s) assigned by the IC, is responsible for:

- A. Identifying the location of on-scene decontamination and informing the chain-of-command. A green traffic cone shall be used to identify the designated area.
- B. Preparing the on-scene decontamination area. The decontamination hose line (garden hose, jump line, or booster hose) shall be attached to a pressure regulated discharge.
- C. Performing on-scene decontamination.
- D. Preparing PPE doffing area.

358.4 ON SCENE DECONTAMINATION INITIATION

On scene decontamination of PPE shall be performed on incidents where personnel are exposed to the products of combustion and when the IC determines it is required.

358.4.1 ON SCENE DECONTAMINATION AREA

An on-scene decontamination area shall be upwind from the operational area at a distance where no additional exposure may be possible. The following items shall be positioned at this location:

- A. Dry brush
- B. Five-gallon bucket
- C. Liquid soap/water mixture: three-ounce dish soap mixed with three gallons of water.
- D. Plastic scrub brush
- E. One-inch hose line from apparatus with low flow fog nozzle or garden hose with spray nozzle



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

358.4.2 ON SCENE DECONTAMINATION

On scene, decontamination requires personnel being decontaminated to remain in full PPE with facepiece donned and breathing from the air bottle. Personnel performing decontamination shall be in the appropriate PPE to support personnel in operational area; nitrile gloves, eye protection, and N95 mask at minimum

- A. Personnel should be assigned to on-scene decontamination as assigned units. (Assignment by unit allows all personnel on the unit to be decontaminated together so they can be released to the station for showers as a unit.)
- B. On scene, decontamination is a head to toe, and front and back, cleaning of the PPE that may consists of either of the following types as determined by the degree of exposure. The IC or his/ her designee makes the determination:
 - a. Light Exposure – Exposure to dry products of combustion for a short duration.
 - i. Decontamination requirements - a dry brush used to remove dry contaminants (See Appendix A for the procedure)
 - b. Moderate to Heavy Exposure - Exposure to interior firefighting or exterior operations while working in close proximity to the fire for longer durations.
 - i. Decontamination requirements - Water and soap mixture scrub followed with water spray rinse (See Appendix A for the procedure)



LEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

358.5 DOFFING PPE AFTER CONTAMINATION

PPE doffing shall take place next to the decontamination area and downwind but adjacent to the rehabilitation/medical treatment area. The following items shall be positioned at this location:

- A. Impermeable gloves
- B. Sanitation wipes
- C. Respiratory protection masks
- D. Large plastic trash bags for PPE and trash (soiled sanitation wipes and disposable towels)

Personnel shall limit skin contact with PPEs at the conclusion of decontamination by wearing impermeable gloves while removing PPEs. Contaminated turnout coat, pants gloves, and hood should be placed in a plastic bag with the top secured and transported back to the station in a compartment where exposure is minimized.

358.5.1 CLEANING OF SKIN

Personnel shall use District approved sanitation wipes to remove contaminants on the skin during the doffing process.

358.5.2 REHABILITATION AND MEDICAL TREATMENT

Personnel shall limit skin contact with PPEs at the conclusion of decontamination by wearing impermeable gloves while removing PPEs. Contaminated turnout coat, pants gloves, and hood should be placed in a plastic bag with the top secured and transported back to the station in a compartment where exposure is minimized.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

358.5.3 SHOWERING FOLLOWING EXPOSURE

On scene, decontamination extends to showering at the station as soon as feasible following exposure to the products of combustion for a more thorough washing of the skin.


358.6 RESOURCE RELEASE SCHEDULE

Resources with exposed personnel shall be released in a systematic fashion so operational personnel remain on scene to complete incident objectives. Released resources shall remain assigned to the incident while enroute to the station for showers. Resources shall go available as soon as feasible after exposed personnel has showered and placed clean PPEs on the apparatus.

358.7 DECONTAMINATION EQUIPMENT

Engines, trucks, and squads shall maintain items required for on-scene decontamination and doffing of equipment as per this instruction.

Disclaimer: Elements of this policy may not apply when emergency incidents require the immediate engagement of personnel and equipment.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 358 Post Fire Exposure Prevention and Decontamination	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

358.8 APPENDIX A

- A. Procedures for firefighting operations that result in exposure to products of combustion.
- a. Determine the need for on-scene decontamination in collaboration with rehabilitation/ medical. IC shall:
 - i. Recognize hazard and determine on-scene decontamination requirements (type, location, equipment and personnel resource needs).
 - ii. Assign unit(s) to be responsible for on-scene decontamination and provide direction on the type of decontamination required for personnel.
 - iii. Transmit decontamination expectations and location of on-scene decontamination area on Command and Tactical radio channels.
 - b. Preparing on scene decontamination area
 - i. Personnel assigned to on-scene decontamination unit(s) shall locate and prepare the area upwind from the incident and downwind from the rehabilitation and medical treatment area. Personnel decontaminating others shall don appropriate PPE as per guideline.
 - ii. Position dry brush for use.
 - iii. Position 1" hose line charged to pump pressure with nozzle adjusted to medium flow and medium fog stream. Garden hose with spray nozzle can also be used.
 - iv. Prepare soap water mixture of three-ounce dish soap with three gallons of water in a five-gallon bucket with a brush.
 - c. Personnel to be decontaminated shall:
 - i. Enter decontamination area after completing all operational assignments and while in full PPE and breathing air from SCBA.
 - ii. Close all PPE pockets and open storm flaps exposing zipper.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

- iii. Stand upright with arms extended away from the body at 90 degrees and feet shoulder-width apart.
- d. Perform "dry" decontamination as indicated by the degree of exposure.
 - i. Dry decontamination is head to toe and front and back.
 - ii. Dry brushes are used for light exposure of dry contaminants.
 - iii. Begin at the head and brush in a downward fashion until the entire body has been brushed.
- e. Perform "wet" decontamination as indicated by the degree of exposure.
 - i. Water applied head to toe and front and back followed by soap applied with a scrub brush used for moderate to heavy exposures resulting from extended time in close proximity to the fire and smoke.
 - ii. Starting at the head, scrub with water soap mixture and work around the body to the feet.
 - iii. Rinse with water from hose line.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

B. Doffing PPE

- a. Personnel shall move from the decontamination area to the designated doffing area.
- b. Position firefighter near large plastic bag used for transporting all PPE.
- c. Place items in the bag as removed.
- d. Remove structure gloves. Place in plastic bag. Avoid skin contact with the exterior of the glove.
- e. Use sanitation wipes to clean hands. Place soiled wipe in a trash bag.
- f. Dry hands with a clean disposable towel.
- g. Don impermeable gloves.
- h. Remove all PPE beginning with the face piece and SCBA and working toward the feet. Place helmet, hood, face piece, jacket and pants and turnout boots in a plastic bag with gloves.
- i. Seal plastic bag.
- j. Remove impermeable gloves and place in a trash bag.
- k. Use sanitation wipes to clean skin areas susceptible to exposure of contaminants. These areas include but are not limited to: face, ears, neck, arms, wrists, and legs. Place soiled wipe in a trash bag.

C. Rehabilitation and Medical Treatment

- a. Follow incident rehabilitation and medical treatment requirements as directed.

D. Returning to Quarters and Showering

- a. Personnel shall return to quarters for showers as soon as operationally feasible.
 - i. Personnel shall return to quarters in uniform.
 - ii. Secure bagged PPEs in apparatus compartment or location where exposure is minimized. The resource remains assigned to the incident while enroute to the station and until all exposed personnel have showered and clean PPE is placed on apparatus.
 - iii. This shall be completed in an expeditious manner, so the resource can be available for responses. Main dispatch channel shall be



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 358

Post Fire Exposure Prevention and Decontamination

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

monitored during showering period so critical emergencies can be addressed expeditiously.

E. Resource In-service and Available for Responses

- a. The resource shall be made available for responses when the company officer determines personnel and equipment are response ready.

F. Cleaning of Contaminated PPE

- a. Contaminated PPE shall be cleaned in accordance with District guidelines.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 357

Thermal Imaging Camera (TIC)

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

357.1 PURPOSE AND SCOPE


To identify the strategic and tactical approach for the deployment of thermal imaging cameras (also referred to as TIC's).

357.2 PROCEDURE

357.2.1 SIZE-UP

The TIC may provide valuable information during size-up, which can assist the Incident Commander in determining the strategy and formulating the incident action plan. Early identification of tactical priorities/needs can prove beneficial in placing initial and subsequent attack lines. When a company officer or incident commander arrives on the scene, one of the first challenges is to identify the location of the fire. A TIC can save a great deal of time by helping to pinpoint a concentration of heat within a particular area of the building, especially in large commercial or multistory structures. An incident commander, armed with this knowledge, can better direct firefighters regarding their point of entry and plan of attack so as to optimize their resources.

Even before firefighters enter a burning structure, the incident commander or company officer can accomplish a great deal from the exterior with the aid of thermal imaging technology. Some factors that can be assessed from the outside include finding the seat of the fire, observing changing or spreading conditions, identifying critical building construction features and identifying conditions that could threaten structural integrity. A sector officer will also benefit from this information in assessing the operational objectives, progress and needs within the sector.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 357 Thermal Imaging Camera (TIC)	Approved Date: Training only
		Effective Date: Training only Last Revised: Training only

357.2.2 DEPLOYMENT

The early and rapid deployment of the TIC, while operating in an Offensive Strategy, may enhance the visibility in a visibly diminished atmosphere, thus increasing firefighter safety and survival, as well as improving the survival potential of our customers.

The TIC may also be deployed while operating in a Defensive Strategy. It can provide the Incident Commander or Company Officer with valuable information during size-up. Early identification of structural compromise, fire location in the structure, e.g. attic, and identification of severely threatened exposures would provide valuable information when determining the strategy. This information would also aid in identifying key tactical positions/needs. By deploying a TIC to the exposures, information could be obtained as to the extent of impingement to the exposed structure, early identification of avenues of fire spread and possibly any hot spots, which could cause extension.

It shall be the responsibility of the Company Officer/Command to rapidly deploy the TIC in a visibly diminished atmosphere or in an atmosphere that may suddenly become visibly diminished.

357.2.3 PRIMARY APPLICATION

The primary use of the TIC is for conducting search/rescue and crew accountability tasks. The use of a TIC can prove to be a useful tool during search and rescue tasks by reducing the amount of time it may take using standard search techniques. This will lead to a more effective and organized search, while quickly identifying the fire. By locating the fire quickly, firefighters are better able to determine tactical priorities and rescue priorities.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 357

Thermal Imaging Camera (TIC)

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

The TIC will enhance the ability to maintain crew accountability by increasing the vision capabilities of the operator/Company Officer. This will ultimately lead to enhanced fire fighter safety while working in a hostile environment. This does not replace the accountability tasks required of the company officer and each individual operating on the fireground. Crews must stay together in complex situations and/or structures in order to enhance survival.

While the TIC may enhance the operation of the crews on the fireground, it is imperative to realize, that with any tool, there are limitations. TIC deployment into the operation should not propagate a sense of security. Crews and TIC operators must be aware that the TIC may malfunction and sole reliance on the camera is not prudent firefighting. Additionally, it should not replace or violate the core of firefighters' experience, training, safety procedures or standard firefighting practices/ principles. Safety must be the top priority.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 356

Structure Fire Air Monitoring

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

356.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish a procedure for atmospheric monitoring after a structure fire.

356.2 PROCEDURE

- A. After fire operations have ceased and all smoke and other particulates have been evacuated from the structure, personnel shall utilize an atmospheric monitor (HCn and (M40) 4 gas monitor) to assess breathing air quality. This shall take place wearing full PPE and utilizing a SCBA while inside the hot zone.
- B. Any alarm for an unsafe atmosphere shall be communicated to the Operations Officer and/or Incident Commander.
- C. If air quality is found to be within an acceptable range, the Incident Commander may choose to allow crews to doff SCBA equipment.
- D. If air quality is found to be at or above the "Low Alarm Limit", entry shall not be allowed into the structure by any personnel without proper PPE until atmospheric conditions improve to an acceptable range allowed by this procedure.
- E. All monitor readings shall be relayed to Command and recorded in the incident narrative.
- F. If/when it is determined safe to doff breathing apparatus by the Incident Commander, crews shall continue to monitor air quality conditions until all emergency response personnel clear the scene. If at any time the conditions change such that a "Low Alarm Limit" is reached, any personnel making entry into the structure shall utilize full PPE including SCBA.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 356

Structure Fire Air Monitoring

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

Alarm Ranges

- HCn (Hydrogen Cyanide)
 - Low Alarm 5ppm
 - High Alarm- 10ppm
- CO (Carbon Monoxide)
 - Low Alarm 35ppm
 - High Alarm- 70ppm
- H₂S (Hydrogen Sulfide)
 - Low Alarm 10ppm
 - High Alarm 20ppm
- O₂ (Oxygen)
 - Low Alarm- 19.5%
 - o High Alarm- 23.5%
- LEL (Lower Explosive Limit)
 - Low Alarm- 10%
 - High Alarm- 20%



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 351

State Watch Office Reportable Incidents

Approved Date:

Training only

Effective Date:

Training only

Last Revised:

Training only

351.1 PURPOSE AND SCOPE

To ensure proper reporting of certain emergency incidents occurring within the Fire District, to the State Watch Office (SWO).

Political subdivisions must notify the SWO of incidents occurring within their geographic boundaries. The SWO may develop guidelines for reporting and must annually provide the list of reportable incidents to political subdivisions.

351.2 GUIDELINE

As soon as practicable following the initial response to an incident, the Incident Commander must provide notification to the SWO of an incident specified on the list which occurs within its geographic boundaries.

Such incidents include:

- Major fire incidents.
- Search and rescue operations.
- Bomb threats.
- Natural hazards and severe weather.
- Public health and population protective actions.
- Animal or agricultural events.
- Environmental concerns.
- Nuclear power plant events.
- Major transportation events.
- Major utility or infrastructure events; and
- Certain military events.

Notifications to the SWO shall be communicated by the on-scene incident commander by way of the Collier County Communications Center. Such notifications shall also be documented on the District incident report.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 350

Civil Disorder Incidents

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

350.1 PURPOSE AND SCOPE


The purpose is to provide operational guidelines when responding to calls for service during periods of civil disorder.

350.2 GUIDELINE

Response to Calls for Service

The instructions, guidelines, and steps throughout this procedure should be initiated accomplished, to the extent each is practicable, considering civil disorder conditions confronted and anticipated by Officers in Charge (OIC's) and members.

See attachment: Collier Fire and EMS Chiefs Association Civil Disorder Incidents 0-506.pdf

	Collier Fire & EMS Chiefs' Association • SOG Manual	
	Civil Disorder Incidents	O-506
	Rescinds or Amends: New	Effective Date: 10-30-2020

PURPOSE AND SCOPE

This procedure provides operational guidelines when responding to calls for service during periods of civil disorder.

RESPONSE TO CALLS FOR SERVICE

The instructions, guidelines, and steps throughout this procedure should be initiated and accomplished, to the extent each is practicable, considering civil disorder conditions confronted and anticipated by Officers in Charge (OIC's) and members.

UPON RECEIVING A CALL FOR SERVICE


Upon receiving a call for service, the OIC should:

- Conduct an initial threat assessment to determine, based upon all available information, whether conditions constituting civil disorder in the area of the responding unit's quarters would prevent response and report those conditions to the communications center along with the decision not to initiate response.
- Where a response is initiated, with the information available, determine a route that avoids any hot or warm zones of civil disorder, related road closures, and demonstrating crowds blocking streets and remain continually aware of any change in conditions that would require altering the chosen route.
- Secure the station if it will be left unoccupied during the response. In addition to normal station security procedures, this includes but is not limited to:
 - All bay doors are closed and locked.
 - All access doors are locked.
 - All windows are closed and locked.
 - All exterior lights are on.
- Attempt to determine whether the scene is located in a hot, warm, or cold zone.
- If the scene is hot or warm, determine whether law enforcement is on-scene. If not on scene, request a law enforcement response and stage accordingly.
- Cancel emergency lights and sirens when within hearing and sight distance of the scene and follow all traffic laws.


UPON ARRIVAL

When approaching and upon arrival on-scene, the OIC should:

- Contact the communications center and provide the following information:

	Collier Fire & EMS Chiefs' Association • SOG Manual	
	Civil Disorder Incidents	O-506
	Rescinds or Amends: New	Effective Date: 10-30-2020

- Unit/task force on-scene
 - Initial scene size-up, including the zone level and conclusions from on-scene threat assessment
 - Unit [command] IC
 - Location of a primary (Level 1) staging area, which may be a stage-away area until the scene is deemed safe
 - Confirm radio channel assignments and ensure all personnel are operating on the correct channel.
- If the scene is determined to be in a hot or warm zone and law enforcement is not yet on-scene, request an ETA. Keep in mind that law enforcement resources may not be available and factor the lack of these resources into your condition's assessment.
 - Coordinate with other responding agencies to establish a Unified Command (UC) and determine an appropriate location to establish a UC post.
 - Coordinate with UC to determine cold, warm, and hot operating zones.
 - Establish the personnel accountability system and locate the system in a cold zone after the operating zones are established.
 - Coordinate with UC for approach and scene entry.
 - Create an incident IAP and communicate all aspects of the IAP to UC so all agencies are aware of potential movements and actions of fire units and their personnel. When operating in warm or hot zones, the IAP should minimize exposure of personnel to potential injury or death. This includes but is not limited to:
 - Determining the fire attack mode.
 - Create strategic guidelines for the management of injured civilians and/or first responders
 - Minimizing exposure of personnel to the impact of social disorder.
 - Immediately assigning a dedicated lookout.
 - Request additional resources, as needed.

	Collier Fire & EMS Chiefs' Association • SOG Manual	
	Civil Disorder Incidents	O-506
	Rescinds or Amends: New	Effective Date: 10-30-2020

PROCEDURES

RESOURCE DEPLOYMENT


During Civil Unrest responses, the following asset groups have been pre-identified, but not limited to:

- Task Force (TF):
 - 1 Task Force Leader (TFL)
 - 2 Engines
 - 1 ALS transport unit
 - 2 law enforcement vehicles (with a minimum of four officers each)
- Strike Team (ST):
 - 1 Strike Team Leader (STL)
 - 3 Brush Trucks (Type 1)
 - 2 law enforcement vehicles (with a minimum of four officers each)
- Supplemental Apparatus
 - Water Tender
 - Aerial

A. Apparatus

Keep all apparatus cabinets and roll-ups closed and locked (if equipped).

1. Remove all tools and equipment mounted on exposed surfaces and secure in cabinets. Mounted tools should only be kept inside the crew cabin when they can be secured against movement during travel.
2. During response to a call for service and return to the station, apparatus windows should be up and closed, and doors locked.
3. Placement of apparatus should be at the direction of the IC or UC if one has been established. The apparatus should be staged away from warm or hot zones.
4. The member assigned to lookout duties or, where personnel cannot be assigned, apparatus drivers, should:
 - a. Monitor apparatus to ensure that doors and cabinets remain closed and locked.
 - b. Keep non-agency persons away from apparatus, equipment, and hose lines. Lookouts should not exceed the authority granted to them by law or emergency declaration and should seek the help of law enforcement personnel to accomplish this task.

	Collier Fire & EMS Chiefs' Association • SOG Manual	
	Civil Disorder Incidents	O-506
	Rescinds or Amends: New	Effective Date: 10-30-2020

- c. Monitor the scene and surrounding area for changes in social disorder conditions and notify the IC or UC of any change, positive or negative.
 - d. When duties do not require outside activity, remain in the apparatus cab.
5. Additional apparatus may be deployed as cover or concealment in warm or hot zones.

B. Personnel

- 1. During response to a call for service and return to the station, personnel should respond in full personal protective equipment (PPE), including body armor, if provided. Unless otherwise ordered, drivers are exempt from wearing turnout boots.
- 2. Upon arrival, personnel should not leave the confines of the apparatus crew cabin until directed to a task by the unit commander or IC.
- 3. Personnel should not enter a warm zone or engage in any activities in a warm zone before law enforcement is on-scene, unless directed by the IC or UC.

OPERATIONS


A. Coordination

- 1. The IC or UC should determine the safest paths for access and egress from the scene and continually monitor these paths as part of the continuing threat assessment.
- 2. All members should maintain situational awareness throughout the incident due to rapidly evolving scenes and communicate any changes to their commanding officer or the UC.

B. Search, Rescue, Suppression, and Related Activities

All warm zone operations should be directed with the consideration of minimizing exposure of personnel to activities related to social disorder. This should include but is not limited to:

- a. Staging all personnel and apparatus not engaged in operations in the cold zones.
- b. Employing deck guns, monitors, and remotely controlled nozzles instead of hand lines for fire suppression.
- c. Going to a defensive mode, whenever fire conditions permit.
- d. Immediately removing victims and injured first responders to cold zones for triage, treatment, and transport.
- e. The set-up of decontamination dedicated areas in the cold zones.

	Collier Fire & EMS Chiefs' Association • SOG Manual	
	Civil Disorder Incidents	O-506
	Rescinds or Amends: New	Effective Date: 10-30-2020

f. The identification and location of CCP (Casualty Collection Points).

C. Scene Preservation

In order to preserve scenes where criminal activity may require investigation, minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

CONDUCTING TACTICAL WITHDRAWAL

WITHDRAWAL OPTIONS

A. During the response to an incident:

The member responsible for initiating the withdrawal is responsible for notifying all responding units and the communications center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or the member may choose to have the communications center notify all responding units to cancel their response or to respond to a defined staging area.


B. After arrival at an incident:

When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the communications center of the tactical withdrawal and if time and circumstances allow the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all their assigned personnel of the withdrawal.

TACTICAL WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

1. Personnel should quickly pick up all tools, appliances, hose, and other department equipment, place in or on the apparatus, and withdraw from a hot or warm zone to a defined staging area established by the Incident Command Structure at a safe location away from the incident scene. All involved units and personnel should withdraw to that staging area.
2. All involved units should withdraw from the incident scene as a single group. If that is not possible, individual units should attempt to congregate together, forming the fewest and largest groups possible, and withdraw in those groups.
3. After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The IC is responsible for accounting for all units assigned to the call and ensuring that all units are

	Collier Fire & EMS Chiefs' Association • SOG Manual	
	Civil Disorder Incidents	O-506
	Rescinds or Amends: New	Effective Date: 10-30-2020

withdrawing as directed.

4. If law enforcement is not on-scene and a tactical withdrawal is initiated, the communications center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
5. Two Personnel Accountability Reports (PARs) should be conducted:
 - a. The first PAR should be conducted once the IC believes that all units and personnel assigned to the incident have withdrawn safely. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
 - b. The second PAR should be conducted by the IC once all involved units have gathered at the staging area. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.
6. After relocation to a cold zone staging area, equipment, tools, appliances, and hose should be packed and secured as per standard on-scene take-up and pack-up procedures. All medic unit and like resources, restored to a status of readiness.

POST INCIDENT CONSIDERATIONS

POST INCIDENT ANALYSIS

Post-Incident Analysis (PIA). Refrain from performing any type of analysis on-scene or at any staging area. PIA should be performed at quarters or assigned alternate location.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

Response to calls for service because of or during periods of social disorder may be especially stressful for personnel. Officers should be instructed to review the CISM policy, be mindful of any changes in member behavior, remind crews to watch each other for signs and symptoms, and report sign and symptoms to commanding officers.

ABANDONING STATIONS

Based upon a threat assessment concluding that, due to civil disorder conditions, the safety of first responders and equipment can no longer be assured within the confines of a station, the ranking officer at a station, the commanding officer may order that a station be abandoned, and apparatus and members relocated to the nearest fire station in a cold zone.

- Notify communications that the station is being abandoned and confirm to which fire station the members and apparatus are relocating. Request that this information is transmitted to the Battalion Chief or the next higher-ranking officer.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 332

Active Shooter and Other Violent Incidents

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

332.1 PURPOSE

Violence committed in schools, workplaces and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for Fire/Emergency Medical Services (EMS). The purpose of this procedure is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

The Greater Naples Fire Rescue District will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Greater Naples Fire Rescue District is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

332.2 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the Greater Naples Fire Rescue District's response to an AS/VI. The AS/VI plan should address:

- A. Any applicable EMS Mass Casualty Incident (MCI) protocols.
- B. Identification of state, local and regional agencies that are likely to respond to an AS/VI.
- C. Procedures to facilitate interagency sharing of information related to AS/VI's.
- D. The joint development of protocols for responding to AS/VI with fire, EMS and law enforcement personnel, including but not limited to:
 - a. Identification of likely critical incident target sites and the availability of plans or schematics of such locations.
 - b. Rapid entry and evacuation routes.
 - c. Equipment needs.
 - d. Communication interoperability.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 332

Active Shooter and Other Violent Incidents

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

- E. Any mutual aid agreements that may exist.
- F. Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI.
- G. Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency and the Interagency Board.
- H. Common communications and terminology to be utilized by responding personnel.
- I. Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- J. Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- K. Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Greater Naples Fire Rescue District's plan annually and make any necessary updates.

332.3 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- A. Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - Members tasked with entry should wear PPE appropriate for the circumstances.
- B. Coordinate with available law enforcement personnel to create a staging area for additional member resources.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 332

Active Shooter and Other Violent Incidents

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:


Testing only

- C. Identify and prepare members for operations in areas of higher risk, if appropriate.
- D. Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- E. Plan for rapid triage, treatment, and extrication of any individuals with life-threatening injuries.
- F. Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.
- G. Utilize Tactical EMS Support personnel or Rescue Task Forces, if available.

332.4 TRAINING

The AS/VI plan manager should coordinate with the Assistant Chief of Training so that members are provided with AS/VI training. The training should include:

- A. Review of the AS/VI plan.
- B. Review of any applicable EMS MCI protocols.
- C. Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- D. Interagency training with law enforcement and other EMS personnel.
- E. Reality-based training at locations that may be a potential target of a critical incident.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 322</p> <p>Disposition of Valuables</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

322.1 PURPOSE

The purpose of this procedure is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

322.2 GUIDELINE

The Greater Naples Fire Rescue District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

322.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 322

Disposition of Valuables

Approved Date:

Testing only

Effective Date:


Testing only

Last Revised:

Testing only

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 320</p> <p>Scene Preservation</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

320.1 PURPOSE

The purpose of this procedure is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances, district members must evaluate whether to enter a scene or to initiate mitigation activities.


It is the intent of the Greater Naples Fire Rescue District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred; it need only be a location where items of evidentiary value are available for collection or documentation.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 320 Scene Preservation	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

320.2 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including, but not limited to:

- A. The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- B. Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- C. Any unattended death scene.
- D. All fire incidents.
- E. Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- F. Transportation incidents, including traffic accidents and rail, aircraft, shipping and boating incidents.
- G. Industrial accidents.

320.3 ENTERING SCENES

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 320

Scene Preservation

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

320.3.1 STABLE SCENE


A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of District members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

320.3.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 320 Scene Preservation	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

320.4 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, District members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, District members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available,

the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

A company will remain on scene to assist and until relieved by authority of Fire Investigator or Law Enforcement Investigator.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 320

Scene Preservation

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

320.5 MEDICAL SUPPLIES AND DEBRIS

When District members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by District members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 312

Elevator Restrictions During Emergencies

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

312.1 PURPOSE

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.2 GUIDELINE

This procedure provides guidelines for elevator use during emergency incidents.

312.2.1 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/ or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/ or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 312

Elevator Restrictions During Emergencies

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

312.2.2 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- Immediately above and below that floor. They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 311

Elevator Entrapments

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

311.1 PURPOSE

The purpose of this procedure is to ensure the safe and effective rescue of people who may become trapped in an elevator. People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. The Greater Naples Fire Rescue District will ensure the safe extrication of people trapped in an elevator while also providing for the safety of firefighters during the operation.

311.2 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.3 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 311

Elevator Entrapments

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only


- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lockout/tagout actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on-scene. Elevator entrapment rescue procedures typically include, but are not limited to:

- Lockout/tagout procedures to ensure continued stability of the elevator.
- Moving the elevator car.
- Use of an adjacent elevator car.
- Forcing the elevator doors open.
- Breaching the elevator shafts.
- Use of roof or side emergency exits.

311.4 TRAINING

The Assistant Chief of Training should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Assistant Chief of Training is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved Date: Testing only
	SOG # 307 Aircraft Operations	Effective Date: Testing only Last Revised: Testing only

307.1 PURPOSE

To establish a standard guideline for Aircraft operations in the Greater Naples Fire Rescue District.

307.2 GUIDELINE

- A. Collier County EMS (CCEMS) helicopter operations along with Collier County Users Group and Collier County Fire Chiefs' Association (CCFCA) Communications subcommittee have approved the following guideline which will be added to the CCFCA Communications Plan.
- B. When ground to air communications is required with Medflight One, Collier County Sheriff's Office Aviation units or Lee Flight from Lee County EMS, all "Landing Information" will be conducted on "Air Ops". This is to allow uninterrupted communication with the pilot and ground units for the purpose of landing instructions ONLY. All patient care information will still be conducted on EMS TAC 1.
- C. When dealing with Forestry Aviation units in Collier County, all communications for them shall be on the BLUE CHANNEL. Forestry air units do not have 800 Mhz radios. A designated Air Ops person will be established with forestry whenever their air units are on scene. This may be established by either our IC or Forestry's IC.
- D. When LeeFlight is utilized for trauma alerts Collier will call Air Methods- "Air Comm" direct for arequest for service. LeeFlight will begin initial communications on LEECOL2. The following are also available for communications if needed: LEECOL1/LEECOL2/8TAC93D.

Below is the current Emergency Scene Helicopter Landing Zone Safety Protocol. This protocol was established by the Collier County Emergency Medical Services & Helicopter Operations, Medflight One. Always follow the most current CCEMS protocol regarding Medflight operations.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
8/24/2015

Revised:
4/15/2020

SOG # 351.1

Aircraft Operations

Purpose

To establish a standard guideline for Aircraft operations in the Greater Naples Fire Rescue District.

Guideline

1. Collier County EMS (CCEMS) helicopter operations along with Collier County Users Group and Collier County Fire Chiefs' Association (CCFCA) Communications subcommittee have approved the following guideline which will be added to the CCFCA Communications Plan.
2. When ground to air communications is required with Medflight One, Collier County Sheriff's Office Aviation units or Medstar from Lee County EMS, all "Landing Information" will be conducted on "Air Ops". This is to allow an uninterrupted communication with the pilot and ground units for the purpose of landing instructions ONLY. All patient care information will still be conducted on EMS TAC 1.
3. When dealing with Forestry Aviation units in Collier County, all communications for them shall be on the BLUE CHANNEL. Forestry air units do not have 800 Mhz radios. A designated Air Ops person will be established with forestry whenever their air units are on scene. This may be established by either our IC or Forestry's IC.
4. When LeeFlight is utilized for trauma alerts Collier will call Air Methods- "Air Comm" direct for a request for service. LeeFlight will begin initial communications on LEECOL2. The following are also available for communications if need: LEECOL1/LEECOL2/8TAC93D.

Attached is the current Emergency Scene Helicopter Landing Zone Safety Protocol. This protocol was established by the Collier County Emergency Medical Services & Helicopter Operations, Medflight One. Always follow the most current CCEMS protocol regarding Medflight operations.

EMERGENCY SCENE HELICOPTER LANDING ZONE SAFETY

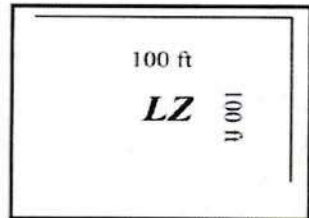
COLLIER COUNTY EMERGENCY MEDICAL SERVICES & HELICOPTER OPERATIONS, MEDFLIGHT ONE

(239) 643-5506



Choosing a Landing Zone (LZ) Location

□ The actual LZ should be at least 100 feet X 100 feet, day or night, and larger if multiple helicopters are called to the scene. The outside perimeter of the LZ should be at least 200 feet from bystanders, livestock, cars, motorcycles, fences landscaping, etc.



□ Lay out the LZ 100 to 200 feet downwind of the patient care area (but not directly downwind) to prevent loose debris, dirt or gravel from blowing into the patient care area.

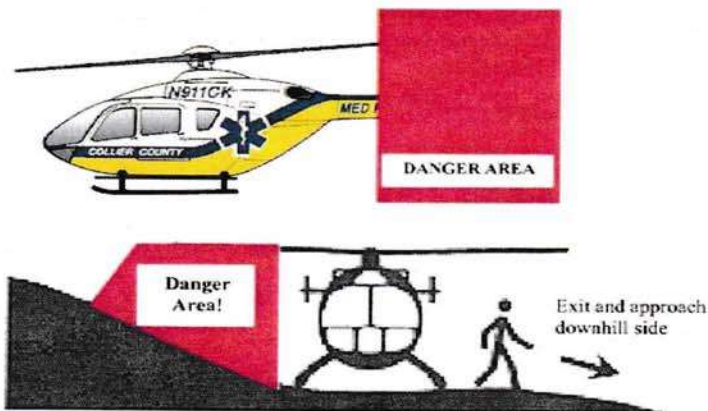
□ Select an area that is clear of wires, trees, light poles, buildings, vehicles, stumps, rocks and as free of debris as possible (debris can blow up into the rotor system and cripple the helicopter)



□ Select a surface that is as level as possible an concrete if possible. Black top is second best; then sod or grass; and, finally hardened earth. Select an area in dirt and brush only when no other site is possible.

□ Select an alternate LZ in case the pilot thinks the first choice is unsafe or unworkable.

CAUTION! The tail rotor of the aircraft is extremely dangerous. Do NOT approach the aircraft without direction from the pilot.



Preparing the LZ

□ Plan the LZ so that the helicopter can avoid flying over the scene area during landing and departure.

□ Plan the LZ so that the pilot can land and takeoff into the wind. The departure path should have the fewest and / or lowest obstructions.

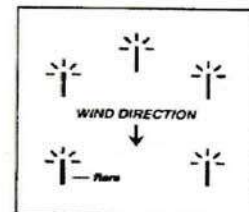
□ Designate a ground person to maintain radio contact with the pilot.

□ Once you have determined the location and size of the LZ, the designated ground contact person should establish radio contact with Medflight on the assigned Tac channel and brief the pilot with the following details:

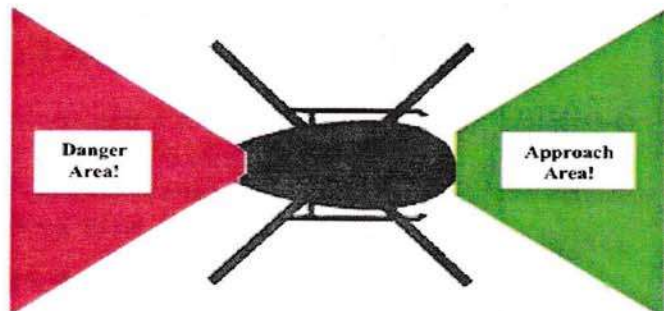
1. Wind direction and speed
2. LZ location, size and type of surface
3. All obstacles and hazards within 1/8 mile of LZ (i.e. trees, power lines, light poles, vehicles, signs etc.)

□ Observe radio silence during final approach of Medflight. The only radio traffic to Medflight should be to notify Medflight of a safety issue.

□ At night, mark the LZ with 5 lights or secured flares – one at each corner of the LZ and one to indicate wind direction.



□ CAUTION: Moisten the LZ if possible. Dry areas present potential hazard for brown out (blowing of dust and debris that severely restricts visibility during landing and take off).



Rev 4/ 2002

EMERGENCY SCENE HELICOPTER LANDING ZONE SAFETY

COLLIER COUNTY EMERGENCY MEDICAL SERVICES AND HELICOPTER OPERATIONS
MEDFLIGHT ONE
(239) 643-5506

Helicopter Landing

- ❑ Maintain radio contact with the pilot as he circles the area and lands the helicopter. The pilot will circle before landing to determine the safest approach and departure paths, note emergency landing areas and verify LZ information with the ground contact.
- ❑ Make sure that all vehicles and people are away from the LZ. If this security is broken at any time during the approach and landing, notify the pilot immediately.
- ❑ No one should approach the helicopter while it is running unless specifically directed to do so by the pilot or flight medics.
- ❑ The pilot will arrange with ground contact to have either a uniformed person, or crewmember guard the rear of the helicopter.
- ❑ It is not necessary to assist the flight crew in unloading equipment.
- ❑ CAUTION: The tail rotor of the helicopter is extremely dangerous. Do not approach the helicopter without direction from the flight crew.

Patient Loading

- ❑ The flight crew will designate ground assistants to help load the patient through the clam shell doors into the helicopter. Only these assistants should approach the helicopter.
- ❑ Before loading the patient(s), the flight crew will explain the hazards of approaching the helicopter to the ground assistants. For their safety, ground assistants should follow these instructions carefully.
- ❑ Once the patient is loaded into the aircraft, ground personnel should move back from the helicopter and LZ.
- ❑ Only the flight crew members are authorized to close the aircraft doors.

Departure

- ❑ The pilot will determine when the LZ is clear and it is safe for the helicopter to depart.
- ❑ Maintain radio contact with the pilot as the helicopter lifts and following departure. Watch for anything that appears unusual with the aircraft of LZ – dripping fluids from the body of the helicopter, or anything hanging from the helicopter, anything in the helicopter's path. Report anything unusual to the pilot immediately.
- ❑ KEEP the LZ clear and maintain radio contact for at least two minutes after departure in case the helicopter needs to return for some reason.

General Helicopter and Safety Rules

- ❑ Wait until the pilot has completed the landing and gives a signal before approaching the helicopter.
- ❑ Always approach and depart the helicopter from the front, NEVER walk around the tail.
- ❑ Never rush.
- ❑ No smoking or open flames within 100 feet of the helicopter.
- ❑ No hats or other loose articles near the helicopter.
- ❑ No ground vehicles within 100 feet of the helicopter.
- ❑ Notify the pilot immediately if anything seems unusual or unsafe.
- ❑ Wear safety helmets with face shields down.
- ❑ NEVER open or close the helicopter doors.
- ❑ Notify Medflight if the patient is contaminated with Haz-Mat. Medflight cannot transport patients contaminated with Haz-Mat.

SAFETY IS NOT AN ACCIDENT

Although landing the helicopter at an emergency scene may seem routine, it is easily one of the most hazardous procedure we do. Nationwide people have and continue to be injured during this phase of he operation. Our goal, with your help is to continue our safety record at MEDFLIGHT.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 306

Standard for Response Times

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:

Testing Only

306.1 PURPOSE

To set standard performance objectives for specific response time components including Turnout and Arrival times as established by the Fire District.

306.2 GUIDELINE

Total Emergency Response Time can be broken down into several categories of which some may be affected by internal controls, where others are not. Of those within District control, Turnout and Arrival Times will be governed by this Standard Operating Guideline.

306.3 RESPONSE TIME

In effort to lower response times, focus shall be placed on reducing the time interval from fire station to scene (Turnout time to arrival of the first emergency response unit).

Once an emergency response facility (fire station) first receives an alarm, the Fire District controls the time to Turnout and Travel time to the scene.

Turnout time is the time interval that begins when the emergency response facilities (ERFs) and emergency response units (ERUs) notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.

It shall be the District's goal for Turnout time for fire, special operations, rescue, etc. incidents be no greater than 80 seconds.

It shall be the District's goal for Turnout time for EMS incidents shall be no greater than 60 seconds (those not requiring the donning of protective gear).



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 306

Standard for Response Times

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:


Testing Only

The District shall strive to have the most expeditious response times to all emergency incidents. Considering current District geography, resource allocations and transportation infrastructure the following criteria has been established.

It shall be the District's goal that the total Turnout to Arrival time to all emergency incidents within the suburban areas of the District, by the initial arriving company, should be no greater than 480 seconds (8 minutes), 90% of the time.

It shall be the District's goal that the total Turnout to Arrival time to all emergency incidents within the rural areas of the District, by the initial arriving company, should be no greater than 720 seconds (12 minutes), 90% of the time.

There is no benchmark time frame established for initiating a mitigating action or taking other steps to intervene in resolving the issue that created the incident. The Fire District shall track their action(s) or intervention times, recording significant benchmarks (patient contact, incident located, arrival on the 20th floor, etc.) with the communications center and inclusion in the incident report. Such information shall be evaluated based on the nature of the incident.

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved Date: Testing Only
	SOG # 303 Rapid Intervention Team (RIT)	Effective Date: Testing Only Last Revised: Testing Only

303.1 PURPOSE

To establish a guideline for the implementation of a Rapid Intervention Team (RIT) in order to locate and rescue lost, trapped, and/or injured firefighters at an emergency scene. RIT members standby in a state of readiness, prepared to make immediate and initial intervention actions by order of the Incident Commander.

303.2 DEFINITIONS

Mayday: term used only to report a lost, trapped or injured firefighter on the fire ground or emergency incident scene.


Emergency Traffic: term used to communicate any urgent or important information to the Incident Commander, or command officers, in support of operational safety of firefighters.

RIT – Rapid Intervention Team: a team consisting of at least three (3) members, to include two firefighters and one fire officer that are immediately available to respond to requests for help from lost, trapped or injured firefighters.

PAR – Personal Accountability Roll call: coordination with Incident Command and operating companies that firefighters on the fire ground or emergency scene are accounted for to assure operational safety of the individual.

303.3 GUIDELINE

A Rapid Intervention Team (RIT) gives Incident Commanders and firefighters the tools that go beyond those needed to fight fire or save occupant lives; it gives them a ready resource to help save firefighter lives.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 303</p> <p>Rapid Intervention Team (RIT)</p>	Approved Date: Testing Only
		Effective Date: Testing Only Last Revised: Testing Only

Initiation of RIT:

A Rapid Intervention Team (RIT) shall be established on all structure fires that have grown beyond the incipient stage, all incidents where personnel are subject to hazards that would be potentially dangerous to life and/or health or subject to danger from equipment failure or sudden change of conditions, or when the Incident Commander deems necessary.

RIT Composition Considerations

- A. During a firefighter rescue situation the initial RIT shall consist of at least three (3) members. When a three (3) member team is deployed by the Incident Commander, it should act as a Rescue Stand-By Team, and when reaching the firefighter(s) start to develop a Rescue Action Plan in coordination with the Incident Commander.
- B. In the event that a rescue is required, the Incident Commander shall immediately assign a second RIT, standing by to assist the initial RIT, with a minimum of three (3) members. This is based on one firefighter requiring rescue. If the rescue becomes more involved the Commander will have to allocate more resources, meaning additional RIT members for each reported lost, trapped, and/or injured firefighter.
- C. When an incident exceeds initial alarm assignment of apparatus and personnel, the Incident Commander will secure resources and personnel that adequately equip additional RIT resources.
- D. No Incident Commander shall fail to provide a RIT in an environment that is considered Immediately Dangerous to Life and Health (IDLH) or a Hazardous Area operation.
 - 1. IDLH: Any atmosphere that poses an immediate danger to life or produces an immediate irreversible debilitating effect on health.
 - 2. Hazardous Area: The area where members might be exposed to a hazardous atmosphere, a particular substance, device, incident, circumstance or condition that presents an actual or perceived danger to life and health.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 303

Rapid Intervention Team (RIT)

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:

Testing Only

- E. Incident conditions considered, the Incident Commander may assign more than one RIT based upon risk-management assessment and conditions presented or presumed to be present at an environment that is IDLH of firefighters.
- F. Incident conditions considered, the Incident Commander and RIT members need to be prepared to deploy a hose strategy to defensively protect or offensively attack fire progression to protect lost, trapped or injured firefighters.

Areas of Responsibility

Team Leader: is responsible to make decisions, order additional resources, and to maintain a reliable communications link with the Incident Commander. He/she shall concentrate on these core and critical tasks during RIT operations.

Air Management: is responsible for monitoring and maintaining victim's air supply. He/she shall concentrate on these core and critical tasks during RIT operations.

Rescuer: is responsible for packaging and assisting with the removal of the trapped or injured firefighter. He/she shall concentrate on these core and critical tasks during RIT operations.

Special Considerations:

- A. RIT members will work together to complete primary and secondary tasks once complete with their primary responsibilities.
- B. The Incident Commander and RIT Leader need to consider the rapid deployment of a fire hand line to protect lost, trapped or injured firefighters. In this situation the member assigned to air management and rescuer become the fire line tender and perform an aggressive fire attack to the last reported position of the lost, trapped, or injured firefighters.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 303

Rapid Intervention Team (RIT)

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:

Testing Only

- C. The Incident Commander and RIT Leader need to consider prepositioning of the team in high-rise situations, confined space, hazardous materials, or other situations deemed extraordinary by the Incident Commander.

Rapid Intervention Team (RIT) Standby Location and Equipment

- A. The Rapid Intervention Team(s) standby location shall be co-located with the Incident Commander. When this is not practical, the RIT Leader will locate with the Incident Commander/ Command Post as to ensure situational awareness and monitor fire ground communications of operating divisions, companies or groups.
- B. The Standby area shall also be a staging area that takes into consideration the potential dangers IDLH of firefighters on the fire ground. These are primarily concerned with breathable air for one or more firefighters that may be lost, trapped or injured; secondarily for firefighters that become trapped by fire progression or failure in firefighting equipment. The standby area needs, at a minimum, the ability to rapidly deploy:
1. Equipment prepared to supply supplemental air to one or more firefighters, including supplement mask(s) that may be lost or damaged.
 2. A Thermal Imaging Camera for one or more of the team members to aid in the location of lost, trapped, or injured firefighters.
 3. A variety of tools, based upon conditions, which may include additional radios, rescue ropes, forcible entry tools, multipurpose saws, hand or headlights, medical equipment, etc.
 - a. Equipment to aid in the extraction of a trapped firefighter(s), or
 - b. Equipment to aid the packaging and medical support of an injured firefighter(s)
 - c. A combination thereof, or any special considerations based upon fire ground and/or rescue conditions based upon the operational area and any unique set of circumstances.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 303

Rapid Intervention Team (RIT)

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:

Testing Only

- C. RIT members entering to search or support interior firefighters need to make conscious decisions on the limited tools and equipment necessary to remove, support, or protect in place firefighters that become lost, trapped or injured.

Incident Command Guidelines

- A. Incident Command upon receipt of a Mayday, notification of a lost or trapped firefighter, notification of an injured firefighter or other serious life/health potential shall consider the deployment of the RIT to intercede on behalf of endangered firefighters utilizing the best and immediate information in determining risk assessment.
- In order to secure radio communication between endangered firefighters and RIT crews, all other companies will be reassigned a fire ground or emergency scene communication channel. The Incident Commander or their designee, endangered firefighters, and RIT will remain on the original assigned operating channel.
- B. Incident Command will initiate a PAR with all companies and other personnel as required to confirm accountability and safety of firefighting personnel. This shall be performed on the "newly assigned" operational channel.
- C. The Dispatch Center ("Control") shall initiate an emergency fire ground announcement that a Mayday event has occurred and that all companies shall check radio communications. **NO RESPONSE REQUIRED.**
- D. Incident Command shall develop and initiate a Rescue Action Plan with RIT and any firefighters in communication that may be lost, trapped, or injured. Incident Command shall reevaluate fire ground or emergency scene strategy and tactics to ensure the safety of operating companies and individual assignments on scene.
- E. The Rescue Action Plan is critical and shall be the priority of Incident Command until all firefighters; lost, trapped, or injured are removed from immediate danger.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 303

Rapid Intervention Team (RIT)

Approved Date:

Testing Only


Effective Date:

Testing Only

Last Revised:

Testing Only

- F. Incident Command shall assign RIT to search and rescue operations in the known or last known area where firefighters need assistance. Assistance in search and rescue operations may mean protection in place with hose-lines or supplemental air until a larger and more coordinated Rescue Action Plan can be implemented.
- Once a RIT is assigned, additional RIT resources will be assigned to support operations as needed and determined by the Incident Command.
- G. Incident Command considerations should include maintaining fire attack or defensive positions and/or reinforcing companies engaged in fire attack or defensive positions with personnel or additional hand-lines.
- H. Incident Command should control assigned and unassigned resources on fire ground or emergency response scene.
1. Incident Command should consider withdrawing resources if it protects resources and personnel without putting rescue or other operational objectives at risk.
 2. Maintain strong supervision in all work areas – control and restrict all unauthorized entries into the structure, emergency scene, or search–rescue areas.
- I. Additional Incident Command Considerations:
1. Initiate or expand EMS Group considerations for triage, treatment, and transportation of firefighters.
 2. Assign additional personnel to safety division/group to control risk and assess hazards.
 3. Assign additional personnel to increase egress points from the building or area within the hazard zone.
 4. Assign a Public Information Officer to control the flow of information to the public.
 5. Consider the need for additional staff officers to aid in communication and control.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 303</p> <p>Rapid Intervention Team (RIT)</p>	<p>Approved Date:</p> <p>Testing Only</p> <p>Effective Date:</p> <p>Testing Only</p> <p>Last Revised:</p> <p>Testing Only</p>

Planning Guideline for RIT Leader

- Report to and confer with Incident Commander
- Perform a reconnaissance of the structure
- Assess emergency conditions and plan for potential rescue problems
- Work with Incident Command to locate all units working on the fire ground
- Retrieve and review building plans or preplans if available
- Determine access points into the structure including placement of ladders
- Establish staging area for RIT tools
- Locate at or near the command post, or at another strategic position as assigned by the Incident Commander
- Monitor radio traffic
- Perform periodic secondary reconnaissance
- Plan where to acquire and deploy protective hose-line if needed for rescue

Rescue Action Plan Guidelines

Upon activation of RIT – Develop a Rescue Action Plan to include:

- Last Known Location
 - Listen for radio communications from lost, trapped, or injured members
 - Listen for PASS
 - Listen for information from other units
 - Use thermal imaging cameras
 - Physical search actions
 - Initiate actions to place protective hose lines, establish ventilation, and provide for additional RIT members as needed
 - Work with Incident Command to initiate rescue and plan for additional resources or modifications to rescue plan
 - Anticipate patient extrication and packaging requirements
- Identify or create access openings for removal of the patient and rescue crews



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 303

Rapid Intervention Team (RIT)

Approved Date:

Testing Only

Effective Date:

Testing Only


Last Revised:

Testing Only

RIT Equipment Guideline

RIT tool staging should be positioned in an area that allows the quickest access to where potential problems are likely to occur. Tool selection should include, but not limited:

- Thermal Imaging Camera/s
- PPE/SCBA
- Hand-lights
- Rope Lifeline
- Chain saw and/or battery operated saws
- Air-supply (including spare mask)
- Patient packaging equipment (backboard, Reeves, Scope, etc.)
- Hose-pack (High-rise deployment line)

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 302 Fire ground Accountability	Approved Date: Testing Only
		Effective Date: Testing Only Last Revised: Testing Only

302.1 PURPOSE

The purpose of this procedure is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.2 DEFINITIONS

Definitions related to this procedure include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

302.3 GUIDELINE

It is the expectation of this District that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.4 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of District members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 302

Fire ground Accountability

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:

Testing Only

A written personnel accountability system, such as the Incident Command System (ICS) Form ICS-201 for Incident Commanders (ICs) or some similar process, should be used, and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of district vehicles for collection by the IC or assigned accountability officer.


Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.

Division or group supervisors should be assigned to keep track of all crews under their supervision. Company Officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

	LEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 302 Fire ground Accountability	Approved Date: Testing Only Effective Date: Testing Only Last Revised: Testing Only

302.5 REPORTING

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

302.5.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved, and hazards are sufficiently reduced.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 300

Incident Command/Incident Management System

Approved Date:

Testing Only

Effective Date:

Testing Only

Last Revised:

Testing Only

300.1 PURPOSE


To provide a standard process to effectively manage personnel and resources and to provide for the safety and welfare of personnel during emergency response incidents.

300.2 PROCEDURE

The Greater Naples Fire Rescue District (GNFD) responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of emergency responders, GNFD shall operate within the Incident Command System on all emergency and designated incidents.

General Description of the Incident Command/Incident Management System

The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency responses utilizing a common flow chart which responders from multiple agencies can follow and be effective. The ICS flow chart utilizes one Incident Commander and up to five (5) sections. The sections are Finance, Logistics, Operations, Planning, and Investigative. Each Section has certain positions (i.e. Strike Team Leader, PIO etc.) assigned to personnel that have received the appropriate training. The size of the Incident Command organizational structure depends on the type and severity of the incident, length of time needed to mitigate the incident, and the amount of resources needed to accomplish the mitigation. Not all sections may be established during an emergency incident. This guideline shall provide for the safe and efficient operation by all personnel of the District. It is written to coincide with other requirements of the National Incident Management System and Fire/Rescue agencies in our area. The GNFD adopts the National Incident Management System (NIMS) as the official Command System for the District.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 110</p> <p>Communications Operations</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	--	--

110.1 PURPOSE

The purpose of this guideline is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

110.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Greater Naples Fire Rescue District radio operations shall be conducted in accordance with FCC procedures and guidelines.

110.2 GUIDELINE

The Greater Naples Fire Rescue District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Control. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 110

Communications Operations

Approved Date:

Testing only

Effective Date:

Testing only


Last Revised:

Testing only

110.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in Control to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival
- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident
- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse

	LIEUTENANT TESTING PURPOSES ONLY 2024 GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES SOG # 110 Communications Operations	Approved Date: Testing only
		Effective Date: Testing only Last Revised: Testing only

110.4 RADIO COMMUNICATIONS


Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

110.4.1 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with Control. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and Control once the mobile unit has been properly identified.

110.4.2 RADIO TESTING

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 108</p> <p>Mobile Data Terminal Use</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

108.1 PURPOSE


The purpose of this policy is to establish the guidelines for use of the Mobile Data Terminal (MDT) in the apparatus to access incident and resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

108.2 GUIDELINE

The MDT shall be used for official district business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Battalion Chief.

108.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Company Officer or other crew member who is not driving and has access to the MDT.

	<p>LIEUTENANT TESTING PURPOSES ONLY 2024</p> <p>GREATER NAPLES FIRE RESCUE DISTRICT</p> <p>STANDARD OPERATING GUIDELINES</p> <p>SOG # 108</p> <p>Mobile Data Terminal Use</p>	<p>Approved Date: Testing only</p> <p>Effective Date: Testing only</p> <p>Last Revised: Testing only</p>
--	---	--

108.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer- aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

108.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 108

Mobile Data Terminal Use

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

108.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

(a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.

(b) Notify the Battalion Chief of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

108.3 MDT CONSIDERATIONS

108.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Control. It shall be the responsibility of Control to record all information that will then be transmitted verbally over the fire radio.



LIEUTENANT TESTING PURPOSES ONLY 2024

GREATER NAPLES FIRE RESCUE DISTRICT

STANDARD OPERATING GUIDELINES

SOG # 108

Mobile Data Terminal Use

Approved Date:

Testing only

Effective Date:

Testing only

Last Revised:

Testing only

108.3.2 EXPLOSIVE DEVICE RESPONSES

When assisting on a report of a possible explosive device, members will turn off the MDT. Operating an MDT may cause some devices to detonate.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
4/29/2016

Revised:
04/15/2020

SOG # 101.10

Disciplinary Guidelines

Purpose

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to rules of good behavior and good conduct expected by the District.

In situations where employees do not adhere to these expectations, it is the responsibility of supervisors to take the necessary action to correct the problem.

Guideline

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance.

There is no set standard on how many oral warnings must be given prior to a written Counseling or how many Reprimands must precede suspension or termination. Factors to be considered are:

- How many different offenses are involved
- Seriousness of the offense(s)
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

The objective of any action is to improve, or correct, performance, efficiency, and conduct of the employee receiving discipline.

District Standards

District Standards sets forth the minimal expectations of conduct and performance that apply to all employees of the District, violations of which may result in disciplinary action, up to and including termination.

The District performs a vast array of functions and delivers a wide variety of public services. Some employees perform routine tasks in an office environment, while others engage in unpredictable life-threatening situations under the most demanding circumstances. Breach of a particular standard in one context might be less serious while in another it might result in the loss of life or property. Accordingly, the District shall have primary authority and responsibility for managing the conduct and performance of employees and applying disciplinary standards.

Employees may be dismissed for just cause, which shall include, but not limited to, the following:

- A. Poor Performance: Employees shall strive to perform at the highest level of proficiency (efficiency and effectiveness); they shall do more than “just get by.”
 - 1. Employees are expected to be reliable and dependable, for example: to show up for work, ready to work, on a reliable basis; to observe established work hours and scheduled appointments; to complete work on time; and to obtain permission before being off work and to schedule leave in a manner that minimizes work disruption.
 - 2. Employees are expected to be effective, for example: to organize their work; to stay focused on job related activities during work hours; to provide the level of effort necessary to get the job done; to demonstrate willingness and ability to make decisions and exercise judgment; to produce work that consistently meets or exceeds expectations; to accept responsibility for their actions and decisions; to adapt to changes in work assignments, procedures, and technology; and to be committed to improving individual performance.
 - 3. Negligence: Employees shall exercise due care and reasonable diligence in the performance of job duties.
- B. Inefficiency or inability to perform assigned duties: Employees shall, at a minimum, be able to perform duties in a competent and adequate manner.
- C. Insubordination: Employees shall follow lawful orders and carry out the directives of persons with duly delegated authority. Employees shall resolve any differences with management in a constructive manner.
- D. Violation of law or District rules: Employees shall abide by the law and applicable rules and policies and procedures, including those of the District. All employees are subject to Part III of Chapter 112, Florida Statutes, which govern standards of conduct. The District may determine that an employee has violated the law even if the violation has not resulted in arrest or conviction. Employees shall abide by both criminal and civil laws (drug, sexual harassment and employment discrimination laws for example.)
- E. Conduct unbecoming a public employee: Employees shall conduct themselves, on and off the job, in a manner that will not bring discredit or embarrassment to the District.
 - 1. Employees shall be courteous, considerate, respectful, and prompt in dealing with and serving the public and co-workers.
 - 2. Employees shall maintain high standards of honesty, integrity, and impartiality. Employees shall place the interests of the public ahead of personal interests. Employees shall not use, or attempt to use, their official position for personal gain or confidential information for personal advantage.
 - 3. Employees shall protect District property from loss or abuse, and they shall use District property, equipment and personnel only in a manner beneficial to the District and the public.
- F. Misconduct: Employees shall refrain from conduct which, though not illegal or inappropriate for a District employee generally, is inappropriate for a person in the employee’s particular position.
- G. Alcohol and Drug Use: The District will not tolerate violations of the District’s Drug Free Workplace Policy, or other misuse of mind – or mood altering substances, including alcohol and prescription medications.
- H. Tobacco Use: The District will not tolerate violations of the District’s Smoke and Tobacco Free Workplace Policy.
- I. Workplace Violence: The District will not tolerate workplace violence or threat of violence of any kind. These include, but are not limited to: Physical use of force to harm; threats or expressions of intent to inflict injury; harassment through words, gestures, pictures, social media, and other actions which intend to annoy, alarm, or abuse another person; causing intentional property damage owned by the District, employee, or public; or domestic physical or mental harm, or an offer or attempt to cause physical or mental harm to a household member.

- J. Conviction of any crime, including a plea of nolo contendere and a plea of guilty with or without adjudication may be considered violations of District rules and policies that are terminable on the first offense.

Investigative Process

District supervisors and managers shall be responsible for identifying instances of unacceptable behavior and for taking appropriate action. Before taking corrective action, the District shall have evidence that the employee failed to comply with a standard or expectation, unless the violation is of a nature that the employee is expected to know their action is wrong (e.g. insubordination, stealing or intentionally damaging District property, reporting to work under the influence of drugs or alcohol, etc.).

An accusation of misconduct or complaint involving an employee of the District shall be thoroughly investigated before formal action is taken. The investigation is a fact finding process and everyone involved should be cautioned not to make judgments or come to a conclusion before the investigation is finished.

An employee may be compelled during the investigative process to answer questions that are related to their duties or fitness-for-duty. Failure to answer questions completely and truthfully may form the basis for disciplinary action, up to and including termination. An employee under investigation shall be so advised prior to questioning by the investigating supervisor or management official.

If reasonable grounds for suspicion exists, an employee may be required to submit to a blood or urine test to determine whether the employee is under the influence of alcohol, drugs, or controlled substances while on duty.

- A. Preliminary investigation: Once it is suspected that an employee has engaged in misconduct, the employee's supervisor or an appropriate management official shall immediately conduct an informal inquiry. The purpose of the informal inquiry is to determine who is involved, what the problem is, and whether the incident warrants further investigation or formal charges against an employee or employees. During the preliminary investigation the investigating supervisor or management official shall:
1. Interview the employee accused of misconduct.
 2. Interview witnesses; allow the employee and witnesses to convey their version of events and why it happened.
 3. Keep detailed and accurate notes of the interviews and other aspects of the investigation.
 4. Employees are obligated to cooperate and answer all questions in regard to the investigation.
- B. Formal investigations of Florida Certified Firefighters shall be conducted in accordance with Florida Law, Rights of Firefighters.
- C. Completion of investigation: Once the investigation is completed the employee will receive written notification of final action. The written notification shall advise the employee of any appeal rights under Florida Law and/or collective bargaining agreement.
- D. Employee Suspension: The Fire Chief or designee may, depending on circumstances, place an employee under investigation on suspension for the duration of the investigation. The Fire Chief or designee will determine if the suspension is with or without pay.
- E. Confidentiality: The investigating supervisor or management official shall ensure confidentiality of the employee and any investigative process through completion. After the completion of the investigation all documents and determinations become public record, except those specifically exempt under Florida law. Confidentiality of all persons involved in the process shall be assumed.

- F. Union or Legal Representation: Shall be in accordance with the Florida Law, Rights of Firefighters current collective bargaining agreement and/or employee handbook.

Supervisory Forms of Action

- A. Counseling: Supervisory personnel (e.g. Lieutenants, Captains, Chief Fire Officer/Directors, etc.) may use the Counseling form to document a situation or occurrence of misconduct or infraction that is minor in nature by the employee. Counseling is not considered formal disciplinary action and is intended to identify and correct deficiencies to avoid formal disciplinary action. Counseling is only administered by a supervising officer to a subordinate.

Counseling forms shall be retained in the employee's personnel file as a record of performance. Counseling forms are not to be considered for purposes of promotion; however, they may be considered for purposes of disciplinary action.

Counseling forms shall expire as applicable with the Collective Bargaining Agreement or employee handbook. An expired date will be documented on the form.

- B. Reprimand: Supervisory personnel (e.g. Lieutenants, Captains, and Chief Fire Officers/Directors etc.) may use the Reprimand to document a serious situation or multiple occurrences of misconduct or infractions by an employee. Reprimand forms will be forwarded to the Fire Chief or appropriate management official for review. Reprimands are only administered by a supervising officer to a subordinate employee.

Reprimands shall be retained in the employee's personnel file as a record of performance. Reprimands shall be considered for purposes of promotion and further disciplinary action.

- C. When Counseling and Reprimands occur the following forms shall be utilized: Counseling and Reprimand (see Attachments)

Formal Forms of Action

Suspension, demotion, or termination are utilized as formal punitive, yet corrective measures, by the Fire Chief or designated management official as a possible result of a formal investigation. Suspension, demotion, or termination are usually issued as a result of repeated misconduct or infractions of employee conduct, performance, and/or responsibilities. A serious offense based upon immediate circumstances and available evidence, which compels the District to take strict and definitive action.

The Fire Chief or designated management official shall make a written record, which will state a general description of violation(s) and effective date(s) of suspension, demotion, or termination. This written record shall be retained in the employee personnel file as a record of performance and considered for purposes of promotion and further disciplinary action.

Appeal Process

Employees of the District are allowed under an appeal process to have disciplinary decisions reviewed to ensure consistency of decisions and that the management exercised the provisions of this and other policies in "good-faith" to the rights of the District and the employee. Employee appeal processes may be found under provisions of the Employee Handbook or Collective Bargaining Agreement.

Representative Disciplinary Procedures

No actions beyond a Reprimand may be taken without approval of the Fire Chief or designated management official. Supervising officers (e.g. Lieutenants, Captains, Chief Fire Officers/Directors, etc.) may recommend further disciplinary action, but cannot issue such discipline. Multiple violations

add to the complexity of issuing proper progressive discipline and should be considered under this guideline.

ATTACHMENTS

Counseling Form

Reprimand Form



GREATER NAPLES FIRE RESCUE DISTRICT COUNSELING FORM

Counseling Forms are issued to prescribe the appropriate corrective action from a supervisor (e.g. Battalion Commander, Captain, or Lieutenant) to a subordinate employee. The purpose of which is to avoid Formal Disciplinary action. Counseling Forms shall expire as applicable with the Collective Bargaining Agreement of Employee Handbook.

This Counseling Form is being issued by: _____ Date: _____

This Counseling Form is being issued to: _____

For one or more of the following reasons (please mark the appropriate boxes):

Poor Performance	<input type="checkbox"/>
Negligence	<input type="checkbox"/>
Inefficiency or inability to perform assigned duties	<input type="checkbox"/>
Insubordination	<input type="checkbox"/>
Violation of District Rules, Regulations, Policies and Procedures, etc.	<input type="checkbox"/>
Conduct Unbecoming a public employee	<input type="checkbox"/>
Misconduct On or Off Duty	<input type="checkbox"/>
Violations of Tobacco Free Workplace	<input type="checkbox"/>
Other	<input type="checkbox"/>

Brief details of the event, situation, or circumstances giving rise to the issuance of the Counseling Form (Note date and time as appropriate):

If more details are required, please attach an additional sheet.

Noted infractions of District Rules, Regulations, Policies and Procedures, or Contractual Agreements:

Prescribed future expectations by the issuing supervisor:



GREATER NAPLES FIRE RESCUE DISTRICT COUNSELING FORM

Witnesses (please list):

Prescribed future expectations by the issuing supervisor:

Employee Statement (Written):

If more space is needed – Please provide on additional paper

Failure to correct deficiencies in employment can lead to further employment action by the District. This form will be secured and maintained by the Shift Commander for the purposes of reference toward any future action as it pertains to your employment.

(Signature) Employee: _____

(Signature) Supervisor: _____

(Signature) Section Manager: _____

Expiration Date: _____

Signing of this form does not constitute agreement on behalf of the employee in regards to the details and issuance of the Counseling Form. However, a signature is required for District records of having seen and discussed the contents of the Counseling Form.

If an employee wish to obtain a copy, the issuing supervisor shall provide one to the employee at the earliest opportunity.



GREATER NAPLES FIRE RESCUE DISTRICT REPRIMAND FORM

Reprimands are issued to document a serious situation or multiple occurrences of misconduct or infractions by the employee. Reprimands are not considered Formal Disciplinary action and are intended to identify and correct deficiencies. Reprimands are issued by a supervisory or managerial employee (e.g. Chief Officer, Director, Supervisory Officer or Civilian, etc.).

Written Reprimands shall be retained in the employee's disciplinary file as a record of performance and shall be considered for the purposes of promotion, further discipline, or other factors where work performance is a factor.

This Written Reprimand Form is being issued by: _____ Date: _____

This Written Reprimand Form is being issued to: _____

For one or more of the following reasons (please mark the appropriate boxes):

Poor Performance	<input type="checkbox"/>
Negligence	<input type="checkbox"/>
Inefficiency or inability to perform assigned duties	<input type="checkbox"/>
Insubordination	<input type="checkbox"/>
Violation of District Rules, Regulations, Policies and Procedures, etc.	<input type="checkbox"/>
Conduct Unbecoming a public employee (On or Off-Duty)	<input type="checkbox"/>
Misconduct (On or Off Duty)	<input type="checkbox"/>
Violations of Tobacco Free Workplace	<input type="checkbox"/>
Workplace Violence	<input type="checkbox"/>
Conviction of an Off-Duty Charge	<input type="checkbox"/>
Other	<input type="checkbox"/>

Brief details of the event, situation, or circumstances giving rise to the issuance of the Written Reprimand Form (Note Date and time as appropriate):



GREATER NAPLES FIRE RESCUE DISTRICT REPRIMAND FORM

Noted infractions of District Rules, Regulations, Policies and Procedures, or Contractual Agreements:

- 1.
- 2.
- 3.

Witnesses (please list):

Prescribed future expectations by the issuing supervisor (including Formal Disciplinary Actions):

Employee Statement (Written):

If more space is needed – Please provide on additional paper

Failure to correct deficiencies in employment can lead to further employment action by the District. This form will be secured and maintained by the District in your Employment File for the purposes of reference toward any action as it pertains to your employment.

(Signature) Employee: _____

(Signature) Supervisor: _____

(Signature) Section Manager: _____

Signing of this form does not constitute agreement on behalf of the employee in regards to the details and issuance of the Written Reprimand Form. However, a signature is required for District records of having seen and discussed the contents of the Written Reprimand Form.

If an employee wish to obtain a copy, the issuing supervisor shall provide one to the employee at the earliest opportunity.

GNFR Policies

Social Media

604.1 PURPOSE AND SCOPE

The District appreciates that social media can be a rewarding way for employees to share information about themselves, and to interact with people in the community and around the world. District employees serve the public, and potentially are subject to public scrutiny of their on and off-duty conduct. As a result, use of social media carries with it risks and responsibilities of which employees must be aware, especially for those employees that are employed in a supervisory or managerial capacity, although these risks applies to all employees. The participation and conduct of employees participating in social media and networking sites is of paramount importance to the District.

604.1.1 DEFINITIONS

Social Media is generally considered as various forms of discussion and information sharing technologies including social networks, blogs, video and photo sharing, podcasts, wikis, message boards and online forums. include, but are not limited to: Google and Yahoo Groups, My Space, Facebook, You Tube, Flickr, Twitter, LinkedIn, Instagram, Snapchat, Tiktok and communications on blogs, bulletin boards, wikis, chat room and on-line journals; file-sharing including, but not limited to, Dropbox, Airdrop, or Google Drive; items posted in comment sections to storied published on-line by traditional media outlets such as newspapers; television stations and networking sites.

604.2 POLICY

The District recognizes that its employees may choose to participate in social media. To the extent District employees choose to communicate on these sites, such participation for personal application is not recommended while on duty.

District employees participating in social media are to assume that information posted/commented on these sites will become public information, and therefore should use these site responsibly. Employees who participate in social media communications and attribute personal statements, digital images, opinions, and beliefs to the District carry the responsibility of being held accountable for their actions whether on duty or off duty.

All photographs containing individually identifiable patient information or patient pictures covered by Federal Health Insurance Portability and Accountability Act (HIPAA) and the Florida Information Protection Act (FIPA) privacy laws must be protected in the same manner as patient care reports and documentation. This type of digital imaging should be avoided, and under no circumstances be transferred or reproduced in any matter.

Employees are not permitted to utilize any official District logos, patches, or digital images to create a social media site for any purpose unless specifically authorized by the Fire Chief. Any "on-scene" images taken by an employee in the course and scope of employment may not be used, printed, copied, scanned, e-mail, posted, shared, reproduced, or distributed in any manner without the consent of the Fire Chief or designee.

Greater Naples Fire Rescue District

Greater Naples Fire Rescue District Policy Manual

Social Media

604.2.1 GENERAL PROVISIONS

This policy sets forth the District's expectations on employee social media usage.

1. Employees are solely responsible for their comments and what they post on social media. Remember that many postings/comments can be viewed worldwide and are archived "forever," meaning that they cannot be deleted once posted, or are archived even if deleted and that seemingly "private" posts/comments can easily be shared with a wide audience via a single contact in your closed network. It is also easy to capture short lived messages (like Snapchat) and rebroadcast them in a more permanent format despite the originator's intent.
2. Unless communications via social media are part of an employee's regular job duties, employees are not to represent themselves as spokespeople for the District. Similarly, if posting/commenting about the District or its policies or services, employees whose job duties do not include social media communications must make clear that they are speaking in a personal capacity, rather than in an official capacity, and that their views do not represent those of the District or of other District employees. Employees may not post or comment on something about the District, or about District employees that they know to be false. Employees should direct any media inquiries to the Fire Chief's office for response.
3. In general, while employees have the right to post/comment freely on social media about matters of public concern—issues or events of political, social, or other importance to our community—the comments must not be unduly disruptive to the District's operations or interfere with the employee's job duties.
4. Whether a post/comment is on a matter of public concern or not, employees must always be courteous when interacting on social media with citizens and fellow employees. The District's policies on discriminatory remarks, unlawful harassment, and threats of violence all apply to employee posts/comments on social media.
5. Posting of any material that may constitute harassment, hate speech, or libel associated with the District or using ethnic slurs, profanity, and personal insults to other District employees on social media is not permitted. Posting of digital images that violate HIPAA and FIPA privacy and patient/victim privacy rights, or jeopardize a Fire Investigation are prohibited. Employees posting such material will be held responsible for their actions.
6. Employees are not prohibited from using social media to communicate with each other about pay and working conditions. However, employees must avoid posting or commenting on material about work that reasonably could be construed as malicious, obscene, or threatening, or that might constitute harassment or bullying. An example of prohibited conduct would be offensive or obscene posts deliberately intended to harm a co-worker's reputation, or the use of racial, ethnic, or gender slurs to refer to other employees or District officials. Do not engage in conduct online that would be prohibited in the workplace.
7. Employees may not evade these guidelines by posting anonymously or under a screen name.



GREATER NAPLES FIRE RESCUE DISTRICT
POLICIES

Approved:
8/11/2015

Revised:

POLICY # 902.1
Purchasing Policy

Purpose

The purpose is to establish a Purchasing Policy compliant with the values of the District. This policy shall apply to all materials, service procurements, commodities, and other related activities or purchases.

The District promotes fair and open competition in the procurement process and provides professional leadership and guidance to its staff in understanding and using the best resources available.

Policy

Categories:

The Board herein has approved four purchasing categories to promote the efficiency of District operations:

Category One: < 999.99Purchase Order

Category Two:\$1,000.00- \$25,000Informal Bidding & Budgeted

Category Three:\$25,000.01 or more Formal Bidding

Category Four:Professional Services

Category One Purchases:

Purchases are approved by the Finance Director or other approved authority without informal or formal competition by means of a purchase order. Purchaser shall make all efforts to obtain the best price.

Category Two Purchases: Informal Competition

1. Category two purchase shall be awarded by the Finance Director or other approved authority to the qualified and responsive vendor submitting the lowest or best overall quote which meets the needs and specifications of the District, unless the requirement for competition is waived by the Board of Fire Commissioners.
 - A. Minimum Number of Quotes: Open market purchases or sales for products or services in excess of category one, but less than the formal bid threshold shall be

ORIGINAL SIGNED
BOFC

Page 1 of 5

Purchasing Policy

based on a good-faith effort by the Finance Director or other approved authority to obtain three (3) competitive quotes (including all "no quote" responses).

- B. Solicitation of Quotes: The Finance Director or other approved authority may solicit quotes written, or electronically for open market, informal competition, pricing for goods and services.

2. The requirements for requesting quotes from three (3) or more sources are waived for:

- A. Purchase of books, educational or personnel tests, similar audio and visual materials, etc.
- B. Professional services; and, in instances when approved by the Finance Director or other approved authority where commodities or services are purchased directly from a governmental agency, a recognized educational institution, a not-for-profit entity or when there are no other identifiable sources available.
- C. Purchases that the Finance Director or other approved authority has determined to be legitimate single source purchases.
- D. Valid public emergencies or other instances deemed to be in the best interest of the District by the Fire Chief.
- E. Purchase of services from experts or consultants by or through the District's Attorney for the purposes of preparing for or defending against imminent or pending civil litigation or administrative proceedings.
- F. Piggy backed contract pricing for goods on a State of Florida, Other governmental agency or Florida Sheriff Association Bid.

Category Three Purchases: Formal Competition

1. It is the intent of the Board of Commissioners to establish category three as the District's formal competitive threshold for purchases. The established limit shall be applied to all methods of purchase by the Financial Director or other approved authority under the purview of the Board of Commissioners, including but not limited to competitive sealed bids, competitive proposals or competitive selection and negotiation. The requirement for formal competition may be waived by the Board of Commissioners where permitted by law.
2. All purchases of goods and services subject to formal competition shall be awarded by the Board of Commissioners unless otherwise delegated by the Board via formal public action, to the lowest, qualified and responsive bidder to the District's needs, except as otherwise provided for in this policy or unless an exemption is granted by the Board.
3. In order to promote the qualitative delivery of commodities and services the District shall record and consider the past performance of vendors in the award of contracts exceeding the formal competitive threshold.

Competitive Bid Process:

1. Notice inviting bids shall be publically posted by the Finance Director in a consistent public location at least thirty (30) days preceding the last day established for the receipt of bid proposals.
2. An addendum to a specification shall be defined as an addition or change in the already prepared specifications for which an invitation has been issued for formal quotations or an announcement has been posted for a sealed bid. The addendum shall clearly point out any addition or change to the invitation for bids. The Finance Director shall be responsible for insuring that addendums are available to all prospective bidders and that they are notified prior to closing of bids.
3. The Board of Commissioners shall have the authority to reject any and all bids.
4. If no bid is received, the Board of Commissioners may authorize the Finance Director to purchase by negotiation under conditions most favorable to the public interest and when said purchase will result in the lowest ultimate cost of the commodities or services obtained.
5. The Board of Commissioners shall have the authority to waive any and all irregularities in any and all formal bids.

Category Four: Procurement of Professional Services:

1. Because differences in price bids may only be minor as compared to qualitative considerations, professional services may be exempted by the Board of Commissioners from the competitive bidding process. Instead, professional services will be typically acquired through one of the following methods:
 - A. Competitive Selection and Negotiation.
 - B. Competitive Proposals.
2. A professional service shall be defined as assistance obtained in support of District operations from an independent contractor in one or more of the following professional fields:
 - A. Appraisal Services: Real and District property appraisers.
 - B. Audit and Accounting Services.
 - C. Consultants: Planning, management, technological or scientific advisors.
 - D. Financial Services: Bond counsel, rating and underwriting, financial advisor, and investment services.
 - E. Legal Services: Attorneys and legal professionals.
 - F. Medical Services: Medicine, psychiatry, dental, hospital, and other health professionals.

Payment of Invoices:

1. The Finance Director shall have the authority to establish and maintain a procedure that authorizes minor payment variances between the purchase orders and invoice where warranted. The authority to pay such variances shall not exceed 5% of the purchase order amount, or \$1,000 dollars, whichever is less.
2. Additionally, the Finance Director shall be permitted to establish and maintain a procedure that authorizes the payment of freight and delivery charges that are not specifically identified on the purchase order.

Unauthorized Purchases:

No District officer or employee shall intentionally order, other than by purchasing order, purchasing card, or as permitted under this policy, the purchase of any goods, services, commodities, or other products, or contract within the purview of this policy other than through the authority rested and entrusted within this policy.

Emergency Purchases:

In case of an emergency which requires immediate purchase of goods or services the Fire Chief or their designee shall be empowered to authorize the Finance Director to secure by the best means possible the commodities or services. Any emergency action shall be reported to the Board of Commissioners at their next regularly scheduled meeting.

Purchasing Card Program:

The Finance Director shall be responsible for the overall management and operation of the District's purchasing card program. For the purposes of this policy, a purchasing card is a credit card officially assigned to specific employees under the purview of the Board of Commissioners for the purpose of transacting small purchases.

Sales Tax Compliance:

Purchases transacted with vendors within the State of Florida are exempt from the state sales and use tax. In such instances, it is the responsibility of the purchaser/cardholder to provide the vendor the appropriate tax exemption information when the card is presented for payment. If the vendor refuses to grant the tax exemption at the time of sale, the cardholder is authorized to continue the purchase and shall notify finance for assistance in getting the tax removed from the purchase.

Definitions:

Competitive Selection: For each proposed project, the District shall evaluate current statements of qualifications and performance data of the agency as may be compared and contrasted with other summations by other agencies regarding the proposed project. The District shall conduct

discussions with, and may require public presentation by, any and all firms being competitively compared for the project.

Competitive Negotiation: The District shall negotiate a contract with the most qualified firm for professional services at compensation which the District determines is fair, competitive, and reasonable. In make such determination, the District shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

Reuse of Existing Plans and Contractor:

Notwithstanding any other provision of this policy, there shall be no public notice requirement or utilization of the selection process as provided for in this policy for projects in which the District is able to reuse existing plans and contractor from a prior project of the District. Prior use of plans and contractor need not be exact, but determined by the Board of Commissioners to meet public necessity in a timely manner through the use of existing resources.

Repeal of Prior and Conflicting Policies:

All resolutions and policies or parts of resolutions and policies, in conflict herewith, are hereby repealed under the authority of the Board of Commissioners.



GREATER NAPLES FIRE RESCUE DISTRICT POLICIES

Approved:
05/17/2016

POLICY # 903.2

Revised:

Nondiscrimination /Anti-Harassment

Purpose

To eliminate any form of discrimination or harassment in the employee's work environment, whether on District property, under District control, or under the control of any District vendor or affiliate.

Policy

The Greater Naples Fire Rescue District (GNFD) shall prohibit discrimination and harassment from all personnel at every level of employment, applicants for employment with the District, and third-parties (such as customer representatives or vendors) doing business with the District. This policy applies regardless of race, color, sex, sexual orientation or gender identity, national origin, religion, age, disability, pregnancy, veteran status, marital status or any other characteristic of the individuals involved protected by applicable law.

DEFINITIONS

- A. "Sexual Harassment": Sexual harassment is one form of discriminatory harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual or gender-biased nature when:
1. The harasser states or implies that giving into or rejecting such conduct will affect another individual's employment.
 2. Such conduct unreasonably interferes with another individual's work performance or creates an intimidating, hostile or offensive work environment.
- B. "Prohibited Conduct": It is impossible to identify all of the conduct which could be interpreted as sexual harassment. However, the following are examples of different types of conduct that might be considered sexual harassment in violation of this policy:
1. Threatening to make, or actually making job decisions such as discharge, promotion, demotion, pay raises, or reassignment if sexual favors are not granted.
 2. Requesting sexual favors in exchange for favorable or preferential treatment.
 3. Unwelcome and/or repeated flirtations.
 4. Sexually offensive comments, jokes, innuendoes, and use of other sexually oriented language, either in person, in writing or through e-mail, voice mail, etc.
 5. Sexually offensive gestures.
 6. The display of sexually suggestive pictures or objects.
 7. Explicit, degrading or unwelcome verbal comments about an individual or his/her appearance.

8. Gender or sex-based pranks or horseplay.
9. Making gender or sex-based stereotypes.
- C. "Discrimination or Harassment" Generally discrimination or harassment prohibited under this policy is not limited to sexual harassment. Various laws prohibit the harassment of, or discrimination against, employees based on race, color, sex, sexual orientation or gender identity, national origin, religion, age, disability, pregnancy, veteran status, or marital status. Conduct will be considered to be "based on" a protected or other characteristic, if it is directed to that characteristic.

For example, conduct is based on sex if it is directed to one sex or the other, regardless of whether the conduct is sexual in nature. It is therefore a violation of this policy to mock, disparage, or denigrate a particular sex (or race, or any other protected characteristic).

The District subscribes to the purpose and requirements of those laws, and will strictly comply with them. The District is committed to equal opportunity and does not discriminate against applicants or employees based on race, color, sex, sexual orientation or gender identity, national origin, religion, age, disability, pregnancy, veteran status, marital status, or any other characteristic protected by applicable law.

In addition, it is also the District's policy that certain types of behavior, which do not rise to the level of illegal harassment or discrimination, can also be counterproductive. Therefore, the District will not tolerate any conduct or behavior that interferes with the reasonable expectations of the District employees to a workplace that is free from rude, offensive, intolerant, or otherwise inappropriate conduct.

Statements or actions that ridicule or are critical of an individual because of his or her race, color, sex, sexual orientation or gender identity, national origin, religion, age, disability, pregnancy, veteran status, marital status, or any other characteristic protected by applicable law are offensive. Such offensive conduct can create an intimidating, hostile work environment and may unreasonably interfere with an individual's work performance. Accordingly, such offensive conduct is prohibited.

- D. "Discriminatory Conduct". It is not possible to compile a complete list of other discriminatory conduct; however, the following is a list of some common examples of what may constitute such discriminatory harassment. This list is not all inclusive, but includes:
 1. Using epithets or slurs
 2. Mocking, ridiculing or mimicking another's culture, accent, appearance, color or customs
 3. Threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, color, gender, age, religion, national origin, disability, veteran status, marital status, or any other characteristics protected by law
 4. Offensive jokes or pranks
 5. Posting offensive material on walls, bulletin boards, or elsewhere on the District's real or personal property including District vehicles and equipment, storage lockers, etc.
 6. Circulating or communicating offensive material in the workplace, by written or verbal (e-mail, voice mail, etc.) means or otherwise.

SUMMARY

- A. Discriminatory harassment is not acceptable and will not be tolerated. All employees are expected to comply with District policies, and to demonstrate sensitivity to and respect for other employees without exception.
- B. It is a violation of this policy to engage in behavior prohibited by this policy regardless of the "consent" of any employee involved in the conduct. All conduct prohibited by this policy is to be kept away from the workplace.
- C. Any employee found to have violated this policy will be disciplined in accordance with District disciplinary policies and procedures.
- D. The District requires the prompt reporting of all incidents of discriminatory harassment.
 - 1. The employee shall inform the harasser(s) that his or her behavior, actions and/or comments are offensive and request that he/she/they cease immediately. If any employee is uncomfortable or feels it would be unreasonable or otherwise inappropriate for him or her to confront the alleged harasser, then reporting may be brought to the attention of any Command Staff Officer or the Human Resources Branch.
 - 2. Any employee or applicant who believes that he or she has been the subject of discriminatory harassment, believes that he or she has been treated in an unlawful discriminatory manner, or who witnesses potential discrimination or harassment, must report the incident immediately to any Command Officer or the Human Resources Branch.
 - 3. Any employee may at any time discuss his or her concerns with the District's Employee Assistance Program (EAP) provider. However, this activity is not a substitute for reporting the alleged violation(s).
 - 4. All employees who fail to properly notify the District or/and who do not provide prompt, sufficient, and detailed communication regarding complaints of discrimination or harassment are hereby notified that such actions may adversely affect the District's ability to effectively investigate any such claims.
- E. Any member of the District who receives a report of or who becomes aware of discriminatory harassment must contact the Fire Chief within 24 hours.
- F. All reports of discrimination or harassment will be promptly, fully and fairly investigated by the Fire Chief or by an agent or designee identified by the Fire Chief.
- G. All complaints will be kept confidential to the maximum extent possible within the guidelines of the public records law, and consistent with the District's commitment to conduct a full and fair investigation. The District expressly reserves the right to make such disclosures that are required by law, or are determined to be necessary to the investigation of the report or in response to inquiries by outside agencies.

- H. As soon as the investigation is concluded and an evaluation made of the results of the investigation, appropriate action will be taken. If it is concluded that discrimination or harassment in violation of this policy has occurred, appropriate corrective and disciplinary actions will be taken immediately to rectify the situation. The type of action to be taken depends on, among other things, the kind and degree of harassment, the employment status and level or responsibility of the offending individual, any past finding of inappropriate conduct, and the extent of the offending individual's cooperation in the investigation.
- I. Disciplinary action may be imposed on employees whom during the investigation are found to have not reported information about a harassment or discrimination situation are not forthright and truthful, or cooperative in providing information to District personnel during an investigation, or who report or file a false claim or incident.
- J. Retaliation against an individual for reporting discrimination or harassment or cooperating in the investigation of such a report is consider a serious offense which undermines the integrity of this policy. Therefore, any form of retaliation against an individual for making a report of harassment or for assisting in the investigation of such a report is strictly prohibited.
- K. Reports of alleged retaliation should be made promptly, and should be made in the same manner as reports of discriminatory harassment. Those reports will be investigated and resolved in the same manner as reports of discrimination or harassment. If it is concluded that retaliation has occurred, appropriate action will be taken to immediately correct the situation.
- L. Discrimination, harassment or retaliation are serious breaches of the District's policy and may be a violation of federal and state law(s). As a result, reports of such alleged violations are extremely serious matters that could have a very damaging effect on an accused individual's professional and personal reputation, career and personal life. Therefore, reports should not be made lightly, used to address complaints for something other than violation of this policy, or made to achieve some purpose other than the eradication of violations of this policy.

Drug-Free Workplace

1218.1 STATEMENT

The Greater Naples Fire Rescue District ("District") is committed to maintaining a drug and alcohol free workplace in order to ensure a safe, healthy, secure, and productive work environment. It is imperative that the District take every step possible to ensure all employees and the public that it provides a drug and alcohol free workplace. This policy is designed to be a fair, even-handed tool towards accomplishing that objective. The District must take reasonable precautions to ensure that its employees are not under the influence of drugs or alcohol while performing their duties. The effects of employee drug and alcohol abuse in an organization can increase absenteeism, tardiness, accidents, health care costs, and workers' compensation rates while also lowering productivity. In addition, these problems demoralize and jeopardize the safety of other employees and the public. This policy attempts to deter drug and alcohol abuse through education, testing, required rehabilitation for abusers, and, if necessary, disciplinary action, for those employees who wish to continue working for the District. Management will not tolerate violations of this policy. Violators of this policy will be subject to disciplinary action up to and including discharge from employment, as well as penalties under federal and state law if applicable. This policy implements and is consistent with Sections 440.101, and 440.102, Florida Statutes, as amended.

1218.2 POLICY

The purpose of this Policy is to:

- Provide notice of the District's alcohol and drug free workplace policy;
- Establish a Drug-Free Workplace Program for purposes of Sections 440.101 and 440.102, Florida Statutes, including but not limited to the types of drug testing, drugs to be tested, drug testing procedures, laboratory standards, and reporting of results;
- Provide for disciplinary action for a violation of the policy;
- Provide an Employee Assistance Program (EAP);
- Ensure confidentiality regarding documents produced through the drug testing program;
- Establish special provisions applicable to employees who hold commercial driver's licenses; and
- Apply this policy to all employees of the District, and all job applicants for special risk and mandatory testing positions, who must comply in good faith with this policy as a condition of their employment.

1218.3 SCOPE

This policy applies to all District employees, and job applicants for special risk or mandatory testing positions.

1218.4 NOTICE

The District shall give all employees and job applicants for special risk or mandatory testing positions a copy of this policy (see, **Attachment A, Acknowledgement of Receipt and Understanding Form**). The District shall also include a notice of drug testing on vacancy announcements for positions for which drug testing is required. Notice of this policy shall also be posted in appropriate and conspicuous locations on the District's premises, and copies of this policy are available for inspection by District employees or job applicants during regular business hours at the District's Administration Headquarters [14575 Collier Blvd, Naples, FL 34119].

1218.5 REFERENCES

This policy is enacted pursuant to Sections 440.101 and 440.102, Florida Statutes; Chapter 59A-24, Florida Administrative Code; 41 U.S.C. Section 81; 41 U.S.C. Section 702; FDA Schedules 1-IV, and 21 U.S.C.A. Section 802, as amended.

1218.6 DEFINITIONS

The following terms are as defined in Section 440.102(1), Florida Statutes, as may be amended, and have the following meanings for purposes of this policy:

- A. "Applicant" or "job applicant" means a person who has applied for a special risk or mandatory testing position.
- B. "Chain of custody" is the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.
- C. "Confirmation test," "confirmed test," or "confirmed drug test" means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
- D. "Controlled substance" is defined in Title 41 U.S.C.A. Section 702, Drug-Free Workplace Requirements for Federal grant recipients, as those drugs listed in FDA Schedules I-IV, 21 U.S.C.A. Section 812, or any other substance defined as a "controlled substance" by federal, state, or local authorities. See, **Attachment B, Drug Classifications for Which Testing Will Occur**, for those substances tested for in the District's drug testing program.
- E. "District" means the Greater Naples Fire Rescue District.
- F. "Drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine; a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. The District may test an individual for any or all of such drugs.
- G. "Drug rehabilitation program" means a service provider as defined in Section 397.311, Florida Statutes, which provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.
- H. "Drug test" or "test" means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of

determining the presence or absence of a drug or its metabolites.

- I. "Employee" means any person who works for salary, wages, or other remuneration for the District.
- J. "Employee Assistance Program" or "EAP" means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an Employee Assistance Program provides diagnostic and treatment services, these services shall in all cases be provided by service providers as that term is defined in Section 397.311, Florida Statutes.
- K. "Employer" means a person or entity that employs a person and that is covered by the Workers' Compensation Law. The District is an employer.
- L. "Follow-up drug testing" means drug testing that is required by the District if an employee, in the course of employment, enters an EAP for drug-related problems or a drug rehabilitation program, as a follow-up to such program, unless the employee voluntarily entered the program. In cases where the employee voluntarily entered the program, the District has the option not to require follow-up testing. If follow-up testing is required, it must be conducted at least once per year for a two-year period following completion of the program. Advance notice of a follow-up drug testing date must not be given to the employee to be tested.
- M. "Initial drug test" means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.
- N. "Mandatory testing position" means a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to Section 110.1127, Florida Statutes, or a job assignment in which a momentary lapse in attention could result in injury or death to another person.
- O. "Medical Review Officer" or "MRO" means a licensed physician, employed with or contracted with the District, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's or applicant's positive test result in relation to the employee's medical history or any other relevant biomedical information.
- P. "Prescription or nonprescription medication" means a drug or medication obtained pursuant to a prescription as that term is defined in Section 893.02, Florida Statutes, or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
- Q. "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
 - 1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
 - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work

performance.

3. A report of drug use provided by a reliable and credible source.
 4. Evidence that an individual has tampered with a drug test during his or her employment with the District.
 5. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the District's property or while operating a District vehicle, machinery, or equipment.
- R. "Special risk position" means a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943, Florida Statutes.
- S. "Specimen" or "sample" means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.
- T. "Supervisor" means the on-duty Chief officer and/or the rank of Chief of Staff, District Chief, Assistant Chief, Deputy Chief, or Fire Chief.

1218.7 DISTRICT POLICY AND DRUG-FREE WORKPLACE PROGRAM

- A. Prohibitions It is a condition of District employment for an employee to refrain from consuming, manufacturing, distributing, dispensing, processing, or otherwise possessing or being under the influence of a drug while conducting District business. This includes, but is not limited to:
- Reporting to work or working with the presence of unlawful drugs in an employee's body;
 - The use of alcohol while on duty, while on District property, or while operating District vehicles or equipment or being transported in District vehicles;
 - The use of alcohol within four (4) hours of reporting to work for duty; or having an alcohol concentration of .04 or greater before, during, or immediately after having performed employment duties for the District;
 - Unlawfully possessing, manufacturing, distributing, dispensing, selling, or using drugs or a controlled substance on District property, while in or operating a District vehicle or equipment, or while otherwise conducting District business;
 - Misuse or illegal use of prescription or nonprescription medication(s) that can or does impair an employee to the point that he/she is unable to perform his/her assigned job duties; and/or
 - Use of legally prescribed or over the counter medication(s) where such use impairs the ability of the employee to safely and properly perform work or operate equipment, machinery, or vehicles.
- B. Violations of Policy Any violation of this policy is a serious matter. Any employee who violates this policy will be subject to disciplinary action, up to and including discharge from employment. Any job applicant who violates this policy will not be considered for employment.
- C. Inspections of Property The District reserves the right to inspect all parts and aspects of its property for illegal drugs, alcohol, or other contraband. All employees and visitors may be asked to cooperate in inspections on District property, including work areas and public property (such as personnel lockers, desks, bedrooms, District-issued gear, equipment, and other areas not considered personal or private) that might conceal illegal drugs, alcohol, or other

contraband.

- D. Legal Use of Medications Medical Marijuana Prohibited. Nothing in this policy precludes the appropriate use of legally prescribed medications in accordance with the instructions of a health care provider, or over the counter medications, where such use does not impair the ability of the employee to safely and properly perform work or operate equipment, machinery, or vehicles. However, Section 440.102, Florida Statutes, prohibits the use of cannabinoids (marijuana), including medical marijuana. Additionally, marijuana is listed as a federally prohibited Class I substance pursuant to the Controlled Substance Act, found in Title 21 of the United States Code. Therefore, marijuana use, medical or otherwise, is prohibited under this policy.
- E. Drug-Free Workplace Program Liaison. Human Resources will be the District's liaison for the purpose of overseeing the drug testing program ("Drug-Free Workplace Program Liaison"). The Drug-Free Workplace Program Liaison shall be charged with implementing the drug testing program as well as compiling and storing all relevant documentation. The Drug-Free Workplace Program Liaison shall also serve as an information source to all employees and job applicants with questions about the program. Employees and job applicants have the right to be fully informed of all aspects of the program including, but not limited to, the testing procedure and scientific process involved, the drugs specifically tested for, the effect of nonprescription and prescription medication on the test, and the avenues of contesting a test result. The Drug-Free Workplace Program Liaison shall be a source for such information.
- F. Conviction of Crimes Involving Drugs. Employees who are convicted of, plead guilty to (including a plea of nolo contendere or no contest), or are sentenced for a crime involving illegal drugs must report the conviction, plea, or sentence to the District within five (5) business days. If an employee who is convicted of, pleads guilty to (including a plea of nolo contendere or no contest), or is sentenced for a crime involving illegal drugs performs work directly relating to the District's contracts or grants with a state or federal government, the District will report such conviction, plea, or sentence to the appropriate agency within ten (10) business days after it receives notice.
- G. Drug-Free Awareness Program. The District will maintain an ongoing Drug-Free Awareness Program, informing employees of the dangers of alcohol and drug abuse in the workplace; reminding employees of the District's Drug-Free Workplace Program; providing information to employees about the District's Employee Assistance Program and other sources of drug counseling and rehabilitation available to employees; and notifying employees of the penalties for drug violations occurring in the workplace. See, **Attachment E, Employee Assistance Programs and Local Drug/Alcohol Rehabilitation Programs**.
- H. Types of Testing The District shall conduct the following types of drug testing:
1. Special Risk and Mandatory Testing Positions
 - a. A job applicant selected for a special risk or mandatory testing position is subject to drug testing in accordance with this policy.
 2. Reasonable Suspicion Testing
 - a. An employee may be subject to reasonable suspicion drug testing based on a belief that the employee is using or has used drugs in violation of the policy. This belief must be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
 - i. Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.

- ii. Abnormal conduct or erratic behavior while at work or a significant deterioration in behavior or work performance.
 - iii. A report of drug use provided by a reliable and credible source.
 - iv. Evidence that an individual has tampered with a drug test during his employment with the District.
 - v. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 - vi. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on District property or while operating a District vehicle, machinery, or equipment.
- b. The District will initiate reasonable suspicion drug testing upon the recommendation of a supervisor, in consultation with the Drug-Free Workplace Program Liaison and/or Fire Chief, as necessary. Anyone who suspects that an employee is under the influence of alcohol or drugs should contact the employee's immediate supervisor or the suspected employee's immediate supervisor. An observer may be requested to complete Section A of **Attachment F, Reasonable Suspicion Confidential Observation Form**, or may alternatively use Section A of Attachment F to provide the initial report to the supervisor.
 - c. The recommending supervisor shall promptly detail in writing the circumstance(s) that formed the basis for the reasonable suspicion, using **Attachment F, Reasonable Suspicion Confidential Observation Form**. To accomplish this requirement, the recommending supervisor may either request that the observer complete Section A of Attachment F, or may complete it him/herself. In any event, the recommending supervisor must check the appropriate box as to whether reasonable suspicion has or has not been established, and must sign in the designated location in Section A of Attachment F. The documentation must then be provided by the supervisor to the Drug- Free Workplace Program Liaison. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept in a confidential file maintained by the Drug-Free Workplace Program Liaison for at least one (1) year. Such documentation is exempt from the provisions of Section 119.07(1), Florida Statutes.
 - d. Employees required to be tested shall not be allowed to drive themselves to the testing site or home.
 - e. To ensure the safety of the employee and the public, an employee who is requested to submit to a reasonable suspicion drug test and who submits to the drug test may, at the discretion of the Fire Chief, be placed on administrative leave with pay pending receipt of the initial confirmed test results. Additional administrative leave with pay is at the discretion of the Fire Chief.
 - f. Supervisors will be trained on the identification of circumstances and indicators that may create reasonable suspicion that an employee is using or under the influence of alcohol or drugs.

3. Post-Accident Testing

An employee may be subject to post-accident testing following a personal injury event resulting in a worker's compensation report of injury. Post- accident testing may also be conducted based on information that an employee has caused or contributed to an accident or injury while at work. Employees subject to drug testing as a result of an accident or injury who wish to challenge the results of any drug test may do so in accordance with Section 1218.8 of this policy as well as Chapter 440, Florida Statutes.

4. Routine Fitness-for-Duty Testing

The District will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination, or that is scheduled routinely for all employees within an employment classification or group.

1218.8 DRUG TESTING PROCEDURES

A. Substances that will be Tested

1. The District's drug testing program detects the presence of the following drugs: alcohol (including distilled spirits, wine, malt beverages, and intoxicating liquors); amphetamines; cannabinoids; cocaine; hallucinogens; phencyclidine ("PCP"); methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics (methadone and propoxyphene); designer drugs; or a metabolite of any of the substances listed herein. See, **Attachment B, Drug Classifications for Which Testing Will Occur.**
2. Both before and after a drug test, an employee or job applicant shall have an opportunity to report the use of prescription or non-prescription drugs they have taken. Additionally, employees and job applicants have the right to consult with the Medical Review Officer for technical information and assistance regarding prescription and nonprescription medications.
3. See **Attachment C, Common Medications Which May Alter or Affect Drug Testing and Medical Review Officer Notification**, for a listing of over-the-counter and prescription drugs which could alter or affect a test result. Attachment C is not intended to be an all-inclusive listing due to the large number of obscure brand names and constant marketing of new products.
4. Reporting of prescription and non-prescription drugs may also be reported on Attachment C.

B. Specimen Collection

1. The District expects the laboratory to adhere to the following procedures, as provided in Section 440.102(5), Florida Statutes:
 - a. Specimens for testing will only be taken or collected by the following persons: a physician; a physician's assistant; a registered professional nurse; a licensed practical nurse; a nurse practitioner or a certified paramedic who is present at the scene of an accident for the purpose of rendering emergency medical services or treatment; or a qualified person employed by a licensed laboratory.
 - b. A specimen shall be collected with due regard to the privacy of the employee or job applicant providing the sample and in a manner reasonably calculated to prevent substitution or contamination of the specimen.
 - c. Specimen collection shall be documented and the documentation procedures shall include:
 - Labeling the specimen containers so as to reasonably preclude erroneous identification of test results.
 - Providing a form (Attachment C) for the employee or job applicant being tested to document any information he/she considers relevant to the test, including identification of currently or recently used prescription or nonprescription medication or other relevant medical information. Any information provided shall be considered in interpreting any positive confirmed results. Any information provided shall be confidential.

- d. The individual collecting the specimen for testing and the laboratory conducting the test(s) shall use appropriate chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of all specimens to be tested.
- e. For current employees, any drug test conducted or requested by the District may occur before, during, or immediately after the regular work period of the employee but shall be deemed to be performed during work time for the purpose of determining compensation and benefits for the employee.
- f. If an initial drug test is negative, the District may, in its sole discretion, seek a confirmation test. Such testing is authorized to be conducted only once and must be requested no more than seven (7) working days from the time the original negative test result was reported to the District by the Medical Review Officer.
- g. The District pays the costs of:
 - Initial and confirmation drug tests required of employees and job applicants; and
 - Follow up testing as may be required.
- h. An employee or job applicant shall pay the costs of any additional drug tests not required by the District.

C. Drug Testing Standards for Laboratories

- 1. The District shall not use a laboratory to analyze initial or confirmation drug specimens unless:
 - a. The laboratory is appropriately designated by the U.S. Department of Health and Human Services or the Agency for Health Care Administration;
 - b. The laboratory has a written procedure to ensure chain of custody;
 - c. The laboratory follows proper quality control procedures and complies with Section 440.102(9), Florida Statutes, which includes but is not limited to:
 - i. The use of internal quality controls including use of samples of known concentrations that are used to check the performance and calibration of testing equipment and periodic use of blind samples for overall accuracy;
 - ii. An internal review and certification process for drug test results conducted by a person qualified to perform that function in the testing laboratory;
 - iii. The implementation of security measures by the testing laboratory to preclude contamination or adulteration of specimens and drug test results; and
 - iv. Submitting a monthly report to the Agency for Health Care Administration with statistical information regarding the testing of employees and job applicants selected for employment.

D. Recording of Positive Results. The District expects its testing laboratory to submit a written report to the District identifying all positive confirmed samples by specimen number within seven (7) days after receipt of the specimen. With regard to each such sample, the report will contain, at a minimum, the following information:

- 1. The name and address of the laboratory that performed the test;
- 2. The specimen number of the person providing the specimen;
- 3. The result of the test;
- 4. A list of the drugs for which the analysis was conducted;
- 5. The types of tests conducted on the specimen along with the minimum cutoff levels

of each test; and

6. Whether any medication identified as being taken by the employee or job applicant could have caused a positive test result.

E. Medical Review Officer. An employee or job applicant may contact the Medical Review Officer at the drug testing laboratory to ask questions regarding technical information and assistance regarding prescription and nonprescription medications, and interpretation of drug test results. The Medical Review Officer will be listed on the chain of custody form.

1218.9 RESULTS

A. Negative Test Results. If an initial drug test is negative, the District may, in its sole discretion, conduct confirmation drug tests.

B. Positive Results. Positive test results shall be handled in accordance with Section 440.102(5), Florida Statutes. With respect to a positive drug test, the following shall apply:

1. If an initial test is deemed positive, then a portion of the same specimen shall automatically be subjected to a confirmation test. A positive result on an initial test shall not be reported by the Medical Review Officer to the District unless followed by a positive test result on a confirmation test.

2. The District will not discharge, discipline, or request or require rehabilitation of an employee or refuse to hire a job applicant on the basis of a positive test result that has not been verified by a confirmation test by the same laboratory and by the Medical Review Officer.

3. Within five (5) working days after the District receives notice of a positive confirmed test result from the Medical Review Officer, the District will inform the employee or job applicant in writing of such positive test results, the consequences of such results, and the options available to the individual who tested positive. The District will provide to individuals tested, upon request, a copy of the test results.

4. Within five (5) working days after receiving notice of a positive confirmed test result from the District, the employee or job applicant may submit information in writing to the District explaining or contesting the test results and why the test results do not constitute a violation of this policy or should not result in a decision not to hire.

5. If the employee's or job applicant's explanation of a positive test result is unsatisfactory to the District, a written explanation as to why the explanation is unsatisfactory, along with the positive results, shall be provided to that individual by the District. All such documentation shall be kept confidential and shall be retained by the District for at least one (1) year.

6. Every specimen that produces a positive, confirmed test result shall be preserved by the licensed or certified laboratory that conducted the confirmation test for a period of at least two hundred ten (210) days after the result of the test was mailed or otherwise delivered to the Medical Review Officer. However, if an employee or job applicant undertakes a legal

challenge to the test result, the employee or job applicant shall notify the laboratory and the sample shall be retained by the laboratory until the case or administrative appeal is settled.

7. If an employee or job applicant has tested positive, such individual shall have one hundred eighty (180) days to have a portion of the original specimen retested at the employee's or job applicant's expense, at another laboratory appropriately designated by the Department of Health or the Agency for Health Care Administration chosen by the employee or job applicant. This second laboratory must test at equal or greater sensitivity for the drug as the first laboratory and test in accordance with the criteria prescribed in Section 440.102, Florida Statutes. Employees and job applicants may receive information on available laboratories from the Drug-Free Workplace Program Liaison. The first laboratory that performed the test for the employer is responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during such transfer.
8. If an employee initiates procedures for having a portion of a positive specimen retested, that employee shall not be subjected to the consequences of a positive test until such time as positive test results are returned from the retest. However, the employee may still be placed on leave pursuant to 1218.10 of this policy.
9. If an initial drug test of an employee or job applicant is confirmed as positive, the Medical Review Officer shall provide technical assistance to the District and to the employee or job applicant for the purpose of interpreting the test result to determine whether the result could have been caused by prescription or nonprescription medication taken by the employee or job applicant.
10. If a job applicant produces a positive confirmed drug test result, the District shall not be required to hold the position vacant while the job applicant pursues administrative action.
11. An employee or job applicant whose drug test result is confirmed as positive shall not, by virtue of the result alone, be deemed to have a "handicap" or "disability" as defined under federal, state, or local handicap and disability discrimination laws.
12. If a retest produces a negative result, the Fire Chief will determine what action, if any, will be taken by the District.

1218.10 DISCIPLINARY MEASURES

- A. General Employees who test positive for drugs and/or alcohol or who otherwise violate this policy will be subject to appropriate disciplinary action, up to and including termination from employment, based upon this policy and other applicable District policies. Depending on circumstances, an employee's return to work, reinstatement, and/or continued employment may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatment, and rehabilitation programs, passing of return-to-duty and follow-up testing, or other appropriate conditions as determined by the District.
- B. Voluntary Treatment The District shall not discharge, discipline, or discriminate against an employee solely upon the employee voluntarily seeking treatment for any drug-related problems if the employee has not previously tested positive for drug use or has entered an EAP for drug-related problems or has entered an alcohol or drug rehabilitation program.
- C. Prior Medical History The District shall not discharge, discipline, or discriminate against an employee or refuse to hire a job applicant on the basis of any prior medical history revealed to

the District pursuant to this policy.

- D. Refusal to Participate in Drug Testing The District may take the following action based on a refusal to take a drug test:
1. A current employee will be discharged from employment.
 2. An injured employee who refuses to participate in a drug and/or alcohol test will be discharged from employment and forfeits eligibility for medical and indemnity benefits provided by the state workers' compensation statute.
 3. The District may refuse to hire a job applicant based on his or her refusal to take a drug test.
- E. First Confirmed Positive Results Except as provided in Paragraphs F and G, below, the District will not discharge or discipline an employee on the sole basis of the employee's first positive confirmed drug test when the District has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under a health insurance plan, an Employee Assistance Program or an alcohol and drug rehabilitation program, unless:
1. The employee has either refused to participate in the Employee Assistance Program or has failed to successfully complete such program, as evidenced by withdrawal from the program before its completion or a report from the program indicating unsatisfactory compliance, or by a positive test results on a confirmation test after completion of the program; or
 2. The employee has failed or refused to sign a written consent form (**Attachment D, Written Consent to Provide Information on Status of Assistance and/or Rehabilitation Program**) allowing the District to obtain information regarding the progress and successful completion of an employee assistance program or an alcohol and drug rehabilitation program; or
 3. The employee has caused or contributed to an injury or illness while at work to himself/herself or another person, or has caused damage to a District vehicle, property, or equipment.
- F. Second Positive Test Results Any employee who, for a second time, tests positive for a substance listed in Section 1218.7 of this policy shall be subject to disciplinary action up to and including discharge from employment. The Fire Chief may also require the employee to successfully complete an EAP or drug/alcohol rehabilitation program or impose any other appropriate condition(s), in his/her discretion.
- G. Additional Grounds for Discipline or Discharge The District has the flexibility to consider all aspects of employment before making any employment decision, based upon circumstances, evidence, previous practices, workplace safety, and an employee's employment record. Depending upon circumstances, an employee's return to work, reinstatement, and/or continued employment may be conditioned upon the employee's successful participation in and/or completion of any and all evaluations, counseling, treatments, and rehabilitation programs, passing of return-to-duty and follow-up alcohol and drug tests, or other appropriate conditions as determined by the District. The District may discipline or discharge an employee on another basis when the discipline or discharge is based upon a concurrent factor other than the employee's positive drug test. In addition, when drugs or alcohol are found in an injured employee's system at a level prohibited by state statutes and rules, the employee forfeits eligibility for medical and indemnity benefits that are usually available through the state worker's compensation system to care for injured workers. Finally, the District reserves the right to take disciplinary actions against any employee for drug and/or alcohol offenses that negatively affect the District's reputation or operational effectiveness.

- H. Reassignment of Employees in Special Risk or Mandatory Testing Positions If an employee in a special risk or mandatory testing position, as defined herein and by Section 440.102, Florida Statutes, enters an EAP or drug rehabilitation program, the District will reassign the employee to a non-safety-sensitive position, or if another appropriate position is unavailable, will place the employee on leave status while the employee is participating in the program. The employee is required to use his or her available leave balances, in accordance with District policy or Contractual Agreements, prior to placement on leave without pay. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this policy or other District policies.
- I. Successful Completion of Program Upon successful completion of an EAP or an alcohol or drug rehabilitation program, the employee shall be reinstated to the same or equivalent position.

1218.11 EMPLOYEE ASSISTANCE PROGRAM

Part of the District's employee benefit package includes an EAP. The service provided by the EAP is a comprehensive program that helps employees resolve personal problems, such as drug and alcohol abuse, that may adversely affect their work performance, conduct, health, and well-being. EAP addresses problems in the quickest, least restrictive, and most convenient manner while protecting client confidentiality. To obtain additional information about the District's EAP or to gain access to the services provided by the EAP, employees should be referred to the Human Resource Department. Employees may contact the Human Resource Manager for more information on the District EAP or they may also contact the EAP provider directly. See, **Attachment E, Employee Assistance Programs and Local Drug/Alcohol Rehabilitation Programs.**

- A. If an employee is unable to participate in outpatient rehabilitation, the employee may be placed on leave status while participating in an EAP or an alcohol or drug rehabilitation program. Prior to the employee being placed on leave without pay, the employee is required to use any accrued paid leave.
- B. Prior to the employee's successful completion of the EAP, the District may reassign the employee to another position.
- C. Upon successful completion of the EAP, an employee shall be reinstated to the same or equivalent position. Successful completion of an EAP shall be determined by the standards dictated by the program itself.
- D. An employee required to enter an EAP or rehabilitation program who refuses to participate in the program or who does not successfully complete the program may be subject to disciplinary action, up to and including discharge from employment, at the Fire Chief's discretion.
- E. An employee required to enter an EAP or rehabilitation program is required to complete the Written Consent to Provide Information form, Attachment D. This form allows the District to obtain information regarding progress towards successful completion of the program.
- F. The District must require any employee who tested positive and completed rehabilitation to participate in follow-up testing for a period of two (2) years following completion of the program.

1218.12 CONFIDENTIALITY

- A. Except as otherwise provided by law, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced through this drug testing program are confidential and exempt from Florida's public information laws (Section 119.07(1), Florida Statutes, and Section 24(a), Article I of the State Constitution), and may not be used or received into evidence, obtained in discovery, or disclosed in any public or private proceedings except as permitted by Section 440.102, Florida Statutes.
- B. Information may be released by way of written consent signed voluntarily by the individual tested, according to the criteria contained in Section 440.102(8)(b), Florida Statutes, or where such release is compelled by an administrative law judge, a court of competent jurisdiction pursuant to an appeal taken under this policy, or where deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.
- C. Nothing in this policy shall prohibit the District, an agent of the District, or a laboratory conducting a drug test from having access to employee drug test information or using such information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to its defense in a civil or administrative matter.

1218.13 MISCELLANEOUS PROVISIONS

- A. No physician-patient relationship is created between an employee or job applicant and the District or any person performing or evaluating a drug test, solely by the establishment, implementation, or administration of a drug testing program.
- B. Nothing in this policy shall be construed to prevent an employer from establishing reasonable work rules related to employee possession, use, sale, or solicitation of drugs, including convictions for drug-related offenses, and taking action based upon a violation of any of those rules.
- C. This policy does not act retroactively, and does not abrogate the right of the District under state law to conduct drug tests or implement employee drug testing programs.
- D. If an employee or job applicant refuses to submit to a drug test, the District is not barred from discharging or disciplining the employee or refusing to hire the job applicant.
- E. This policy shall not prohibit the District from conducting medical screening or other tests required, permitted, or not disallowed by any statute, rule, or regulation for the purpose of monitoring exposure of employees to toxic or other unhealthy substances in the workplace or in the performance of job responsibilities. Such screening or testing is limited to the specific substances expressly identified in the applicable statute, rule, or regulation, unless prior written consent of the employee is obtained for other tests. Such screening or testing need not be in compliance with the rules adopted by the Agency for Health Care Administration under Chapter 440, Florida Statutes.
- F. No cause of action shall arise in favor of any person based upon the failure of an employer to establish a program or policy for drug testing.

ATTACHMENT A
GREATER NAPLES FIRE RESCUE DISTRICT ACKNOWLEDGEMENT
OF RECEIPT AND UNDERSTANDING FORM

I hereby acknowledge that I have received a copy of the District's Drug-Free Workplace Policy. This policy sets forth rules, regulations, and procedures regarding drug and alcohol use by District employees and job applicants.

I understand the policy is intended to comply with the Drug-Free Workplace Program requirements set forth in Sections 440.101 and 440.102, Florida Statutes, and the regulations promulgated thereunder by the State of Florida, Division of Workers' Compensation, and all other applicable federal, state, and local laws and regulations.

I understand that it is my responsibility to read the policy and question my supervisor regarding any aspect of the policy that I do not understand. I further understand that compliance with the policy is a condition of employment with the District.

I understand that the policy constitutes statements of policy only, and are not to be interpreted as a contract of employment between the District and me (employee). I also understand that the District reserves the right to change, modify, or delete any portion of the policy at any time.

Printed Name of Employee

Signature of Employee

Date

ATTACHMENT B

GREATER NAPLES FIRE RESCUE DISTRICT DRUG CLASSIFICATIONS FOR WHICH TESTING WILL OCCUR

Initial Test: The District shall use the following cutoff levels when first screening specimens to determine whether they are positive or negative for these drugs or metabolites. Levels on initially screened urine specimens that are equal to or exceed the following cutoff levels shall be reported as positive and submitted for confirmation testing:

Amphetamines	1,000 ng/mL
Cannabinoids	50 ng/mL
Cocaine	300 ng/mL
Phencyclidine	25 ng/mL
Methaqualone	300 ng/mL
Opiates	2,000 ng/mL
Barbiturates	300 ng/mL
Benzodiazepines	300 ng/mL
Methadone	300 ng/mL
Propoxyphene	300 ng/mL

Alcohol testing shall be by urine sample and the initially screened specimen shall be considered (presumptively) positive and submitted for confirmation testing if the level is equal to or exceeds .04 g/dL. An equivalent or more accurate method may be selected by the District.

Levels on confirmation testing for blood specimens that are equal to or exceed the following shall be reported as positive. This confirmation testing shall be considered as meeting standards under gas chromatography if the following blood levels are exceeded:

		Trade Names or Common Names
Alcohol	.04 g/dL	Liquor, Beer, Wine, Booze
Amphetamines	500 ng/mL	Biphematine, Desoxyn, Dexedrine
Cannabinoids	15 ng/mL	Marijuana, Pot, Grass
Cocaine	150 ng/mL	Coke, Flake Snow, Crack
Phencyclidine	25 ng/mL	PCP, Angel Dust
Methaqualone	150 ng/mL	Quaalude
Opiates	.04 g/dL	Morphine, Tylenol-Codeine
Barbiturates	2,000 ng/mL	Phenobarbital, Amytal, Nembutal
Benzodiazepines	150 ng/mL	Librium, Valium, Halcion, Restoril
Methadone	150 ng/mL	Methadone-Polpene, Methadose
Propoxyphene	150 ng/mL	Darvocet, Darvon-N, Dalene

ATTACHMENT C

GREATER NAPLES FIRE RESCUE DISTRICT COMMON MEDICATIONS WHICH MAY ALTER OR AFFECT DRUG TESTING

These over the counter and prescription drugs could alter or affect drug testing results. Due to the large number of obscure brand names and constant marketing of new products, this list, as follows, is not intended to be all inclusive. It will remain the employee's or job applicant's responsibility to be aware of the potential impact on drug testing that any medication that he/she may be taking may have on drug testing results. Below medications are listed by brand name or common/generic name with the type of drug for which they may alter test results.

Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. For example, Vick's NyQuil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof); Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
Amphetamines	Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.
Cannabinoids	Marinol (Dronabinol, THC).
Cocaine	Cocaine HCl topical solution (Roxanne).
Phencyclidine	Not legal by prescription
Methaqualone	Not legal by prescription
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contrin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-Organidin, etc.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Espic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranzene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolophine, Methadose.
Propoxyphene	Darvocet, Darvon N, Dalene, etc.

CONFIDENTIAL MEDICAL INFORMATION

In the space provided below, please list any prescription or nonprescription medication(s) you believe may affect the results of your drug test:

My signature below indicates any information I have provided above is a complete list of medication(s) I am currently taking or have recently taken that I believe may affect the drug test results.

I UNDERSTAND THAT I MAY PRESENT THIS FORM TO THE PERSON TAKING THE SPECIMEN AT THE TIME THE SPECIMEN IS TAKEN.

Printed Name of Employee or Job Applicant

Signature of Employee or Job Applicant

Date

ATTACHMENT D

**WRITTEN CONSENT TO PROVIDE INFORMATION
ON STATUS OF ASSISTANCE AND/OR REHABILITATION PROGRAM**

I hereby voluntarily consent to and therefore request any physician, medical practitioner, hospital, clinic, employee assistance program, or other health and/or counseling facility to release to the Greater Naples Fire Rescue District ("District") all medical records, progress notes, diagnosis, test results, and any and all additional information in its possession concerning my drug test results, treatment and/or rehabilitation program.

My voluntary consent for you to provide this information is valid until thirty (30) calendar days after the date I am released from your care and/or complete rehabilitation, whichever is later. The District's representatives authorized to receive this information are:

Fire Chief
Deputy Chief
Human Resources

14575 Collier Blvd, Naples, FL, 34119 / 239.348.7540

I understand that I may request and receive a copy of this authorization.

I agree that a photocopy of this authorization shall be as valid as the original copy.

Printed Name of Employee Authorizing Release of Information

Signature of Employee Authorizing Release of Information

Date

ATTACHMENT E

GREATER NAPLES FIRE RESCUE DISTRICT EMPLOYEE ASSISTANCE PROGRAMS AND LOCAL DRUG/ALCOHOL REHABILITATION PROGRAMS

- A. EAP and rehabilitation programs can be found by contacting the District's healthcare provider.
- B. Other Helplines

National Assistance

CSAP Workplace Helpline

(800) WORKPLACE (967-5752)

The Center for Substance Abuse Prevention's toll-free workplace helpline service operates from 9am - 8pm. It provides assistance to managers and union leaders on the development and implementation of comprehensive drug-free workplace programs.

National Clearinghouse for Alcohol and Drug Information

(800) 729-6686

This toll-free service has information available on all aspects of substance abuse, from prevention materials and videos to specific program guidelines and resources within your state. Many publications offered are free from the Clearinghouse.

Drug Information Hotline

(800) 662-4357

Spanish

(800) 662-9832

AIDS Treatment Information Service

(800) 448-0440

Al-Anon/Alateen Family Groups

(800) 356-9996

Alateen

(212) 302-7240

Alcoholics Anonymous

(800) 252-6465

American Council on Alcoholism Helpline

(800) 527-5344

800 Cocaine (Information and Referral Hotline)

(800) COCAINE (262-2463)

MADD (Mothers Against Drunk Driving)

(214) 744-6233

Nar-Anon Family Group Headquarters

(310) 547-5800

Narcotics Anonymous

(818) 773-9999

National Council on Alcoholism and Drug Dependency

(800) NCACALL (622-2255)

Partnership for a Drug-Free America

(212) 922-1560

State Assistance

Drug/Alcohol Abuse Helpline (24 Hours)	(800) 362-2644
Drug Abuse Alcoholism & Cocaine	(800) 333-4444
Drug/Alcohol Abuse & Information (24 Hour Emergency Service)	(850) 487-2930
Drug/Alcohol Abuse (24 Hour Crisis Line & Treatment)	(800) 283-2600
Florida AIDS Hotline	(800) 352-2437

For information regarding drug testing standards, certification, procedures, laboratory, qualification of Medical Review Officers, and collection sites, please call:

Agency for Health Care Administration **(850) 487-3109**

For information and questions regarding the State of Florida's Workers' Compensation Drug-Free Workplace Program, please call:

Division of Workers' Compensation, Customer Service Center **(850) 413-1601**

For information and questions regarding Unemployment Compensation Hearings, please call:

Division of Unemployment Compensation, Bureau of Appeals **(850) 921-3511**

For a listing of Employee Assistance Programs and Drug Rehabilitation Programs in your area, you may:

- Check local listings in your telephone directory
- Contact your County Health Department
- Call your local Chamber of Commerce
- Obtain a Directory of Programs from the Florida Alcohol and Drug Abuse Association, Inc. For prices, call (850) 878-2196.

ATTACHMENT F

GREATER NAPLES FIRE RESCUE DISTRICT REASONABLE SUSPICION CONFIDENTIAL OBSERVATION FORM

This form is to be completed when an incident has occurred that provides reasonable suspicion that an employee is under the influence of drugs or alcohol. The observer and/or supervisor should note all pertinent behavior and physical signs and symptoms that lead you to reasonable belief that the employee has recently used or is under the influence of a prohibited substance. Mark each applicable item on this form and any additional facts or circumstances that you have noted. If you are an observer, please submit the form to your supervisor or the employee's supervisor. If you are a supervisor, please submit the form to the Drug-Free Workplace Program Liaison. The form will be kept in a confidential file.

SECTION A

General Information

Employee Name: _____

Job Title: _____

Department: _____

Date of Observation: _____

Time of Observation: _____

Location of Observation: _____

Suspicion Types:	Check your response to the following 5 questions:
<input type="checkbox"/> Alcohol	1. Is the employee sick or injured? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
<input type="checkbox"/> Controlled Substance	2. Is the employee diabetic? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
	3. Is the employee epileptic? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
	4. Is the employee aware of any condition that may affect his/her ability to do his/her job? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
	5. Is the employee taking any prescribed or non-prescribed medication? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown
	If yes, list: _____

Nature of the Incident/Cause for Suspicion - <i>Check all appropriate items</i>	
	Observed/reported possession or use of a prohibited substance
	Apparent drug or alcohol intoxication
	Observed abnormal or erratic behavior
	Arrest or conviction for drug related offense
	Evidence of tampering with a previous drug test
	Other (e.g., flagrant violation of safety regulations; serious misconduct; fighting or argumentative/abusive language; refusal of supervisory instruction; unauthorized absence from the job – specify)

Unusual Behavior - <i>Check all appropriate items:</i>	
	Verbal abusiveness
	Physical abusiveness
	Extreme aggressiveness or agitation
	Withdrawal, depression, mood changes, or unresponsiveness
	Inappropriate verbal response to questioning or instructions
	Other erratic or inappropriate behavior (e.g., hallucinations, disorientation, excessive euphoria, confusion – specify)

Observations of Physical Signs or Symptoms - <i>Check all appropriate items:</i>	
	Possessing, dispensing, using a controlled substance
	Slurred or incoherent speech
	Unsteady gait or other loss of physical control, poor coordination - stumbling, staggering
	Lethargic/slow movement
	Dilated or constricted pupils or unusual eye movement
	Bloodshot or watery eyes
	Glazed or glassy eyes
	Extreme fatigue or sleeping on the job
	Excessive sweating or clamminess to the skin
	Flushed or very pale face
	Loss of inhibitions with no apparent reason (yelling, screaming, cursing, assaultive, overly friendly)

Observations of Physical Signs or Symptoms - Check all appropriate items:	
<input type="checkbox"/>	Highly excited or nervous
<input type="checkbox"/>	Nausea or vomiting
<input type="checkbox"/>	Dry mouth (frequent swallowing/lip wetting)
<input type="checkbox"/>	Dizziness or fainting
<input type="checkbox"/>	Shaking hands or body tremors/twitching
<input type="checkbox"/>	Irregular or difficult breathing
<input type="checkbox"/>	Dilated or constricted pupils or unusual eye movement
<input type="checkbox"/>	Runny sores or sores around nostrils
<input type="checkbox"/>	Inappropriate wearing of sunglasses
<input type="checkbox"/>	Puncture marks or "tracks"
<input type="checkbox"/>	Odor of alcohol beverage on breath
<input type="checkbox"/>	Body odor of alcohol beverage
<input type="checkbox"/>	Odor of marijuana on person or in room
<input type="checkbox"/>	Trembling or uncoordinated movement of hands
<input type="checkbox"/>	Other (specify) _____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Written Summary - *If known, how is the employee's behavior different from that previously observed? Has another employee observed the employee's behavior? If yes, please list the other observer(s)' name(s). Be specific and describe any other observations about behaviors or actions not listed above.*

To the best of my knowledge, this report represents the appearance, behavior, and/or conduct of the above-named employee, observed by me and upon which I base my decision to refer the person for further assessment and/or referral.

Signature of Observer

Date

- Reasonable suspicion established** - Reasonable suspicion has been established. I have reviewed the above checklist and have confirmed the information, and agree that the employee is exhibiting reasonable suspicion of impairment due to drug and/or alcohol use.

- Reasonable suspicion not established** - Reasonable suspicion has not been established. I have reviewed the above checklist and have not confirmed the information. Furthermore, I do not agree that the employee is exhibiting reasonable suspicion of impairment due to drug and/or alcohol use.

Signature of Supervisor

Date

DO NOT MAKE COPIES OF THIS FORM. THE ORIGINAL WILL BE KEPT IN A CONFIDENTIAL FOLDER BY THE DRUG FREE WORKPLACE PROGRAM LIAISON.

J. Nolan Sapp, Fire Chief

Conduct and Behavior

601.1 PURPOSE AND SCOPE

The purpose of this policy is to provide requirements, guidelines, and prohibitions to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

601.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that its employees strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

All employees are required to comply with federal and state laws, rules adopted by the Division of State Fire Marshal and with workplace safety and health standards, rules, policies, procedures, and the District's rules, regulations, policies, guidelines, and procedures. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. Such behavior may discredit the good work of the Greater Naples Fire Rescue District and its employees, and will reflect poorly on the District. Any breach of this policy will be grounds for disciplinary actions. Any violations of this policy will be documented, with appropriate follow-up action taken. Employees must not take personal advantage of any situation and/or opportunity that arises. It is the responsibility of each District employee to abide by this Code of Conduct. In addition, employees must comply with all requirements of Chapter 112, Part III, Florida Statutes, the Code of Ethics for Public Officers and Employees.

601.3 PROFESSIONAL CONDUCT

All employees are governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and must conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming of an employee includes that which discredits the District or the person as an employee of the District or which impairs the operation or efficiency of the District or its employees.

Employees must conduct themselves in a manner that does not impair the good order and discipline of the District. Employees must not, while on-duty, indulge in hazing or bullying; offensive, obscene, or uncivil language; verbal or physical altercations or threats thereof; or conduct which might cause injury to another person.

Employees must not be in possession of or consume non-prescribed, or non-ordered in the case of medical marijuana, illegal substances or alcoholic beverages while on duty or subject to call.

Employees must follow prescribed direction regarding dress code and personal protective equipment. Employees must only procure equipment through appropriate channels. Employees are prohibited from defacing any property. Employees must only transit via approved roadways and not stray into restricted areas.

Greater Naples Fire Rescue District

Greater Naples Fire Rescue District Policy Manual

Conduct and Behavior

Employees must demonstrate proper consideration for other agencies capabilities and operating practices.

Employees of the District are required to be familiar with the expected standard of behavior, both on- and off-duty.

601.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, employees must be courteous to the public and tactful. They must control their tempers, exercise reasonable patience and discretion, and not engage in any argumentative discussions even when provoked.

In the performance of their duties, employees are prohibited from using coarse, violent, profane, or insolent language or gestures, and must not express prejudice or discrimination. Employees must keep the value of life and the welfare of the victim constantly in mind and remain cognizant of cultural issues including race, religion, gender, and nationality.

601.5 COURTESY TO EMPLOYEES

Employees must be courteous and respectful in their relations with all employees of the District. Employees are prohibited from using coarse, violent, profane, or insolent language or gestures, and must not express prejudice or discrimination.

601.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

601.7 CONFORMANCE TO LAWS

Employees must obey all laws of the United States and of any state and local jurisdiction in which the employee is present, including laws regarding weapons and firearms, the handling of sensitive information, and medical care and handling of patients and/or deceased. Employees must follow Agency having jurisdiction and federal and state laws or regulations regarding taking and showing pictures of victims or structures.

601.8 DEROGATORY OR MALICIOUS STATEMENTS

Employees are prohibited from being a party to any malicious gossip, report, or activity that would tend to disrupt District morale or bring discredit to the District or any employee thereof. Employee questions concerning District policy, activities, officers and/or safety issues must be submitted by official written communication to the employee's immediate supervisor.

Greater Naples Fire Rescue District

Greater Naples Fire Rescue District Policy Manual

Conduct and Behavior

601.9 POLITICAL ACTIVITY

Employees are prohibited from engaging in political activities of any kind while on-duty. Employees are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as employees of the District.

601.10 SEXUAL ACTIVITY

Employees are prohibited from engaging in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

601.11 ILLEGAL GAMBLING

Employees are prohibited from engaging or participating in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether District-issued or owned by the employee.

601.12 GIFTS AND GRATUITIES

Employees are prohibited from soliciting or accepting any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District or to promote cooperation.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of an employee or seeks to affect the performance of an employee while on-duty, the incident must be immediately reported to the next level supervisor.

601.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Employees who are approached with monetary donations following major disasters must direct the person or entity to the Administration and Finance Section for instruction on proper ways to donate.

Employees are prohibited from accepting any monetary donation from the public at any time. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift must be placed in an area of the station or office to be shared by all employees.

Employees must not consider a gift of the heart as a personal present at any time.

601.14 ABUSE OF POSITION

Employees are prohibited from using their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Employees are prohibited from lending to another person their identification cards or badges, or permitting their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Greater Naples Fire Rescue District

Greater Naples Fire Rescue District Policy Manual

Conduct and Behavior

Employees are prohibited from authorizing the use of their names, photographs, or official titles that identify them as District employees (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

Employees are prohibited from removing property from an operational work site as a souvenir.

601.15 PUBLIC STATEMENTS AND APPEARANCES

Employees are prohibited from addressing public gatherings, appearing on radio or television, preparing any articles for publication, acting as correspondents to a newspaper or periodical, or releasing or divulging investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

Notwithstanding, in an effort to provide employees the ability to attend District related meetings conducted within the District while on-duty, the following applies to facilitate such activities.

1. Units may be assigned to attend meetings at the direction of the Section Manager or authority of the Fire Chief.
2. Employees are generally permitted to voluntarily attend public/special meetings while on-duty with the express permission of the appropriate Section Manager. Non-approved attendance will not be permitted. Such meetings include:
 - A. Commission meetings
 - B. Pension Board meetings
 - C. Union meetings
 - D. Other public/special meetings as approved by the appropriate Section Manager
3. Attendance of emergency response apparatus is generally limited to one in-zone unit that must remain in-service at all times. Any exception will be at the direction of the Battalion Chief or authority of the Fire Chief. Responses to emergency incident must not be modified or otherwise delayed.
4. Zone coverage must be maintained. In the event a more distant unit is approved to attend, the affected in-zone unit must be relocated.
5. Shift and uniform day personnel attending such meetings while on duty are required to wear Class B uniforms (Union meetings, Class C).
6. Civilian employees attending such meetings while working are required to wear their currently assigned work uniform.
7. Company officers and supervisors must monitor their radio at all times. All other crew members must silence their radios.

Collective Bargaining Agreement

ARTICLE 3 – DISCRIMINATION

3.01 Union Rights: Employees covered under this agreement shall have the right to join; to engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid for protection; to express or communicate to management and elected officials any view, grievance, complaint or position related to the conditions of morale, compensation, health and safety, and terms of employment, all free from constraint, coercion, discrimination, or reprisal.

Nothing shall abridge the right of any duly authorized representative to present views of an employee, or this recognized group, which affect the welfare of its members.

3.02 Non-Discrimination/Non-Harassment: The District and the Union agree to the following provisions.

The District and the Union agree, in accordance with applicable Federal and State law, not to discriminate against or harass any employee on the basis of a protected class.

- A. The District and the Union agree not to discriminate, interfere, restrain, harass or coerce an employee based on marital status, sexual orientation, gender identity, or gender expression in the exercise of his or her rights under this agreement.
- B. The District and the Union agree that there shall be no discrimination, interference, restraint, or coercion by the District against any employee for their activity on behalf of, or membership in, the union.
- C. The District and the Union agree, in accordance with applicable Federal and State law, not to retaliate against any employee for engaging in a protected activity or exercising any right under this collective bargaining agreement.

3.03 Violations: All employees under this agreement are free and clear to report any violation or conceived violation in good-faith to the proper authority, or District authority (e.g., Fire Chief, Commission Board, or Board Chairman), without fear of constraint, coercion, discrimination, or reprisal.

3.04 Language Disclaimer: For the purposes of this Agreement, references to employees in the masculine gender shall be deemed to apply equally, and without distinction or discrimination to the female gender.

ARTICLE 4 – MANAGEMENT RESPONSIBILITIES

4.01 District Rights: The Board of Fire Commissioners hereby retains and reserves to itself and other administrative personnel of the District, without limitation, all powers, rights, authority, duties and responsibilities, and the exercise thereof, as conferred upon and vested in them by the Constitution and the laws and regulations of the United States and of the State of Florida, and the policies of the Greater Naples Fire District, according to the rights set forth by Chapter 447 of the Florida Statutes.

The Union and the employees under this Agreement recognize that the District has the sole and exclusive right, except as provided for in this Agreement, to manage and direct any and all of its operations. Accordingly, the District reserves the representative right to:

- A. Determine the purpose and organizational structure of the fire service;
- B. Decide the scope of service to be performed and the methods of service;
- C. Set minimum performance standards to be offered to the public;
- D. Schedule and assign employees in accordance with this agreement and overtime procedures;
- E. Determine the services to be provided to the public, and the maintenance procedures, materials, facilities, and equipment used, and introduce new or improved services, maintenance procedures, materials, facilities, and equipment;
- F. Hire (including the right to refrain from hiring) and determine the criteria and standards of selection for employment (including minimum qualifications for hiring);
- G. Discharge, demote, suspend or otherwise discipline for just cause;
- H. Promote and establish criteria and procedures for promotions in accordance with District policy and determine the number and types of positions as well as the number and types of positions in each classification;
- I. Transfer and assign employees in positions within the organizational structure of the fire service;
- J. Determine all training parameters for all positions within the District, including persons to be trained and the extent and frequency of the training;
- K. Create, expand, reduce, alter, combine, or cease any job, or merge, consolidate, expand, curtail, transfer, or discontinue operations, temporarily or permanently, in whole or in part, due to lack of funds or other legitimate financial or operational reasons;
- L. Determine the number, location, and operation of all fire stations, divisions, and units;
- M. Control the use of equipment and property of the District and determine the number and classifications of employees assigned to any shift, station or piece of equipment.

4.02 Employee Rights:

- A. Employee Rights as provided by local, state, and federal law are hereby preserved (e.g., substantive and procedural due process, representational, self-incrimination, search and seizure, privacy, etc.), including firefighters' rights as defined in Chapter 112, Part 8, Florida Statutes.

B. The rights reserved by the Employer in this Article will not be exercised arbitrarily or capriciously to evade obligations of this Agreement. The Employer will act in good faith and fair dealings in its performance of this agreement.

- 4.03 District Budget:** The Fire Commission has the sole authority to determine the amount of the budget to be adopted by the District.
- 4.04 Civil Emergency:** If, in the sole discretion of the Fire Commission, it is determined that civil emergency conditions exist under a Local, State or Federal Declaration for the Fire District region, including, but not limited to, riots, civil disorders, hurricane conditions, pandemic illnesses, or similar catastrophes, agreed upon provisions of this Agreement may be suspended by the Fire Commission during the time of the declared emergency. In all cases of declared civil emergencies wage rates, leave benefits, and monetary fringe incentives shall not be suspended during the emergency without good and proper cause.
- 4.05 Collective Bargaining:** Nothing in this Contract shall dilute or eliminate the obligation of the District to negotiate with the Union over proposed changes to wages, hours, and other terms and conditions of employment prior to implementation.
- 4.06 Topics of Bargaining:** The District agrees to provide written notice of proposed changes to mandatory and permissive topics of bargaining to the Union President thirty (30) calendar days in advance of implementation.

ARTICLE 6 – PREVAILING RIGHTS

- 6.01 Prevailing Rights:** All rights, privileges, and working conditions enjoyed by the employees at the present time which are not addressed in this agreement shall remain in full force, unchanged, and unaffected in any manner during the term of this agreement, unless changed by mutual consent or they are in conflict with the provisions of this agreement. Prevailing rights are practices that have risen to enforceable contract terms through the recognized and accepted practices of the District or the employees.
- 6.02 Defining Prevailing Rights:** Prevailing rights are those recognized and accepted by the employees and the District and used several times in the past. Prevailing rights includes accepted behavior, repeated actions, or inactions on behalf of the employee or the District.
- A. The practice was clear and applied consistently.
 - B. The practice was not a special, one-time benefit or meant at the time as an exception to a general rule.
 - C. Both the employees and management knew the practice existed and management agreed with the practice or, at least, allowed it to occur.
 - D. The practice existed for a substantial period of time and it had occurred repeatedly.

ARTICLE 11 – HEALTH AND SAFETY

11.01 Purpose: The District agrees to provide the highest standards of health and safety in the Fire District in order to eliminate or reduce as much as possible accidents, deaths, injuries and illnesses, and near misses. The Union through its various representatives, committees, and agents, have been afforded certain participatory rights related to employee health and safety; however, it is not the intention of the parties that these provisions herein diminish the District's exclusive and sole responsibility under statute, or this article. The Union may choose to participate or choose not to participate at its own discretion.

11.02 Joint Safety and Health Committee: There may be a joint health and safety committee composed of District and Union representatives selected annually. The Union shall select a minimum of (3) union representatives to participate on the committee. The committee will be composed of an equal number of District representatives and Union representatives for the purpose of voting. The joint committee shall adopt a safety program as provided for in statute FS 633.502-536 and FAC 69A-62 as a basis for devolving said plan. As an example, the committee shall address the following:

- A. Meet at least monthly at established dates or as requested by either party.
- B. Make periodic inspections of District facilities and apparatus, protective equipment, protective clothing and devices, review work methods and conditions, including training procedures, at least annually.
- C. Make written recommendations for correction of hazardous conditions or unsafe work methods which come to its attention. All recommendations shall be forwarded to District officials responsible for providing a healthy and safe workplace and include a target date for abatement of the condition or unsafe work practice.
- D. Keep minutes of all meetings, a copy of which shall be provided to the Fire Chief and Union President. A written report shall be prepared for review and adoption at the next committee meeting.
- E. Review and analyze all reports of accidents, deaths, injuries and illnesses, and near misses. Make written recommendations that include a date of implementation to modify or add rules and procedures to further promote the avoidance of such incidents in the future as the committee deems appropriate.
- F. Review all copies of records and reports, including all reports required by any governmental agency, under applicable federal, state, or provincial safety and health laws, and each report shall be made available upon request to each member of the safety and health committee.
- G. The District shall provide or create a joint accident investigation team for the purposes of complying with "E" and "F" above.
- H. The committee may ask the advice, opinion and suggestions of experts and authorities on safety matters. The committee shall have the right to call on such experts and authorities, including, for example, representatives from the International Association of Firefighters, Florida State Fire Marshall's Office, and International Association of Fire Chiefs, to make such examinations, investigations and recommendations as shall be reasonably connected with the purpose of the committee.

11.03 Protective Clothing and Equipment: The District shall furnish and thereafter maintain at no cost to the employee all respiratory apparatus, gloves, helmets, protective clothing, and other protective equipment necessary to preserve and protect the safety and health of firefighters. Personnel may be responsible for expenses incurred in replacing lost or damaged uniforms due to personal negligence, or intentional misuse, subject to review and decision by the Fire Chief. Only personnel who have been trained and certified by the manufacturer or applicable agency shall be permitted to perform maintenance and/or repairs on self-contained breathing apparatus.

11.04 Firefighter Health and Safety Training:

- A. The District agrees to provide a continuing program of safety and health education for all employees to develop an ongoing safety awareness aptitude. In the event of the introduction of new technology or other changes in work processes, the employees affected shall be fully trained in all the health and safety aspects of the new procedure, work process or equipment.
- B. Employees agree to support and follow the Districts Safety Program and commit to providing a safe working environment.
- C. Employees shall immediately report to their supervisor any safety hazards or other unsafe conditions. Employees shall also report to their supervisor any injuries sustained in the course and scope of employment. Also, management will receive and consider written recommendations with respect to unsafe conditions or other safety ideas from any employee or the Union.
- D. The District will provide its personnel with safety equipment as deemed necessary and appropriate by the Fire Chief, or by recommendation of the Health and Safety Committee to ensure that all work on behalf of the District can be performed in a safe manner.

ARTICLE 12 – GRIEVANCES

12.01 Definition: The grievance procedure set forth herein shall be the preferred method to be used by an employee, group of employees, or the Union for the settlement of disputes involving the interpretation or application of this agreement. If the interpretation or application of this agreement cannot be settled under this procedure, then either party may pursue continuation under alternate legal means.

A grievance shall be defined as a dispute or disputes involving the interpretation or application of an article or articles, a specific part or parts of this agreement, discipline and discharge, violation of a District governing document, or a material change in an established practice.

For purposes of this Article, a practice shall be defined as one that has risen to the level of an enforceable contract term. If there is a dispute as to whether a practice meets this definition, the parties agree that in the event the matter reaches the arbitration step, the case will be bifurcated such that the arbitrator will first and separately decide whether the practice is arbitral.

Any grievance filed under this procedure shall bear the name and signature of any and all employees bringing forth the grievance, except when the Union itself brings the grievance, in which case the grievance will be signed by a Principal Officer of the Union.

As to any alleged violation(s) of any Federal Regulation or State Statute that is referenced by this Agreement, an employee(s) may assert a claim for such alleged violation by using the grievance procedure in this Agreement and/or filing an action with the appropriate authority having jurisdiction.

12.02 Time Limitation: Within thirty (30) business days of an alleged violation or knowledge of an alleged violation, a written and signed grievance petition may be submitted directly to the Fire Chief or to an Advisory Grievance Committee of the Union for consideration. The thirty (30) business days begins upon the conclusion or final action of the District or knowledge by the employee of an infraction or violation.

12.03 Extension of time: All specified time periods may be modified by mutual consent of the Union and the District. Request for an extension shall not be unreasonably denied by either party.

12.04 Grievance Steps:

Step 1: Fire Chief

The Fire Chief has fifteen (15) business days, from the date received, to respond to the grievance. The response shall include any evidence that the District has met its performance requirement under agreement. If the Fire Chief does not respond to the grievance, or denies the grievance in full or in part, the grievant(s) or the union may submit the grievance to Mediation. The grievant(s) or the Union shall provide their decision in writing within ten (10) business days of receiving the Fire Chief's recommendation.

Step 2: Grievance Mediation (Non-binding)

When parties cannot agree to a grievance solution with the Fire Chief, it shall proceed to Mediation for a third-party recommendation. The Mediator shall be chosen from the Federal Mediation and Conciliation Service (FMCS) and agreed upon between the District and the Union. Grievance Mediation shall take place within a reasonable period of time, generally within thirty (30) business days of the grievant(s) or Union response to Step 1, unless extenuating circumstances exist.

If the grievance has not been settled to the satisfaction of the grievant(s) or the Union, it then may be submitted to the Board of Commissioners. The grievant(s) or the Union shall provide their decision in writing within ten (10) business days of receiving the Mediators recommendation.

Step 3: Board of Commissioners

When parties cannot agree to a proposed resolution after Mediation, it shall proceed to the Board of Commissioners for consideration during a regular or special meeting. Each party shall be provided a reasonable period of time to present, and rebuttal, opposing views of the grievance to the Board. The Board will vote to sustain or deny the grievance in whole or in part. The Board will have at their discretion the ability to offer alternate resolutions to the grievance that parties will have ten (10) business days to consider.

If the grievance has not been settled to the sole satisfaction of the Union, it then may be submitted to Arbitration. The choice to proceed to Arbitration for a member of the Union shall be made solely by the Union in consultation with the union attorney and consultation with the grievant. The choice to proceed to Arbitration for a non-member will be made by that grievant and he or she shall bare any and all costs associated with Arbitration. The Union, or non-member grievant shall provide their decision in writing within twenty (20) business days to the District.

Step 4: Arbitration (Binding)

Any grievance arising out of or relating to the interpretation or the application of this agreement may be submitted to arbitration. An arbitrator shall be selected from a list of seven (7) arbitrators by the alternate striking of names. The Union or grievant shall strike second. Any grievance pending Arbitration can continue to be worked on toward a resolve by the parties involved.

12.05 Alternate Dispute Resolution Costs:

The compensation of the mediator, arbitrator, or special magistrate, and all stenographic and other expenses, shall be borne equally by the parties.

12.06 Unanswered Grievances:

Any grievance not answered by the District or the Union within the time limits provided will automatically advance to the next step of the procedure.

12.07 Non-Union Members:

- A. Non-member (defined as an employee that is not active and in good-standing with the local covered bargaining unit position, may designate a representative of their choosing from within the organization, but outside members and non-members covered by the Union, to assist or represent them during presentation of their grievance through the steps outlined above. The Union has no representational, legal, or financial responsibilities to non-union or non-bargaining unit employees.
- B. The Union has the right to be present at any meeting between the District and a Union covered position, regardless of representational responsibilities. The District will ensure notification to the Union of any such meeting.
- C. Non-member of the union will have the latitude to proceed at their own cost, representation, and in conformity with this agreement to and through Arbitration. The Union reserves the right to be present at any meeting up and through Arbitration.

12.08 Advisory Grievance Committee: The committee, upon receiving a written and signed petition shall review the grievance and provide the grievant a written response within twelve (12) business days. After the grievant receives the response, he/she will have seven (7) business days to decide whether the grievance proceeds to the Fire Chief. The committee provides an opinion by peers and should not be used as a legal basis for determining whether to proceed or not to proceed under this procedure. The Advisory Grievance Committee is an adjunct to the grievance process, regardless of the opinion the employee may present the grievance to the Fire Chief.

12.09 Processing Grievances: Employees or an employee who files a grievance under this procedure is responsible for meeting time-lines under this Article. The Union is not solely responsible because a member or members filed a grievance petition. However, the Union may intervene as it deems appropriate to represent its positions under this Agreement. The Union will facilitate coordination with the grievant(s) to aid him/her in the process, but is not responsible for timeliness when it is not the Union itself that filed the grievance.

ARTICLE 13 – DISCIPLINE & DISCHARGE

13.01 Discipline: Discipline will be administered in a corrective, progressive, and lawful manner consistent with the previous practices of the District. The objective being to correct performance, improve efficiency and morale, and uphold the employee’s employment with the District.

13.02 Just Cause: The District must establish “just cause”, with a clear preponderance of evidence, prior to implementing discipline in situations involving formal suspension of an employee, or a more severe detrimental employment impact to an employee.

- A. Was the employee adequately warned or trained on the consequences of his/her action?
- B. Was the violation or behavior related to the safe and efficient operations of the District?
- C. Was the employee subject to a fair and impartial investigation?
- D. Were the rules, regulations, policies, procedures, orders and directives (i.e. governing documents) administered ‘evenhandedly’?
- E. Was the employee given an opportunity to respond to the allegations and charges?
- F. In instances where suspension, demotion, last chance agreement, or termination is considered, did the employee receive an impartial hearing before the penalty was imposed and the District demonstrated a clear and convincing presentation of the evidence in making its decision?
- G. Was the penalty imposed reasonably related to the incident and the past record of the employee?
- H. Just cause standards above (“A” through “G”) are not necessary when the act of the employee is of such a serious nature or so egregious that the employee is expected to know it is wrong.

13.03 Due Process: The District shall ensure that any disciplinary proceeding is in accordance with the commonly accepted practice of a fair and impartial hearing, procedural and substantive due process, clear and convincing evidence, and the opportunity of the accused to address any accuser or accusations. Hearsay shall be in-admissible in any formal investigative proceeding.

13.04 Confidentiality: The District shall ensure the confidentiality of the inquiry or investigation of the employee during any investigative process through completion. At the completion of the investigation all documents and determinations become public record, except those specifically exempt under Florida Law.

13.05 Formal Investigative Action(s): The District shall have the sole discretion and responsibility for identifying alleged violations or instances of alleged unacceptable behavior that may result in suspension, demotion, last chance agreement, or termination. The District shall follow the provisions of Statute 112, Part VIII, “Firefighter Bill of Rights”, and those contained herein this article below. The following time-lines shall be followed:

- A. In such situations the District shall reasonably apprise the employee(s) in writing of the allegations, any purported violations District governing documents, and any evidence or statements that have been received by the District within twenty (20) calendar days of knowledge of the event.
- B. The District may not begin interrogations or questioning of employees associated with an investigation until the accused employee(s) has received aforementioned written notification; thereafter, the District will complete the investigative process within one hundred and twenty (120) calendar days from the date of notification, unless extenuating circumstances exist.

- C. During the one hundred and twenty (120) calendar days the investigative process for those accused will be provided an Investigation hearing, by an impartial arbiter, that will determine facts from hearsay, allow the accused to question accuser(s) by representation or counsel, to address accusations, and other defenses necessary to ensure impartial and fair dealings.
- D. At the close of the investigation, the District will provide the employee(s) a summary of its conclusions along with any supporting evidence in preparation of a pre-determination hearing. The employee will be provided a reasonable period to prepare for the predetermination meeting. The District will ensure an official record of the predetermination meeting.
- E. At the conclusion of the predetermination hearing, the District shall issue its final resolve within thirty (30) calendar days.
- F. Timelines can be adjusted by written mutual agreement between the union and the District; the Union will not unreasonably deny such requests.
- G. The entire investigative process shall not exceed one hundred and twenty (120) calendar days from the date of written notification to the employee(s).

13.06 Employee Rights: Employees shall be afforded any and all rights and privileges available to them under agreement and in accordance with Federal, State, local, and department documents.

13.07 Union Rights: The Union shall receive reasonable notification of any District inquiry, interrogation, or investigation, and will be allowed representation, be present, or authorize legal counsel to participate.

13.08 Representation: Any District inquiry, interrogation, or investigation meant as a means of determining a wrong doing (alleged unacceptable action) on behalf of the employee shall be entitled to Union or legal representation during any proceeding initiated by the District.

13.09 Written Accounts: Written statements will not be elicited from employees, unless a formal investigative process is initiated by the District in accordance with Statute 112, Part VIII, "Firefighter Bill of Rights" and the provisions of this agreement.

13.10 District Rights: The District reserves the right, depending upon circumstances, to place the employee under investigation on paid leave, without adverse employment consequences, for the duration of the investigation and its conclusion.

13.11 Determination: The District shall provide the employee and the Union a written notification of disciplinary determination within ten (10) calendar days of completion of a formal investigation, unless extenuating circumstances exist. The written determination shall include: (1) All evidence based upon making the determination, (2) any previous employee disciplinary action or resolves, (3) the recommended and implemented discipline by the District, and (4) any appeal rights.

13.12 Records: The Union and employee shall be entitled to all documents related to the disciplinary action without charge.

13.13 Types of District Action for Infractions:

- A. Informal Counseling: Do not involve a formal investigative process and are used to prescribe inappropriate conduct or minor violation of the District's governing documents. Counseling is intended to identify and correct deficiencies without the need for a formal investigatory process. Counseling is only administered by a superior officer to a subordinate employee. Counseling forms shall be removed from the employee's record/file after one (1) year from the date of issuance.
- B. Informal Written Reprimand: Do not involve a formal investigative process and are used to prescribe continuing inappropriate behavior or a serious violation of the District's governing documents. A written reprimand is issued under the same parameters as a counseling, except that a written reprimand is retained for three (3) years from the date of issuance.
- C. Informal Suspension (24 hours or less for Shift and 16 hours or less for Day/weekly employees): Does not involve a formal investigative process and is used to prescribe a situation that an Informal Written Reprimand alone does not address the situation, and there is cause based upon reasonable belief of evidence obtained that warrant suspension. This is an extension or add on to an Informal Written Reprimand.
- D. Suspension (Greater than Informal Suspension): Involves a formal investigative process and is the loss of pay to an employee for multiple reoccurrences of the same or similar offenses or an offense that is reasonably considered serious in nature. It shall be reduced to writing and specifically state the date(s) of suspension. It shall be signed by the Fire Chief and be considered a permanent record of the employee's employment.
- E. Demotion: Involves a formal investigative process and is issued to an employee for multiple suspensions of the same or similar offenses in which the Fire Chief has reached reasonable inferences from those suspensions that demotion is an appropriate cause of action. The employee shall be reduced in rank appropriate to the discipline determination. It shall be signed by the Fire Chief and be considered a permanent record of the employee's employment.
- F. Last Chance Agreement: Involves a formal investigative process and is provided to an employee in lieu of termination when suspensions and/or demotions have not been effective, and the circumstances and evidence surrounding and giving rise to the consideration of termination are an appropriate disciplinary determination. In these instances, the District, Union, and employee may enter a "Last Chance" Agreement in lieu of termination.
- G. Termination: Involves a formal investigative process as a means of a separation of service of the employee. Or, termination is a means of separation for a serious and egregious act by an employee.

13.14 Safety & Security: At the sole discretion of the District, in which events and circumstances dictate reasonable care to ensure the safety of the public and employees, and necessitate the protection of district assets, an employee may be relieved from duty or restricted from reporting to duty.

ARTICLE 14 – OFF-DUTY VIOLATIONS

- 14.01 Notification:** The employee will notify the District of any charges that may affect their perceived employment status with the District before his/her next scheduled workday, unless extenuating circumstances exist.
- 14.02 Legal Detention:** If an employee is detained and unable to report to duty, he/she will receive the time-off without pay. He/she shall notify the District of the detention as reasonably possible after release.
- 14.03 Administrative Leave:**
- A. The District reserves the right to place an employee on a paid leave and benefits status for any off-duty charges that involve allegations and charges of a misdemeanor/s of moral turpitude up to their final determination (adjudication) of events.
 - B. The District reserves the right to place an employee on a paid, or un-paid leave status (employment benefits unaffected) for any off-duty charges that involve allegations and charges under felony statute. When at the Fire Chief's express written discretion to the Union to suspend an employee without pay, the reasons shall be reduced to writing and provided to the Union President.
- 14.04 Conviction, Nolo Contendere, or Cessation of Charges:** Upon completion of any legal proceeding resulting in a conviction or plea of nolo contendere by the employee to the charges, the District may take corrective action in accordance with the Discipline Policy, this Agreement, and previous practices. The District will not act based upon prima facie evidence of charges or act upon the cessation legal proceeds that do not result in a legal admission of guilt.
- 14.05 Motor Vehicle Violations:** Employees shall not be disciplined based solely upon moving traffic violations, unless the employee cannot maintain a valid work-related license or permit within a reasonable period of time based on legal maintenance of such license under the employee's extenuating circumstances.
- 14.06 Driving Under the Influence (DUI):** Employees charged and/or convicted with a first (1st) DUI, with no extenuating circumstances of consequence to the District outside the employee's involvement, the employee shall be able to maintain their employment in a District assigned appropriate position (i.e., Firefighter, Training, Logistics or Administrative position) provided they maintain driving privileges. An employee charged, but later absolved of such charges will be restored to their rank and full employment status upon the cessation of legal proceedings and obligations (i.e., fines, restoration of driving privileges, completion of probation).
- 14.07 District Inquiry or Investigation:** All questions related to an off-duty related incident shall focus narrowly upon the employee's workplace duties and ability to fulfill those responsibilities, or responsibilities and duties under an alternate position. Employees will not be required or compelled to answer questions not related to their employment.
- 14.08 Extenuating Circumstances:** All extenuating circumstances under this agreement shall be discussed and agreed upon between the Fire Chief, Union President, and counsels. In situations in which a consensus is not reached, will be resolved through the Grievance Procedure.

ARTICLE 15 – DRUG-FREE WORKPLACE

15.01 General Provisions: The District agrees that the Drug-Free Workplace Program shall be in accordance with Florida Statutes, Chapters 112.0455, and 440.102, or as amended and agreed upon herein. The District will take into strict consideration the privacy rights guaranteed to every employee when conducting drug and/or alcohol testing.

15.02 Drug Testing: Before the District requires an employee to submit to an alcohol or drug test, other than “Fitness-for-Duty” or “Follow-up” testing, the District shall have established reasonable suspicion as provided in Statute and under District Policy for the basis for the ordered alcohol or drug test.

Once the District commits an employee to alcohol or drug testing the employee will be relieved of duty, with pay and without any adverse employment consequences, for the remainder of that workday, or until the employee is cleared for work, or the District receives a positive or negative confirmed drug-test result.

15.03 First Report of Injury, Accident, or Exposures: Employees filling out a “First Report of Injury” for Workers’ Compensation after suffering a personal injury, or involved in an accident resulting in jury to self at work will not be tested until the District provisions of Reasonable Suspicion are fulfilled under District Policy 903.4 Drug Free Workplace.

15.04 Refusals: Employee refusal to submit to an alcohol or drug test after receiving written documentation by a supervisor of reasonable suspicion will be considered a positive confirmed drug testing result. The employee may refuse testing until provided a copy of the reasonable suspicion documentation.

15.05 Alcohol Concentration: An employee with a test result greater than .04 may be considered a positive test result under this agreement.

15.06 Types of Drug Testing: Employees may be required by the District to submit to the following types of drug testing:

- A. Routine Fitness-for-Duty: An employee may be required to undergo a routinely scheduled annual fitness-for-duty medical examination, which may include drug testing provided the employee received 14 calendar day notification prior to the date of his/her scheduled test. This test does not require reasonable suspicion written documentation.
- B. Reasonable Suspicion: An employee may be required to reasonable suspicion testing based upon the written documented belief of a trained supervisor that the employee is unfit for duty due to alcohol or drugs, with approval for testing by the Fire Chief or their designee. Alcohol or drug testing is authorized only if the observations are made during, just proceeding, or just after the employee’s workday. Employees that are part of the bargaining unit will not be considered a trained supervisor and required to be a reporting supervisor.
- C. Follow-up Testing: An employee who, in the course of employment, enters an employee assistance program for drug or alcohol related problems, or a rehabilitation program may be required to submit to unannounced follow-up testing no more than once monthly for a two-year period after completion of the program. This test does not require prior reasonable suspicion written documentation.
- D. Post-Accident: An employee who has caused, contributed to, or been involved in an accident while at work leading to a Workers Compensation Claim, “First Report of Injury” for self or another employee, may be required to submit to a post-accident drug test as a condition of

employment if reasonable suspicion, with proper documentation and approval by the Fire Chief or designee has been established by the District.

- E. Property Damage: When property damage occurs to District apparatus or equipment, and the supervisor believes the damage was caused, contributed to, or occurred because the employee or employees were under the influence of drugs or alcohol; establishing reasonable suspicion with proper documentation and approval by the Fire Chief or designee, the employee(s) may be sent for testing.

15.07 Employee Job Protections: The following employee job protections shall apply and be in addition to any protections found under Florida Statute and District policy.

- A. All reasonable suspicion testing, including post-accident/property damage incidents, shall take place within seventy-two hours following the accident/damage; otherwise, no testing shall be administered. All testing shall be through established testing facilities and not through law enforcement officials.
- B. The District is responsible for transportation to and from the testing facility. The employee is responsible from the time he/she is released from duty.
- C. The District shall not discharge, discipline, or discriminate against the employee solely upon an employee voluntarily seeking treatment for a drug or alcohol related problem.
- D. While in any employee assistance or rehabilitation program, the employee will be allowed to return to duty in their regular assignment in accordance with physician or program provider recommendations.
- E. An employee will not be subject to alcohol or drug testing based solely on a “report of use”, or other hearsay from an outside or internal source.
- F. Employees may not be disciplined or discharged based solely on a first confirmed drug or alcohol test, unless such confirmation is connected to habitual disciplinary problems, history of alcohol and drug abuse, or a serious injury caused to self or another party.

15.08 Employee Treatment Benefits: The following employee treatment benefits shall apply and be in addition to any treatment benefits found under Florida Statute and District policy.

- A. The District shall select the employee assistance program or rehabilitation program, for any District ordered treatment.
- B. The District shall ensure the employee receives his/her normal wages and benefits for the first 7 days of treatment, provided the employee is unable to work.
- C. The District shall ensure the employee receives time-off, without use of the employees accrued leave benefits, for the first 14 days of treatment, provided the employee is unable to work.

15.09 District Responsibilities: It is the sole responsibility of the District to strictly comply with the provisions of this agreement and any applicable policies. Drug Testing is an invasive right provided to the District, and due care and consideration should be taken in all steps. Where the District fails to meet the standards set forth under Statute or under this Article; shall be considered proper cause to dismiss any positive-confirmed drug test result.

ARTICLE 16 – EMPLOYEE FILES

16.01 Employee Files:

No material adversely reflecting upon an employee or upon his/her conduct, service, character, or personality shall be entered into District personnel files until after such employee has had a reasonable opportunity to review such material. Employees' have the right to grieve any entry under the grievance procedure of this agreement.

The District agrees to maintain a file, or “digital file” for each employee for:

- A. Medical History and documentation.
- B. Disciplinary actions, investigations, or conclusions.
- C. General certifications, performance evaluations, and other department records.

16.02 Employee Inspection of Files:

Every employee shall have the right to review, upon request and at reasonable time, to examine his/her personal file and receive copies at no cost.

16.03 Confidentiality of the Employee:

All employee personal files and entries made therein and kept by the District shall be considered confidential, except as may be released under Florida Public Record Law.

ARTICLE 19 – PERSONAL PROPERTY

- 19.01 Personal Lockers:** The District agrees to provide individual lockers for all shift and weekly employees adequate to hold dress uniforms, daily uniforms, personal hygiene and personal effects, in a secure location at the employee's primary place of assignment.
- 19.02 Inspection:** All lockers are subject to inspection by the Fire Chief or their designee at their discretion at any time provided (1) two witnesses are available, or (2) the inspection will be made in the presence of a union officer. It is understood that employees have no expectation of privacy with respect to the contents of their lockers.
- 19.03 Locks:** All employees shall provide their own locks at their own expense for lockers.
- 19.04 Eye Glasses:** The District agrees to repair or replace as needed, any eye glasses (prescription or reading) that may be damaged on the fire ground, emergency situation, or in the performance of their duties. The term eyeglasses are defined as those glasses required by employees to drive with or to carry out his/her duties. Contact lenses are not covered in this provision. The use of contact lenses on duty is not encouraged by the District or Union.
- 19.05 Lost, Stolen, or Broken Items:** The District is not responsible for lost, stolen, or broken personal items (e.g. cell phones, personal computers, sunglasses, etc.) that may be brought to work or carried by the employee.
- 19.06 General Considerations:** Employee's bringing personal items to work take on the responsibility of knowing that those items are subject to an increased risk of damage or accident by the very nature of their employment. The District will not be held liable to any damage to personal property.
- 19.07 Personal Property:** Personal property will not be allowed at station houses/facilities without prior approval by the Fire Chief, or their designee.

ARTICLE 20 – SENIORITY

20.01 Time-in-Service Seniority: Time-in-Service Seniority is defined as the length of time an employee has been employed with the District in a full-time bargaining unit position, including any employment considerations from the date of hire from any other merged or consolidated district in which the employee was in a bargaining unit position.

If these dates are the same the employee's State of Florida Fire Certification, or Florida Fire Safety Inspector Certification (Fire and Life Safety) shall be used to determine the junior employee; the employee with the most recent date of certification being the junior employee.

When a Part Time employee is hired to a full time position the same day another employee is hired fulltime they shall have preference in each occurrence where time and service determines seniority.

20.02 Rank Seniority: Rank Seniority is defined as the length of time an employee has worked continuously in a full-time capacity within a recognized position of the District or any time spent in a like/similar capacity with a merged or consolidated District. Acting, or Out-of-Position assignments are not recognized in determining rank seniority. Rank Seniority will not be lost for periods of personal injury, illness, or incapacity where the employee is unable to work and fulfill their essential job duties.

20.03 Utilization of Seniority: Seniority shall apply in the computation and determination of eligibility for all benefits where length of service or rank seniority is a factor or where specifically designated for the determination or relative standing between employees.

20.04 Loss of Seniority: An employee's seniority standing shall be lost whenever the employee:

- A. Voluntarily resigns or retires from District service (loss of time-in-service and rank seniority).
- B. Is terminated for disciplinary reasons (loss of time-in-service and rank seniority), or receives a reduction in rank (loss of rank seniority) due to disciplinary action.
- C. Voluntarily accepts an alternate or temporary position outside their current scope of essential duties (job description) and the assignment exceeds one (1) year cumulative in months over the course of twenty-four (24) months (loss of rank seniority).
- D. Receives a "Fit-for-Duty" and fails to report to their previously assigned position in a reasonable period of time (loss of rank seniority).

ARTICLE 31 – EMPLOYEE ASSISTANCE PROGRAM (EAP)

- 31.01 Employee Assistance Program (EAP):** Participating in an EAP will in no way jeopardize an employee’s job security and benefits. Information concerning an employee’s participation in the program is strictly confidential and independent of personnel, personal, or other public records. No specific information regarding the employee’s evaluation, diagnosis or treatment shall be provided to the District without prior written approval of the employee.
- 31.02 Mandatory Referral:** Employees given mandatory referrals to EAP by the District for arbitrary or capricious reasons shall retain the right to challenge those directives through the use of the grievance and arbitration procedures contained within this agreement.
- 31.03 Fit-for-Duty:** In situations where the employee receives a mandatory referral to EAP, the EAP provider will provide the District with a “FIT FOR DUTY” or a “NOT FIT FOR DUTY” certification only. In situations where a clearance is not forthcoming, the employee will be returned to service.

ARTICLE 32 – UNIFORMS

32.01 Uniforms: The District agrees to provide at no cost to the employee all uniforms, daily and dress, and uniform components that are necessary for the safe and efficient performance of duties. The District agrees that all replacement of said uniforms and components will be at no cost to the employee.

32.02 Employee Initial Issue of Uniforms: The District shall issue an initial set of uniforms as presented below:

Shift	Non-Shift
1 Long Sleeve Class A Shirt	1 Long Sleeve Class A Shirt
1 Black Dress Pants	1 Black Dress Pants
1 Tie	1 Tie
2 Class B Shirts	2 Class B Shirts
4 BDU pants	6 BDU pants
1 BDU Shorts	5 BDU Shorts
6 Short-sleeve uniform t-shirts	8 Short-sleeve uniform t-shirts
2 Long-sleeve uniform t-shirts	2 Long-sleeve uniform t-shirts
1 pair of duty boots	1 pair of duty boots
2 Belt	2 Belt
1 Baseball cap	1 Baseball cap
4 Physical fitness shorts	2 Physical fitness shorts
1 Job shirt	1 Job shirt
1 Winter coat	1 Winter coat

32.03 Interim Years: Following initial issue, employees will be able to replace used or worn-out District uniforms and components. At a minimum, employees will maintain the complement of uniforms and components as received in the initial issue of uniforms for their position (32.2).

32.04 Duty Boots: General purpose or Station Duty boots will be replaced every two years or as needed.

32.05 Structural Service Helmet: The District agrees to allow employees to keep, at no cost, their structural service helmet (with emblem) upon promotion to a greater rank, or retirement in good-standing.

32.06 Intentional Misuse: The District may hold an employee accountable for the cost of lost or damaged uniforms or their components due to negligence, intentional damage, or misuse.

32.07 Separation from Service: The District expects employees separating from service to return District issued uniforms and components in a timely manner, usually two-weeks, or in lieu thereof their prompt return, the District may deduct a reasonable value of the item(s) from the employee's final separation paycheck.

32.08 Uniform Committee: The District and the Union agree to a uniform committee that will be called together at the discretion of the Fire Chief, their designee, or the Union. The purpose of the committee is as follows:

- A. The Uniform Committee will provide written recommendations to the Fire Chief for consideration as part of, or in place of, a current uniform or uniform component that is being considered by the District as a replacement or new uniform component.
- B. The Uniform Committee will consist of an equal number of Management and Union representatives. Union employees are chosen by the Union.
- C. Written recommendation mutually agreed upon through a majority vote of the Uniform Committee representatives.
- D. The Fire Chief, reserves the right to approve or disapprove any Committee recommendation. Uniform Committee members are not entitled to any compensation from the District.

ARTICLE 34 – LEAVE

34.01 Vacation Leave: Vacation Leave is used for personal affairs of any nature. Vacation Leave will not be denied except for extraordinary cause or limiting provisions under this agreement. Vacation Leave accrual is for whole months on the first day of the month, regardless of the actual number of days or hours worked by the employee, and are credited to the employee for each month as long as they are employed. Vacation Leave is productive for purposes of wages and overtime.

Newly hired employees will not be eligible for Vacation Leave until completion of their probationary period. Accrued Vacation Leave will be forfeited if the employee is terminated or resigns during their probationary period of employment.

A. Vacation Leave accrual based on completed months of service by hire-date:

Service	Shift	Weekly
1 st month – 60 months (5 yrs.)	12 hours	8 hours
61 months – 120 months (10 yrs.)	20 hours	10 hours
121 months – 180 months (15 yrs.)	22 hours	14 hours
181 months – 240 months (20 yrs.)	24 hours	16 hours
241 months – completion	26 hours	18 hours

B. Vacation Leave is requested sixteen (16) hours in advance of the workday in which the leave would occur for weekly employees, and forty-eight (48) hours in advance of the workday in which the leave would occur for shift employees. Vacation Leave is used in 8-hour increments for shift personnel and 2-hour increments for weekly/day personnel.

C. The maximum amount of Vacation Leave that can be accrued by an employee is 600-hours. No Vacation Leave can accrue over this cap.

D. Vacation Leave may not be used in advance of being accrued.

34.02 Personal Leave: Employees on shift will receive forty-eight (48) hours of flexible personal leave, to be used in two (2) hour increments approved by the Fire Chief or their designee. Weekly employees receive the same benefit, except the total number of hours is to thirty-two (32) hours.

A. Personal Leave is productive for purposes of wages and overtime.

B. Personal Leave can be requested with a minimum notification of 16-hours prior to the start of the employee’s workday.

C. Personal Leave is credited each October 1st, and will not accumulate or carry-forward from year-to-year.

34.03 Sick Leave: Sick Leave is used for illness, injury, medical, dental, or other appropriate health and recovery periods that mentally or physically incapacitates the employee, or their family members. Sick Leave is granted upon notification to the appropriate, designated, District authority, as soon as possible.

Sick Leave accrual is for whole months on the first day of the month, regardless of the actual number of days or hours worked by the employee, and are credited to the employee for each month as long as they are employed. Sick Leave is productive for purposes of wages and overtime. Accrued Sick Leave will be forfeited if the employee is terminated or resigns during their probationary period of employment.

A. Sick Leave accrual based upon completed months of service by hire-date:

Service	Shift	Weekly
1 st month – 60 months (5 yrs.)	12 hours	8 hours
61 months – 180 months (15yrs.)	14 hours	10 hours
181 months – 240 months (20 yrs.)	16 hours	12 hours
241 months – completion	18 hours	14 hours

B. Sick Leave Responsibilities and Restrictions:

- a) Sick Leave for outside employment or recreation is prohibited.
- b) Maximum amount of Sick Leave that can be accrued by an employee is 600 hours. No Sick Leave can accrue over this cap.
- c) Sick Leave shall be charged in one (1) hour increments against an employee's accumulation on their workday.
- d) Employees must promptly notify their supervisor of any intended absence from their assignment, at least one (1) hour prior to the start of their workday.

C. Sick Leave shall not be used to extend pay or employment, benefits, or time-off when not in conjunction and related to an employee's illness or injury.

D. Sick Leave Sell Back will occur each September by the District. The District agrees to allow shift employees with greater than 120-hours of accumulated time, and weekly employees with greater than 80-hours of accumulated time, the opportunity to sell-back at the employee's regular rate of pay excess hours beyond those stated herein. (96 hour divisor)

E. The Union agrees that the sell-back of sick leave will not be included in any employee calculation for regular rate of pay.

ARTICLE 36 – KELLY DAY

- 36.01 Shift Kelly Day:** All employees that have completed their hiring probationary period with the District shall receive a Kelly Day. A Kelly Day shall be used to substitute for an employee's regularly scheduled workday, which coincides with every Fourteenth (14st) scheduled shift.
- 36.02 Shift Preference Selection of a Kelly Day:** A uniform process for the selection, or assignment of a Kelly Day consistent with effective and efficient operational needs of the District will be as follows:
- A. Kelly Day selection preference shall be based on time-in-service;
 - B. Only one (1) Battalion Chief for a given day;
 - C. Only one (1) Station Captain for a given day;
 - D. Only two (2) Lieutenants for a given day;
 - E. Only two (2) Driver-Engineer for a given day;
 - F. At no time shall there be more than two (2) officers (i.e., Chief, Captain, Lieutenant) assigned to a given day;
 - G. At no time shall there be more than five (5) employees assigned to a given day
 - H. An even distribution of Firefighters, with time-in-service considerations, will be instituted to even Kelly Day Selections amongst shift workdays.
- 36.03 Completion of Shift Probation:** The District reserves the right to assign an employee a Kelly Day upon completion of probation.
- 36.04 Kelly Day Exchange:** Employees will be allowed to exchange Kelly Days. The exchange of Kelly Days between employees shall be considered substitutions under the same terms and conditions as a shift exchange and must be of equal rank.
- 36.05 Initiating Selection of Kelly Day:** Upon ratification of this agreement with the District selection of Kelly Days by employees will begin within thirty (30) calendar days. Thereafter selection will occur every year in September for implementation in October, or after ratification.
- 36.06 Weekly Employee Kelly Day:** Weekly employees that have completed their hiring probationary period will receive four (4) paid Kelly Days annually in the month of October. Employees will provide their Section Manager a list of days they wish to consider Kelly Days annually. Time-in-Service Seniority shall be used as the determinate in employee selections and preference for the day off.

ARTICLE 37 – SHIFT EXCHANGE / SHIFT RELIEF

37.01 Shift Exchange: Employees may voluntarily exchange shifts (substitution) with other employees of equal rank, and eligible and able to fulfill the principal requirements of the assignment provided a record of the exchange is recorded and mutually agreed upon between parties. The District shall receive a record of all shift exchanges.

Newly hired employees will only be allowed ten (10) Shift Exchanges with approval of a Shift Battalion Chief until completion of their probationary period.

37.02 Responsibility: Responsibility for shift exchanges, paybacks and initiations, or cancellations, shall be solely that of the employees involved in the actual exchange of shifts. Once agreed upon between parties, the person agreeing to the shift exchange bears all responsibility of the workday. All parties acknowledge that substitution “re-payment” is between individuals and does not involve the District or the Union.

37.03 Approval: Approval for shift exchanges shall be conducted by the Battalion Chief; except, in instances in which the Battalion Chief is requesting the exchange, the Battalion Chief shall approve their own exchange.

37.04 Shift Exchange with-in Another Shift Exchange: Shift Exchanges with other employees whom accepted an exchange will not be allowed.

37.05 Leave Requests: The only approved leave allowed under a Shift Exchange shall be Personal Leave, all other leave shall be revoked upon ratification. Personal Leave requests on a District recognized Holiday are not allowed.

37.06 Inability to Fulfill Assignment: Employees who have agreed to a shift exchange and are unable or ineligible to fulfill the assignment for personal reasons (e.g., FMLA, Administrative Leave, Bereavement, etc.) will notify the requesting employee that they are unable to do so. The requestor of the shift exchange can then request another shift exchange with another employee, or use their own earned leave credits for time-off in accordance with the provisions of this agreement.

37.07 Sick Leave: (1) The employee agreeing to fulfilling a shift exchange, calling out “sick” will be charged hour for hour, rounded up to the nearest whole hour for each hour of scheduled work reduced from their accumulated sick leave. Sick Leave usage on a District recognized Holiday shall be at 1.5 reduction of sick leave for each hour of missed work from the employee agreeing to the exchange.

37.08 Failure to Report: Any employee who agrees to a shift exchange, but fails to report to work without proper cause may be subject to disciplinary action. The employee he/she is working for shall not be adversely impacted.

37.09 Shift Relief: Between the hours of 0600 and 0900, an employee may be released or hold-over from their assignment with the approval of their Company Officer. Shift exchange requirements will not be necessary, but it shall be noted in the Station Log. There will be no overtime or expectation of overtime by the employee providing the relief (substitution). Shift relief is a substitution agreed upon between employees.

37.10 Disciplinary Action: If, the District through the Disciplinary Procedure of this agreement determines, that more likely than not, the employee is not responsibly using Shift Exchanges (Substitutions) the employee will lose the availability for requesting and receiving Shift Exchanges based upon the recommendation of Disciplinary Action.

ARTICLE 38 – TIME-OFF

38.01 Shift Time-Off: The District agrees to allow time-off for each shift day based upon the number of assigned bargaining unit personnel to the shift:

Assigned Personnel	Available Time-off Positions
50 shift employees or less	11 – 24-hour positions
51-60 shift employees	12 – 24-hour positions
61-70 shift employees	13 – 24-hour positions
71-80 shift employees	14 – 24-hour positions
81-90 shift employees	15 – 24-hour positions

Time-off is for the following types of Leave: Kelly, Vacation, Personal, Union Time Pool and Education. Other types of Leave do not count against eligible time-off availability.

These are minimum allowed off, further restrictions apply under 38.3 of this Article; however, based upon circumstances and individual needs, further employees may be allowed off as coordinated through the Fire Chief or their designee.

38.02 Fire Prevention Time-Off: The District agrees to allow time-off for each workday based upon the number of assigned bargaining unit personnel to the Bureau.

Assigned Personnel	Available Time-Off Positions
10 Weekly/day Employees	3- positions
13 Weekly/day Employees	4- positions
16 Weekly/day Employees	5- positions
19 Weekly/day Employees	6- positions

Time-off is for the following types of Leave: Kelly, Vacation, Personal, Union Time Pool and Education. Other types of Leave do not count against eligible time-off availability.

These are minimums, and the Section Manager may allow more personnel off at their discretion.

38.03 Shift Restrictions: The following District restrictions shall be applied to Shift Time-Off for bargaining unit positions:

- A. Five (5) Shift Officers (i.e. Battalion, Captains and Lieutenants) will be allowed off per shift.
- B. Five (5) Driver-Engineers will be allowed off per shift.

38.04 Education-On-Duty: The District agrees to make reasonable accommodations for employees to attend classes/courses on-duty within the District or nearby agencies without affecting the number of employees off. These employees are required, as appropriate, to respond as necessary for the operational safety and staffing requirements as directed by their supervising officer. The Section Manager shall, at their sole discretion, approve all education on duty.

ARTICLE 57 – STATION PREFERENCE

57.01 Station Assignment: The District agrees that all employees with three (3) years completed time-in-service will be afforded the opportunity to bid a station preference location based on time-in-rank seniority, with the exception of firefighters in which time-in-service shall serve as the determining factor for those eligible. In instances where time-in-rank cannot decide the issue between employees, time-in-service seniority will decide the issue.

57.02 Preference Selection: Station Preference bidding will take place every year, beginning in the month of August with the employee stating their preference, and implemented the first shift in the month of October.

- A. Battalion Chiefs will bid first, and do not affect any subordinate positional bids.
- B. Station Captains will bid second, one Station Captain per station house identified regardless of shift. Those Station are: 20, 21, 22, 23, 70, 72, 73, 75, and 60.
- C. Lieutenant's shall bid third,
- D. Driver-Engineer's will bid following Lieutenants,
- E. Firefighter's will bid last, the only consideration being to ALS Program requirements.
- F. Firefighter's hired between bidding periods shall not be afforded a preference.

This is a Preference, and the District reserves the right of movement of all personnel to meet Operational needs and necessities as determined through service response criteria and allocation of resources.

57.03 Transfers: Any employee receiving a temporary or permanent transfer or reassignment shall be in accordance with Article 34 Transfers. Employees transferred shall not have any preference in assignment, until the next preference selection cycle.

57.04 Reassignment: Employees promoted, reassigned to another shift, demotion, or other disciplinary issues, or other agreed conditions where the District has a need to re-assign an employee will not unduly disrupt another employee's preference in bidding.

57.05 Involuntary Movement: The District shall not move an employee involuntarily from a station assignment without cause.

57.06 Initial Station Assignment: Initial Station location or assignment will be determined by the Fire Chief or the designee upon completion of the employee's probationary period.

57.7 Openings in Station Preference Assignment: When an opening in Station Preference comes available on a particular shift, the opening will be directed to current eligible employees on that shift for fulfillment, prior to any outside movement. Once the movement and fulfillment of preference assignments are complete, any opening within the affected rank may be open to shift transfer.

57.8 Final Selection: The rights under this Article are to provide employees the opportunity in determining employment location. The District shall not arbitrarily or capriciously use its authority to change work locations for employees without meeting, in good-faith, the provisions of this article. The District reserves the right to ensure an even distribution of personnel by rank and qualifications. Final approval of Station staffing shall be by the Fire Chief or their designee.

ARTICLE 61 – PROBATION

61.01 New Hire Employee Probation: All employees will serve a probationary period of twelve (12) cumulative whole months from their date of hire. The District reserves the right to extend an employee's probationary period for an additional three (3) months to six (6) whole months for causes related to documented inefficiencies in skill competencies related to their position of employment, or causes related to disciplinary actions under District Policy, or extended period of absence.

61.02 Promotional Probation: All employees newly promoted to a position higher than their previous rank shall be placed on a six (6) month cumulative probationary period from the effective date of promotion.

- A. If, the District determines cause through documented inefficiencies in skill competencies related to the position in which the employee was promoted, the District may return the employee to their previous position. The employee must be given a reasonable opportunity to correct deficiencies through clearly defined objectives for the position by the District prior to any involuntary demotion.
- B. If, during the probationary period the employee wishes to “step-down” and return to their previous position, they shall be allowed to do so.

ARTICLE 62 – FORCE REDUCTION

62.01 Force Reduction of Shift Bargaining Unit Positions: In the event of a Force Reduction of shift bargaining unit positions, the following provisions shall apply:

- A. All existing part-time employees shall be eliminated first,
- B. Second, full-time employees with the least amount of time-in-service seniority, regardless of rank, will be eliminated in secession. Veterans' Preference in accordance with this article will be applied to the time-in-service consideration under this agreement.

62.02 Force Reduction of non-Shift Bargaining Unit Positions: In the event of a Force Reduction of non-shift bargaining unit positions, the following provisions shall apply. This is after the reduction of all part-time employees assigned to any branch/division of the District.

- A. Employees assigned to Fire & Life Safety will be reduced by time-in-service seniority, regardless of rank, will be eliminated in secession. Veterans' Preference in accordance with this article will be applied to time-in-service considerations under this agreement.
- B. Employees assigned to Training will be reduced by time-in-service seniority, regardless of rank, will be eliminated in secession. Veterans' Preference in accordance with this article will be applied to time-in-service considerations under this agreement.
- C. Employees assigned to Logistics will be reduced by time-in-service seniority, regardless of rank, will be eliminated in secession. Veterans' Preference in accordance with this article will be applied to time-in-service considerations under this agreement.

62.03 Veterans' Preference: For purposes of lay-offs and recall, seniority shall be augmented by one (1) month of credited service for each year of qualified military service in section 295.07, Florida Statutes, as amended. It shall be the employee's responsibility to request Veteran's Preference in writing, in accordance with the State Statute.

62.04 Employee Notification: The Union and employees scheduled to be laid off shall be notified in writing as soon as possible, but not less than ninety (90) calendar days prior to the effective date of his/her lay-off.

In lieu of the ninety (90) calendar day notification, an equivalent amount of pay equal to 90 calendar days, benefits, and other employment benefits shall be extended to the employee.

62.05 Recall will be in Reverse Order of Reduction: No new full-time or part-time bargaining unit employee will be hired until all laid off full-time members are offered recall to a full-time position. A recall list in order of lay-off seniority will be maintained by the District. In the event an entry level full-time bargaining unit position becomes available, the District will recall employees in reverse order.

- A. Employees to be offered recall shall be informed of the reemployment offer in the form of a written notice, and shall be mailed via registered or certified mail to the last known address of the employee. The notice is considered received by the employee when receipt is confirmed by the District.
- B. Failure of the employee to notify the District within fourteen (14) calendar days of the date of receipt will nullify the employee rights to the position.

- C. Within the fourteen (14) calendar days after the employee receives notice of the reemployment offer, he/she must advise the District in writing via email, or registered or certified mail that he/she accepts the reemployment offer and will be able to commence work on the date specified or a mutually agreeable date.
- D. It is the employee's responsibility to maintain a current address and all minimum qualifications for the District position they are recalled for.
- E. Any and all reemployment rights granted to the employee shall terminate upon the employee's failure to accept any offered position or failure to respond to any recall notice.

62.06 Re-Employment: The employee must pass pre-employment physical, drug testing requirements of the District and a re-employment background check as determined by the Fire Chief or their designee.

62.07 Seniority: An employee's accumulated seniority as of the date of lay-off shall be retained while on the recall list, but shall not be accumulated during such period.

62.08 Sell Back of Leave Credits: All employees experiencing a lay-off shall be entitled to: (1) sell back of all their accumulated and unused compensatory time, and (2) sell back of all accumulated and unused leave credits (e.g. Vacation, Sick, Personal, Holiday, etc.).