NIXA FIRE PROTECTION DISTRICT

DISTRICT PROCEDURES

NIXA FIRE PROTECTION DISTRICT

Procedure	**Title** **Sections/Table of Contents**	**Page** **1 of 1**

SECTION	TITLE
100	Non-Emergency Operations
200	Emergency Operations
300	EMS Protocols

NIXA FIRE PROTECTION DISTRICT

Procedure	**Title**	**Page**
100	**Non-Emergency Operations**	**1 of 1**

SECTION	TITLE
101	Procedural Development
102	Limited Resources
103	Employee Evaluations
104	Uniforms/Appearance/PPE
105	Awards and Recognition
106	District Chaplain
107	Daily Duties
108	Apparatus/Fueling/Hose/Equipment
109	Camera Use
110	Internal Communications
111	Information/Door Hangers/Complaints
112	Open Burning
113	Fire Investigations
114	Pre-Incident Plans
115	Knox Box System
116	Hydrant Maintenance/Testing
117	Smoke Detector Program
118	Apparatus Driver Qualifications
119	Chief Officer Coverage

101.0 DISTRICT PROCEDURE DEVELOPMENT, 02/13/03-10/2/13

All Operating Procedures established by the District shall be in a standardized format. Situations and circumstances, which may prompt the development of new procedures, shall be submitted in writing for review.

The author of the proposal shall place the proposed procedure for review and comments unless it was proposed, discussed, and finalized in committee. The proposal shall remain open for review for a period of fourteen (14) days. All questions shall be directed to the author of the proposal. The final comments shall be forwarded to the Fire Chief or designee. At the end of the review period staff will discuss the SOP and all comments. If warranted the SOP will be revised based on the comments, instituted as written, or denied based on need for the District.

Once the final draft is completed, the new SOP shall be placed in the District Standard Operating Procedure manual. When warranted, based on the complexity of the procedure, training shall be conducted. It is the responsibility of all Officers to assure that personnel are made aware of and understand each procedure.

The Fire Chief (or designee) shall update the master copy on the server and provide hard copies to the battalion's office, station 1, and station 2. The District Standard Operating Procedures shall be reviewed yearly for updates or removal if no longer applicable.

If the proposed procedure is rejected, the reason(s) for the denial shall be returned to the person(s) that submitted the proposal.

101.1 EXPECTATIONS, 02/13/03-05/21/09

The procedures contained herein cannot, nor are they expected to, provide a solution to every question or problem, which may arise in an organization established to render emergency services. It is expected, however, that they will be sufficiently comprehensive to cover either in specific or a general way the obligations and duties of the members of the District.

These procedures are not designed nor intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in a given circumstance. Much, by necessity, must be left to the loyalty, integrity, professionalism, and discretion of the members. To the degree which the individual member demonstrates possession of these qualities for the team, and to that degree alone, will the District measure up to the high standard required of this service.

101.2 TEMPORARY PROCEDURE DEVELOPMENT, 02/13/03-07/17/07

Due to special circumstances or changing conditions, Company Officers and Chief Officers may issue orders or directives within their area of responsibility not in conflict with another rule, procedure or policy without prior approval of the Fire Chief. Once done, the Fire Chief must be provided a copy of all such transmittals. These temporary procedures will state the length of time that such procedure shall be in effect, but shall not exceed thirty (30) days. The procedure shall include effective dates and approval of the Fire Chief or designee.

101.3 VERBAL PROCEDURES, 02/13/03-07/17/07

Verbal communications on changes in the normal operational procedures shall be valid for the twenty-four (24) hour period issued. If the need for the change extends beyond a few days then a temporary procedure is warranted. Verbal changes shall be posted by memo in all stations and/or on email.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
102	Limited Resources	1 of 2

102.0 RATIONALE, 11/19/09

In the event of a public health crisis or disaster, significant adjustments may be necessary in the procedures covering dispatch, response, treatment and transportation.

In a crisis, the situation may evolve rapidly. Depending on the situation, this procedure in its entirety or any portion, may be activated and/or adjusted as the crisis warrants.

The decision to activate procedure 102 or any temporary procedures in relation to a disaster shall be jointly made by the Command Staff and the Medical Director, with recommendations from the Federal, State, and Local Officials, in conjunction with the Christian County Emergency Operations Plan.

102.1 COMMUNICATIONS, 11/19/09

Information shall be monitored thoroughly. Information that is released shall be in conjunction with the recommendations of Federal, State, and Local Officials through the Local Emergency Operations Plan (EOP), County Emergency Operations Plan (EOP), Joint Information Center (JIC), and Region D Joint Information System (DJIS).

Personnel may transfer callers requesting information or to report infectious disease signs and symptoms to alternate resources. These may include prepared scripts or recorded information lines established by public health, county government, emergency services or the Joint Information System.

Response capability will play a critical role in responding to requests for assistance, providing treatment, and in triaging patients. During the waves of the disaster it will be virtually impossible to make a response for every call for service.

The District will consult the appropriate agencies to modify protocols and the response resources during this time of crisis.

102.2 NON-EMERGENCY ACTIVITY, 11/19/09

As the conditions warrant, all non-emergency activities will be suspended. This may include; meetings, events, tours, demonstrations, and or any public gatherings.

As conditions worsen activities such as hydrant maintenance, preplans, and inspections should cease.

As department personnel and resources lessen the District shall reduce or eliminate non-life threatening emergency medical calls. This outcome must be coordinated with the Medical Director, Office of Emergency Management, and the Christian County Ambulance District in accordance with the Emergency Operations Plan (EOP).

102.3 RECALL OF PERSONNEL, 11/19/09

As conditions and resources will allow personnel may be recalled and additional units placed in service. This outcome must be evaluated against risk verses benefit i.e. maintain minimum staffing and maintain emergency operations.

102.4 EMERGENCY OPERATIONS, 11/19/09

The primary objective is to deliver services during emergency situations. All personnel and divisions will respond as necessary to support the primary objective.

The following capabilities must be maintained;

1. Ensure the safety of personnel
2. Provide adequate personnel
3. Provide adequate resources
4. Maintain apparatus and prepare reserve units
5. Aid in reconfiguration of resources and response systems
6. Maintain needed supplies and equipment.
7. Provide information to the personnel and the public
8. Maintain cooperative effort with Federal, State and Local Officials
9. Maintain wellness and rehab of personnel
10. Provide feedback, constant communication, and personal support

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
103	**Employee Evaluations**	**1 of 1**

103.0 EMPLOYEE EVALUATIONS, 02/31/04-12/16/10

The following documents shall be utilized as a development tool and guide for the employees of the district.

The authenticity of the process will only be as strong and solid as the effort put forth by the supervisors and the personnel during the review/evaluation process.

103.1 PRE-PERFORMANCE REVIEW QUESTIONNAIRE, 02/31/04-12/16/10

Prior to an annual evaluation, each employee shall complete the Annual Employee Pre-Performance Review Questionnaire (Exhibit 1). This questionnaire should be given to the employee approximately one month in advance.

103.2 OPERATIONS LEVEL PERFORMANCE EVALUATION, 02/31/04-12/16/10

This tool shall be utilized for all employees below the rank of Company Officer (Exhibit 2).

103.3 COMPANY OFFICER PERFORMANCE EVALUATION, 02/31/04-12/16/10

This tool shall be utilized for all Company Officers and above (Exhibit 3).

103.4 BATTALION CHIEF PERFORMANCE EVALUATION, 09/30/13

This tool shall be utilized for all Battalion Chiefs (Exhibit 4).

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
103 Exhibit 3	**Office Level Evaluation Form**	**1 of 4**

Performance Review and Development Guide, 02/31/04-12/16/10

Rank/Name: _____ Review Period: _____

1. Major areas of attention or objectives for the past 12 months:

2. Results vs. major areas of attention or objectives:

3. Job Competency Evaluations:

A) Attendance/Punctuality-The extent to which the employee maintains an acceptable attendance record in regards to tardiness, early departures, and/or absences; whether the employee arrives to and from appointments, breaks, and lunches within allowable time limits.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

B) Organizational Relationships/Interpersonal Communication-The ability to interact harmoniously and productively with people in the immediate work group, and the entire organization.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

C) Flexibility-The extent, to which the employee adapts to changes in procedures and assignment, learns and functions satisfactorily under widely varying situations and circumstances (including stressful ones), shows patience in the face of demands, and is able and willing to assist with crisis situations.

Exceeds Expectations ___ Meets Expectations ___ Needs Development ___

Comments:

D) Public Contact-The transfer of information and help between the organization and the public and/or other public entities, both in person and on the telephone.
Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___
Comments:

E) Planning/Scheduling- the ability to foresee needed accomplishments, to set

realistic goals and objectives, organize resources and schedule the efforts of others to achieve them.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

F) Problem Solving/Decision Making-Evaluating information and comparing alternatives leading to sound decisions. Showing timeliness and conviction in making recommendations and decisions

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

G) Performance Standards/Feedback-The ability to set and communicate performance standards to employees; the ability to evaluate employees based on measurable behavior or results; the ability to give ongoing performance feedback and formal performance appraisals

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

H) Employee Relations-The ability to effectively relate to employees, share information, listen to and respond, allow participation and recognize their accomplishments.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

I) Meeting Planning/Coordination-The ability to organize and coordinate successful internal and external meetings

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___
Comments:

J) Project Coordination/Management-Coordinating people and information toward the timely and satisfactory completion of a project.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

K) Emergency Situation/Management-Coordinating people, equipment and information toward the timely and satisfactory resolution of an emergency operation.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

L) Technical Expertise-The ability to thoroughly understand the purpose, general tasks, knowledge and skill requirements of the jobs being supervised. The ability to communicate technical information and to provide training in technical areas supervised.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

M) Teamwork-The ability to create a cohesive and productive work unit, organized around clear roles, purpose and goals, and the ability to foster a cooperative climate.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

N) Administration-The ability to use accurate methods of measurement and control with ongoing areas of accountability, and the ability to monitor and make changes accordingly, follow up on problems, decisions, and the ability to keep one's own areas of responsibility functioning smoothly over extended periods of time.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___
Comments:

O) Presentation Skills-The ability to make clear, informative and persuasive presentations to internal and external groups.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

P) Written Communications-The composition of reports, letters, memos, proposals, and other documents, the use of principles of writing such as grammar, clarity, brevity, accuracy, logic and thoroughness. The incorporation of statement of facts, proper representation of organizational policy and appropriateness to intended audience.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

4. Summary of strengths:

5. Developmental needs:

6. Summary of overall performance:

7. Major areas of attention or objectives for the next 12 months:

8. Additional discussion items:

Performance Review Conducted By: _____

Employee: _____

Discussion Date: _____ Reviewed By: _____

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
103 Exhibit 2	Operations Level Evaluation Form	1 of 3

Performance Review and Development Guide, 02/31/04-12/16/10

Rank/Name: _____ Review Period: _____

1. Major areas of attention or objectives for the past 12 months:

2. Results vs. major areas of attention or objectives:

3. Job Competency Evaluations:

A) Attendance/Punctuality-The extent to which the employee maintains an acceptable attendance record in regards to tardiness, early departures, and/or absences; whether the employee arrives to and from appointments, breaks, and lunches within allowable time limits.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

B) Organizational Relationships/Interpersonal Communication-The ability to interact harmoniously and productively with people in the immediate work group, and the entire organization.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

C) Flexibility-The extent, to which the employee adapts to changes in procedures and assignment, learns and functions satisfactorily under widely varying situations and circumstances (including stressful ones), shows patience in the face of demands, and is able and willing to assist with crisis situations.

Exceeds Expectations ___ Meets Expectations ___ Needs Development ___

Comments:

D) Public Contact-The transfer of information and help between the organization and the public and/or other public entities, both in person and on the telephone.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

E) Time Management/Planning-Extent, to which the employee uses time effectively, organizes work, sets priorities and maintains an efficient workflow.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

F) Problem Solving/Decision Making-Evaluating information and comparing alternatives leading to sound decisions. Showing timeliness and conviction in making recommendations and decisions

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

G) Technical Skills-The demonstration of technical proficiency in area of responsibility and the degree of speed accuracy and thoroughness in performing these skills.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

H) Teamwork-The ability to participate in a cohesive and productive work unit and the ability to foster a cooperative climate.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

I) Presentation Skills-The ability to; make clear, informative, and persuasive presentations to internal and external groups.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___
Comments:

J) Written Communications-The composition of reports, letters, memos, proposals, and other documents, the use of principles of writing such as grammar, clarity, brevity, accuracy, logic and thoroughness. The incorporation of statement of facts, proper representation of organizational policy and appropriateness to

intended audience.

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Comments:

4. Summary of strengths:

5. Developmental needs:

6. Summary of overall performance

7. Major areas of attention or objectives for the next 12 months:

8. Additional discussion items:

Performance Review Conducted By: _____

Employee: _____

Discussion Date: _____ Reviewed By: _____

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
103 Exhibit 1	**Pre-Performance Questionnaire**	**1 of 1**

Annual Employee Pre-Performance Review Questionnaire, 02/31/04-12/16/10

1. What are your current goals?

2. What are your current strengths?

3. What are your current weaknesses?

4. Are you aware of your current training and medical re-licensure requirements?

5. Do you feel you are part of the station/shift team? Explain?

6. Do you feel you have grown and/or been productive in the last year? How?

7. What is preventing you from being as effective and productive as you can be?

8. Do you believe the Chain of Command is being utilized effectively? Explain?

9. What can the organization do to help you meet your goals?

10. What opportunities do you see for yourself?

11. Do you have any additional ideas you would like to address? Explain?

Employee Name _____ Date _____

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
103 Exhibit 4	**Battalion Chief Evaluation Form**	**1 of 4**

BATTALION CHIEF ANNUAL PERFORMANCE EVALUATION

Name: _____ Review Period: _____

BEHAVIORAL TRAITS

Effectively communicates with shift and staff personal

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Decision making emergency and non-emergency

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Orders issued appropriately emergency and non-emergency

Exceeds Expectations ___ Meets Expectations ___ Needs Development ___

Justification for rating:

Adaptability (accepts change and conveys to personnel)

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Organizational skills (schedules and completes assignments as directed)

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Promotes positive relations to other agencies and the public

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

KNOWLEDGE & APPLICATION OF JOB RESPONSIBILITIES

Follows Standard Operating policies and procedures

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Follows Standard EMS protocols

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Administers policies and rules fairly and consistently

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Properly identifies and directs resources and/or equipment

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Properly evaluates incidents and initiates appropriate tactics

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Performs and directs operations safely and effectively

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Promotes development of assigned personal

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Promotes positive moral to assigned personnel

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Completes required reports accurately in a timely manner

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Knowledge of department computer systems and programs

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Improves knowledge (through training and application)

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Personnel assignments (efficient, fair, and justifiable)

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

LEVEL OF SUPERVISION REQUIRED

Recognizes problem issues and takes corrective action

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Informs superiors of problem issues and corrective actions taken

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

Effectively performs duties without direct supervision

Exceeds Expectations ___ Meets Expectations ___ Needs Improvement ___

Justification for rating:

RECOMMENDATIONS FOR IMPROVEMENT

EMPLOYEE COMMENTS

Any reservations or objections the employee may have regarding this evaluation must be stated in the area below (additional sheets may be attached, if needed)

Battalion Chief Signature Date
Performance Review conducted by Date
Fire Chief Signature Date

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
104	**Uniforms/Appearance/PPE**	**1 of 7**

104.0 UNIFORMS, 02/13/03-04/14/11

The District will provide each employee with uniforms, with the exception of duty boots or other miscellaneous items. All uniforms shall be kept clean and personnel shall wear the uniforms to the following procedures.

104.1 CLASS A UNIFORMS, 02/13/03-03/20/2013

The Class A Uniform shall be worn when representing the District during funerals, formal public functions, court appearances, and award presentations and upon Chief Officer requests. The uniform shall consist of:

Long sleeve dress shirt with hardware, staff – white, line – blue
Black dress slacks
Black shoes or boots, if shoes are worn black socks must be worn
Black belt with silver buckle for firefighter, gold for officer and above, or velcro
Black tie
Black dress coat and dress hat, staff
Dress coat will be defined as the following
- Double breasted with gold buttons
- Years of service will be indicated by maltase cross, each cross will represent 5years of service
- Gold piping or sleeve trim will indicate rank

Dress hat will be defined as the following
- White leather hat with a “thin red line” trim band
- Plain black brim
- Rank medallion will signify rank

104.2 CLASS B UNIFORMS, 02/13/03-04/14/11

The Class B Uniform shall be worn as the duty uniform. The uniform shall consist of:

EMS style black pants, shift employees
Black slacks or EMS style pants, staff
Uniform t-shirt or sweatshirt shift employees
Uniform dress shirt with hardware, long or short sleeve, red polo, staff
Black shoes or boots, if shoes are worn black socks must be worn
Black belt with silver buckle for firefighter, gold for officer and above, or velcro
Uniform jacket, optional, Red/Yellow Parka
Uniform ball cap or stocking cap, optional
Black EMS style duty shorts, optional, black shoes and black ~~ankle~~ socks

104.3 CLASS C UNIFORMS, 02/13/03-11/28/11

The Class C Uniform may be worn during physical fitness and to sleep in. The uniform shall consist of:

District t-shirt or sweatshirt
Workout shorts

104.4 OFFICE STAFF UNIFORMS, 02/13/03-10/08/10

Office personnel will not be provided uniforms and should dress in a professional business like manner. Any district provided shirts can be worn by the office personnel.

104.5 UNIFORM HARDWARE, 02/13/03-04/14/11

Fire Marshal
Badge – silver, red center with scramble, black lettering
Collar Brass – silver, red center with scramble
Name Tag – silver, black lettering

Fire Fighter
Badge – silver, blue center with scramble, black lettering
Collar Brass – silver, blue center with scramble
Name Tag – silver, black lettering

Company Officer
Badge – gold, red center with one or two bugles, black lettering
Collar Brass – gold, red center with one or two bugles
Name Tag – gold, black lettering

Battalion Chief
Badge – gold, white center with two crossed bugles, black lettering
Collar Brass – gold, white center with two crossed bugles
Name Tag – gold, black lettering

Assistant Chief
Badge – gold, white center with three bugles, black lettering
Collar Brass – gold, white center with three bugles
Name Tag – gold, black lettering

Deputy Chief

Badge – gold, white center with four crossed bugles, black lettering
Collar Brass – gold, white center with four bugles
Name Tag – gold, black lettering

Chief

Badge – gold, white center with five bugles, black lettering
Collar Brass – gold, white center with five bugles
Name Tag – gold, black lettering

104.6 HARDWARE PLACEMENT, 02/13/03-10/08/10

The badge should be placed on the left chest centered over the left pocket. The bottom tip of the badge should be 1" above the pocket line.

The nametag and serving since attachment should be placed on the right chest centered over the right pocket. The pins of the tag will rest on the top edge of the right pocket.

The collar brass should be placed a ¼" from the tip of each collar and centered between the collar seams. The open or larger end of the bugle or bugles should point towards the tip of the collar.

The IAFF pin should be placed on the right pocket between the centerline of the pocket and the right edge centered from top to bottom.

104.7 ADDITIONAL OPTIONAL ITEMS, 02/13/03-04/14/11

Friday's will be recognized as casual day for staff. Staff is permitted to dress out of uniform for the day in a professional manner.

All items and considerations listed below shall be at the employee's expense. These items will not have additional writings, markings or extend outside the length of the uniform item. Employees may wear the following optional items:

1. Gloves (black)
2. Ear coverings (black)
3. Undergarments
    a. Examples: long johns, under armor, etc
    b. Should be black or red (shift), white or red (staff) in color
4. Shorts (black)

   a. Worn from April 1 to October 1
5. Tactical type belts and carrying cases (black)
   a. May be worn to assist employees in carrying necessary equipment or other essential items
6. Other items thought to be of necessity shall be approved by your immediate supervisor prior to wearing on duty

When noticeable damage or deterioration to uniform items occur, which produce an unprofessional look, officer's shall direct the employee to have the item replaced whether it is district provided or at the employees expense.

104.8 APPEARANCE, 02/13/03-12/26/08

District employees shall adhere to the following procedure to help maintain and display a positive professional image for the District.

104.9 HAIR, 02/13/03-12/26/08

Haircuts or personal grooming styles are varied and wide. While it is not the intent of this code to dictate or specify what type of hairstyle is acceptable, it is in the best interest of the employee and the District to maintain a high professional image.

Hairstyles that may be extreme or otherwise classified as non-professional in the accepted professional community, may be evaluated and either approved or disapproved. Hair color should be kept natural or in a natural color.

The hair must be kept well groomed and neat at all times. The hairstyle cannot interfere with the seal of the SCBA face piece. The length of hair cannot extend below the collar of a uniform shirt. Sideburns shall not extend below the bottom of the ear lobe.

104.10 FACIAL HAIR, 02/13/03-03/23/2013

Facial hair must be well kept. A beard or facial hair at any point where the SCBA face piece is designed to seal with the face will not be permitted. (NFPA 7.13.3)

Civilian (non-firefighting) employees are allowed to have facial hair as long as it kept neat, groomed, and of natural color.

104.11 JEWELRY, 02/13/03-12/26/08

There are several issues related to wearing jewelry while on duty. These items transfer heat through the metal and also create hazards to personnel safety.

The only jewelry allowed to be worn while on duty is a watch and wedding ring. All personnel are encouraged to remove wedding rings during duty to prevent snagging or catching the rings on items.

All other jewelry and piercings are prohibited, with the exception of medical alert items.

104.12 TATTOOS, 02/13/03-11/28/11

It is not the district's intent to tell any employee what he/she can do to their bodies. However the employees of the District are a direct representation of the fire district while on or off duty.

The district strongly encourages any employee considering a tattoo(s) to reflect upon with great care how the new tattoo will reflect on the employee and the organization's standing in the community they serve.

Visible tattoos will not be required to be covered unless deemed offensive in nature. Offensive tattoos will be determined by the organization. Tattoos on the head, face, neck and hands are prohibited.

104.13 PROTECTIVE CLOTHING, 02/13/03-12/16/10

The District shall provide each employee with the appropriate protective clothing and equipment to provide protection from the hazards of the work environment. The protective clothing shall not be modified or altered for personal protection and integrity of the design.

104.14 BUNKER GEAR, 02/13/03-12/16/10

Protective clothing and equipment shall be utilized whenever the employee is exposed or potentially exposed to the hazards for which it is provided, or upon an officer's direction.

The employee shall be trained in the care, use, inspection, maintenance, and limitations of the protective clothing and equipment available for their use.

The employee is responsible for cleaning and care of the protective clothing. All protective clothing and equipment shall be stored at the fire stations, with the exception of Chief Officers.

104.15 SCBA AND PASS DEVICES, 02/13/03-12/16/10

Self contained breathing apparatus shall be utilized at all times, when the employee is in, on or near a contaminated atmosphere or one that may become contaminated.
If eyeglasses are to be worn, the employee shall use frames that do not pass through the seal of the face piece.

104.16 HELMETS, 02/13/03-09/16/12

Helmets shall not be altered in any manner from the factory. Personnel wishing to use a personal helmet must obtain approval from a Chief Officer.

The District is utilizing three (3) colors for helmets:

Gold leaf shield – Chief Officers, Chaplain
Red with red shield – Captain, Lieutenant
Black with black shield – Driver Operator, Firefighter

The rear of the helmet will support the individual's last name. The white helmets will have black lettering. The red and black helmets will have white lettering.

A single IAFF union logo helmet sticker shall be allow on the rear of the helmet on a back panel

104.17 HIGH VISIBILITY REFLECTIVE VESTS, 02/13/03-11/28/11

High visibility reflective vests/Parkas shall be made of a fluorescent material with 775 square inches of reflective material, meeting ANSI/ISEA 107-2004 standards. High visibility vests/Parkas are provided to each employee and are to be used in all traffic, roadway, low visibility, and night operations. High visibility vests are to be worn over bunker gear in all situations above.

The vests/Parkas also provide district identification for personnel driving and operating around apparatus on emergency scenes. Examples may be tanker drivers leaving the vehicle to fill, and driver operators on a fire scene out of the hazard zone.

104.18 PORT. RADIO PLACEMENT IN IDLH ATMOSPHERE 08/11/14- 06/1/16

Radio placement in the IDLH atmosphere will be in a radio sling or radio pocket on the coat.

If worn in a radio sling, it will be over the shoulder with radio on hip, worn under the bunker coat with the Remote Speaker Mic coming out over the zipper and under the neck flap. The Remote Speaker Mic is to be positioned in a manner that the louvers are facing down. The antenna of the radio is to be positioned outside the bunker coat for best reception.

If Radio placement is in the radio pocket, flap must be secured to ensure radio from falling out. The Lapel Mic position on the gear doesn't matter, as long as the louvers are facing down and can be easily accessible by the FF.
The Lapel mic STAYS on the radio at all times to help eliminate the wear on the connection and ensure its operational readiness.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
105	**Awards and Recognition**	**1 of 1**

105.0 AWARDS AND RECOGNITION MATRIX, 05/13/04-9/23/13

The following matrix identifies the type of award, composition of the award and the presentation method.

Award Type	**Composition**	**Method**
Medal of Valor	Medal, Service Ribbon And Certificate	Annual Awards Banquet
Distinguished Service Medal	Medal, Service Ribbon and Certificate	Annual Awards Banquet
Award of Commendation	Small Axe Plaque	Annual Awards Banquet
1 Year Service Award	Serving since Pin	Annual Awards Banquet
3 Year Service Award	Helmet Band	Annual Awards Banquet
5 Year Service Award	Helmet Shield	Annual Awards Banquet
10 Year Service Award	Leather Helmet	Annual Awards Banquet
15 Year Service Award	Firefighter Bust Statue	Annual Awards Banquet
20 Year Service Award	Leather presentation Helmet	Annual Awards Banquet
Firefighter of the Year	Leather “FF of the Year” Helmet	Annual Awards Banquet
Life-Saving	Certificate/Uniform Bar/Helmet Sticker	Annual Banquet

106.0 DISTRICT CHAPLAIN, 07/02/03-12/16/10

There are many important functions of the Fire District Chaplain. The chaplain shall aid firefighters and their families in times of crisis and upon request assist them with their spiritual needs. The chaplain may use different ways to bring about spiritual truths and assistance to an individual family. However, the most important ministry is to simply be available when called upon. Spiritual need is the greatest of all needs and the chaplain must be able to meet this need. It is also a hard area for many ministers to get a "handle on". The spiritual witness is more often by action rather than by word. The example set by the chaplain in all phases of life has more bearing on the firefighter than "preaching" about it. Another important part of these functions is to understand the personal religious needs of the firefighters and to call their own minister to assist as soon as possible, if the family so desires. The chaplain can then assist their minister to understand the functions and the resources available through the fire district. This particular area of the chaplaincy is given intense coverage at all chaplain seminars and conferences.

106.1 ASSISTANCE IN EMERGENCY SITUATIONS, 07/02/03-12/16/10

Dealing with families when a disabling injury or a death occurs is a primary function of the chaplain. To provide the best service at this type of incident, the chaplain should respond as often as possible to all major fire situations. If an injury to a firefighter occurs the chaplain should meet the firefighter at the hospital, quickly determine the extent of the injury from the hospital staff and then notify the family in a manner that will not cause undue panic or grief. At the time of the initial call or contact with the family a decision should be made as to whether the family will need transportation to the hospital. When the family arrives the chaplain should have an accurate report concerning the firefighter's condition. At fire incidents, the chaplain, if not involved in the actual work of the emergency should be alert to the needs of the firefighters. The chaplain should be especially mindful that the types of people making emergency responses are easily capable of overexerting themselves to the point of exhaustion. Knowing this, the chaplain can make command officers aware of potentially dangerous situations that need immediate attention and/or medical attention. At major fire incidents it is often the chaplain who is free to assist in handling unruly or hysterical people. This becomes a needed function at rescues, extrications, situations that draw a sizeable crowd, nursing homes or incidents where children are involved. The importance of keeping a cool, calm demeanor during these times, along with the ability to explain to the public what is actually taking place, is a service the chaplain can perform. Comforting the bereaved and offering positive direction to the victim's family are priorities at these types of incidents. The chaplain can explain the types of assistance available to victims through the Red Cross, the Ladies Auxiliary or other community service and benevolent organizations. When these interventions are used at the scene of an emergency, the results are generally

successful in not only aiding the victims, but also in keeping distraught citizens from interfering with the performance of emergency operations.

106.2 LIAISON WITH HOSPITALS AND CLINICS, 07/02/03-12/16/10

A chaplain should frequently visit local hospitals and medical clinics to build rapport with medical personnel. These visits help the chaplain to receive accurate and helpful reports from the hospital professionals who have confidence in the chaplain with whom they have become acquainted. This information aids the family of the firefighter in understanding what is taking place and to better understand the condition of their family member.

106.3 EXPLAINING INSURANCE AND BENEFITS, 07/02/03-12/16/10

The chaplain should be knowledgeable of referrals to insurance and compensatory benefits available to the firefighters and to their families. These benefits come from many different sources such as insurance carried by the fire district, the municipality, the state and the federal government. Many fire departments have their own relief associations, blood banks and other benefits to aid their own sick and injured members.

106.4 CONDUCTING/ASSISTING AT FUNERALS, 07/02/03-12/16/10

The chaplain can assist a family in funeral arrangements for both active and retired firefighters. They may even officiate at the service or assist the family minister. Assistance frequently is done in the form of organizing the details of the funeral service. Details to be considered include establishing an honor guard, preparing fire district apparatus for the funeral procession, organizing fire district members at the church or funeral home and at the cemetery, determining the location of the funeral and arranging for procession escorts. The chaplain must develop a good working relationship with local funeral directors to help them understand the special rituals involved in a fire department funeral. Support and consolation for the firefighter’s family and children are responsibilities of the chaplain. The chaplain should always send condolences at the time of death of any member of a fire department and represent the district by offering any assistance needed. This is a responsibility of the fire district chaplain that should never be neglected.

106.5 WEDDINGS, 07/02/03-12/16/10

The chaplain may be called upon to perform weddings for fire district personnel. Wedding etiquette, premarital counseling and the actual performance of the ceremony are areas of expertise that the chaplain should take special care to develop. The chaplain

should make known to district members any preferences held toward the actual wedding ceremony.

106.6 COUNSELING, 07/02/03-12/16/10

The daily pressures of the society in which we live have greatly contributed to the need for competent caring counsel. It is not recommended that the chaplain should attempt to conduct counseling in all areas. The need for counseling in the areas of marriage, profession, family, substance abuse, delinquency, children, finances, critical incident stress management and a host of other problem areas can quickly overwhelm an overzealous chaplain. The chaplain should be aware of the basics in these areas and be knowledgeable of the type of help individuals may need. If the chaplain does not feel qualified or for some reason is not able to counsel with a firefighter or family member it is necessary to be able to direct them to a qualified counselor. Counselors may be available through members of an employee assistance program or other resources developed by the chaplain.

106.7 VISITATION, 07/02/03-12/16/10

A great deal of comfort, spiritual aid, friendship and solid supportive help can be given to sick, distraught and injured through personal contact. Regular visitation at home, in the work place and in the hospital is an important function of the chaplain. It is an excellent time for the chaplain to represent the administration and let the firefighter know the district is thinking about them and is concerned about their welfare.

106.8 AVAILABILITY, 07/02/03-12/16/10

The chaplain must be available as much as possible. When the chaplain cannot be available, it should be made known and someone else made available to fill in. In order for the chaplain to be available at all times it is necessary for the fire district headquarters or dispatcher to be able to contact the chaplain by telephone, pager or radio at all times.

106.9 GAINING RESPECT, 07/02/03-12/16/10

Gaining the respect of fire district members is a must for the effectiveness and credibility of the chaplain. It should be noted that respect couldn’t be demanded, the chaplain must earn it as they work to develop a relationship with the fire district administration and members. Respect comes as the chaplain demonstrates commitment, dedication and care for firefighters and their families. The chaplain gains respect by showing respect for members of the district through their words and actions. The chaplain earns respect by

continuing to participate in fire district activities, emergency and routine, regardless of how hard the going may get.

106.10 ATTENDING FUNCTIONS OF THE DISTRICT, 07/02/03-12/16/10

The chaplain may be called upon to represent the fire district at official functions or public meetings to give an invocation, dedicatory prayer or benediction. Many times the chief and other active members of the district or city administrators are tied up with important meetings or scheduled activities. It may fall to the chaplain to represent these people at social functions, homes, hospitals, and civic groups or to other fire departments. It is often the chaplain who carries expressions of sympathy, condolences or congratulations to firefighters and their families. In todays fire service it is becoming more and more difficult for the Fire Chief to make all the required personal contacts with firefighters and their families. This can be a valuable function that the chaplain can perform for the chief to meet the needs of the rank and file district members and communicate messages from the administration.

106.11 COMMUNICATIONS WITH FIREFIGHTERS, 07/02/03-12/16/10

Communications with firefighters has been mentioned in different ways throughout this procedure. Communication in one form or another is the most important service the chaplain provides and is greatly needed by fire service personnel. Personal, direct contact by visiting fire personnel should be built into every chaplaincy program. Visiting fire stations at least once a month on alternating shifts is a good practice in the fire service chaplaincy. Communications also takes place through telephone calls, sending letters or cards on Christmas, Easter, Thanksgiving and other special occasions. Sympathy cards can be sent to those in need as well as congratulations for marriages, births, promotions, special recognition for valor, etc. A monthly or quarterly prayer breakfast or meeting with interested personnel is an important phase of the chaplaincy. Each of the foregoing methods of communication are recommended practices that will build relationships and keep lines of communication open between the chaplain and the firefighters that are served.

106.12 RETIRED FIREFIGHTERS, 07/02/03-12/16/10

A major effort should be made by the chaplain to assist retired firefighters and their families. This can be done by keeping in touch with the leaders of the retired firefighters association and by being alert to notice the needs of retired personnel. Chaplains should be available to minister to the needs of retired personnel as they would for active duty personnel.

106.13 TEACHING TRAINING CLASSES, 07/02/03-12/16/10

The teaching of training classes by the fire district chaplain should not be overlooked by department administration. Classes can be taught on the resources and services available through the chaplaincy program, critical incident stress management, family life, chain of command, ethics and many other areas. Frequently, the chaplain teaches classes on integrity and moral responsibilities.

106.14 PROGRAM DIRECTOR, 07/02/03-12/16/10

The chaplain is often considered the personnel service officer or crisis management coordinator. The coordination of the critical incident response team can fall under the duties of the chaplain. In some departments the chaplain is a representative of the employee assistance program.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
107	**Daily Duties**	**1 of 6**

107.0 DAILY DUTIES, 04/24/03-11/22/11

Operations personnel are involved in a wide range of activities that collectively contribute to the successful attainment of organizational goals. The following describes the majority of those activities:

HIGH

- Morning apparatus check - Conducted to confirm the response readiness of the apparatus and verify the proper condition of equipment assigned to the apparatus as well as the condition of personal safety equipment/clothing of each assigned member. PPE, SCBA, portable check, hand tools, truck check, pass -along
- Physical fitness - A program designed for members to maintain the endurance and strength required to perform the job.
- Training - Structured classes, drills, and/or minimum company standards.
- Additional duties by day- Conducted to confirm the overall readiness of the apparatus assigned to the day and special attention and detail of the station also assigned to the day

MED

- Target Hazard Planning- This activity includes two important functions advanced planning activities vital to the effective control of fires and safety of personnel. The program provides for the development of detailed drawings and property information documentation of large and/or complex structures.
- Fire hydrant inspections/Flow testing - Verification of all fire hydrant locations on maps, reporting and follow-up on damaged hydrants or obstructed hydrants and vegetation removal.
- Courtesy inspections – Includes all activities at the company level relative to initial inspection, as well as subsequent inspections considered appropriate and essential to the compliance effort. This program also assists in familiarizing fire company members with structures throughout the community.

LOW

- Facilities maintenance - Routine maintenance of grounds and facilities that take place on both a daily and weekly basis. Lawn mowing, trimming, spraying weeds, cleaning driveways, snow shoveling and other yearly activities will be done on an as needed basis to improve the appearance and safety of the station.
- Special assignments and projects- Special meetings, assignments by the Battalion chief, movement of fire apparatus out of first due area, special demonstrations, fire hose maintenance and testing.

Under the apparatus section of each day take the apparatus listed and perform the apparatus and equipment checklist. Apparatus section duties shall also consist of but not limited to going completely through the apparatus, small equipment cleaning, compartment cleaning, cab interior, wash the apparatus, make any minor repairs and etc.
Under the station section of each day take the areas listed and perform a thorough cleaning of each area.

The oncoming Company Officer or Acting Officer shall be responsible for the inspection of apparatus and station and accepting the condition of said items prior to shift change. The information exchange or Pass-along between shifts should take place prior to the off going Company Officer or Acting Officer leaving the station, unless unforeseen circumstances arise.

107.1 ADDITIONAL DUTIES BY DAY, 4/24/03-4/17/16

Weekly Apparatus Checks

	Station 1	***Station 2***	***Station 5***
Monday:	**Toro**	**T-24**	**E-23 / Toro /Boat**
Tuesday:	**L-21**	**Prev-22**	**----------**
Wednesday:	**Training 21**	**AHT/U-22**	**R-25**
Thursday:	**E-21**	**E-22**	**E-25**
Friday:	**T-21**	**T-22**	**----------**
Saturday:	**B21**	**B-22**	**----------**

Weekly Station Cleaning

Monday: **Outlying Stations / Trailers / Weekly Check of Station Generators**

Tuesday: **Bathrooms / Laundry Room & Laundry / Training Room Station 1**

Wednesday: **Bays / Board Room Station 2 / GST Room Station 2**

Thursday: **Bunkrooms / Offices**

Friday: **Dayroom / Workout Room**

Saturday: **Kitchen / Seasonal Mowing / Trimming / Spraying / Driveways / Policing Grounds**

Sunday: **Outdoor Grill / Remaining Items Not Completed Throughout Week**

First Day of each Month

- Station Supply Checklist completed
- Mileage and hours of all district apparatus and equipment reported to AC of Vehicle Maintenance
- Check drugs, including all oral glucose, aspirin, glucometer supplies, drug closet, and medic bags
- Bump Test CO meters

107.2 DAILY ACTIVITY REPORTS, 04/24/03-10/08/10

The Captain or firefighter working out of title shall complete daily activity reports in our fire reporting program recording their activity in all nine (9) of the following areas for their shift.

Readiness;
PPE, SCBA, portable check, hand tools, power equipment, truck check, pass-along

Apparatus Checks;
Weekly apparatus inventory, equip check, cleaning, bumper to bumper

Station Duties;
Weekly station cleaning, thorough top to bottom of room

Projects;
Special duties, projects, tours, demos, events

Health and Wellness;
Strength, cardio, physical fitness

Fire Prevention;
Inspections and Quick Action Plans, occupancy reviews, hydrant testing and servicing maintenance, canvassing

Training;
Individual, company, shift, division

Company Specifics;
Meetings, response, make up items, email, errands, pass-along, etc

Facilities Maintenance;
Mowing, spraying weeds, driveway cleaning, cleaning up trash, etc

107.3 RECORDS AND REPORTS, 02/13/03-12/16/10

The District must maintain records and reports. These reports are legal documents and must be maintained accurately. Anytime an employee is in doubt of whether a report is required for an incident then a report shall be generated. All reports shall be completed before leaving the tour of duty. This is very important for follow up investigations, state information, and public requests for reports. The report shall be checked for completion, accuracy by the appropriate supervisor and division. In the event of computer failure or difficulties the system administrator shall be contacted. An operation report is required for every call. The employee in charge of the incident shall complete the operation report. All sections of the report shall be completed.

107.4 CASUALTY REPORTS – FIRE SERVICE PERSONNEL, 02/13/03-12/16/10

Any injury to fire service personnel, which occurred while operating at any emergency or non-emergency scene, shall be immediately reported to the officer in charge. A follow up written report shall be made immediately upon returning to quarters, using the section in our current fire reporting software or the Fire Service Casualty Report Form provided by the Missouri Department of Public Safety, Office of the State Fire Marshal. The casualty report should be filled out following the explanations contained in the Fire Report Guide. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

107.5 CASUALTY REPORTS – CIVILIAN, 02/13/03-12/16/10

Any injury sustained by civilian personnel by fire or fire products, or by action of personnel and or equipment operating at scene shall be immediately reported to the officer in charge. A follow up written report shall be made immediately upon returning to quarters, using the section in our current fire reporting software or the Civilian Casualty Report Form provided by the Missouri Department of Public Safety, Office of the State Fire Marshal. The casualty report should be filled out following the explanations contained in the Fire Report Guide.

107.6 INJURIES NON FIRE INCIDENT RELATED, 02/13/03-12/16/10

Any employee of the District shall immediately notify an officer of any and all injuries sustained in the performance of their duties. This verbal report should be followed up with a written narrative detailing the mechanics of the injury and the extent of the injury. All appropriate workers compensation forms must be filled out and signed by the Fire Chief or designee.

107.7 BODILY FLUID CONTACT, 02/13/03-12/16/10

Any employee of the District who contacts bodily fluid, of another person shall file a Bodily Fluid Contact Form. If the employee is engaged in emergency mitigation when the contact is made, then it is imperative the employee must begin to inquire about patient history. The patient may grant permission for their blood work to be research for infectious disease. This process must begin immediately at the treating hospital. The employee must request this process himself or herself.

Health care facilities in the State of Missouri are required to report positive findings of communicable disease as listed in the Department of Health regulations 19 CRS 20-20.020 (1) – (4), to any employer of a first responder or emergency provider who may have provided care to a victim.

Notification by the health care facility to the emergency provider must be made within forty-eight (48) hours after confirmation of the diagnosis of a communicable disease. The health care facility will provide, 1) ambulance run number and state, 2) police incident report number, 3) and date of contact.

If findings are a known communicable disease, then the employee should be contacted within forty-eight (48) hours. The employee shall be counseled and all necessary medical follow up will be provided.

All reportable quantity hazardous materials releases shall be reported to the Christian County Office of Emergency Management. If the employee is unsure of the amount of release or reportable quantities contact the CC OEM for guidance.

107.8 BUILDINGS AND GROUNDS, 02/13/03-12/16/10

The kitchen shall be cleaned after each meal. All dirty dishes, spills and cooking debris shall be cleaned up and the stove shall be wiped down. The bunkroom will be kept clean and neat. During business hours all miscellaneous items will be kept in storage and up off of the floors in each area of the station.

Bay floors shall be kept clean of items and all water mopped up. Floor drains will be flushed as needed to keep any odors down. The grounds shall be policed and all trash and debris picked up.

No personal vehicles will be kept in the bays with the exception during severe storms such as hail. Minor repairs and washing is allowed, with officer approval, but the vehicles must be removed promptly afterwards. Any vehicle left in the bay due to a call must have the keys left in the ignition so it may be removed if necessary.

All areas must be cleaned after employees perform light maintenance. Personnel vehicles shall be parked in the parking lots or spaces not next to the buildings or on apparatus aprons.

107.9 STATION SECURITY, 02/13/03-02/11/13

Stations will be secured anytime the station is left unattended. All bay doors and entrance doors shall be secured by 2200 hours. No person(s) other than District personnel shall be allowed to remain in the stations for any reason without permission from an officer. Outlying stations shall have the alarm system activated when not occupied. The alarm is to be set in the “away” mode.

107.10 ENERGY CONSERVATION, 02/13/03-12/16/10

Personnel are requested to conserve energy when possible. Thermostats in living areas should be kept at 75 degrees or below for heating and at 70 degrees or above for air conditioning. The heaters in the apparatus bays should be kept in the area of 50 to 60 degrees. When bay doors are open during cold weather please turn bay heaters down or off. The lights should be turned off in unattended areas, with the exception of safety and security lighting.

107.11 DINING OUT, 02/13/03

It is the desire of the District to allow employees the ability to purchase food, or dine out in an accepted establishment within the boundaries of the District, without compromising the District's ability to serve the public. A dining establishment shall be considered acceptable when its primary function is serving food.

Personnel shall refrain from wearing bunker gear into dining establishments.

Crews should restrict their visits, as closely as possible, to normal dining hours. Crews should keep their visit to no more than one (1) hour in length.

The apparatus placement shall be determined by the officer, with consideration given to the patrons of the establishment and to any possible damage our equipment might do to parking lots. The apparatus should be placed within a line of sight for security issues.

NIXA FIRE PROTECTION DISTRICT

NIXA, MO

GENERAL DISCREPANCY REPORT

Date:	Incident #:	Shift:
☐ Apparatus:	☐ Equipment:	
☐ Station:	☐ Other:	
☐ EMS:	☐ Dispatch:	
Complaint:		
Action Taken If applicable:		
Person Reporting:	Signature:	

ASSIGNMENT REPORT

LOG #:	DATE::	ASSIGNED BY:	ASSIGNED TO:
CAN DISCREPANCY BE FIXED BY DEPARTMENT PERSONELL: YES ☐ NO ☐			
IF NO EXPLAIN WHY:			
COMPLETED BY:	DATE COMPLETED:		
INSPECTED BY:	DATE:		

Training Activity Report

Training Date: Friday, December 24, 2010

Training Topic:

Name of Attendees:	*Dept. ID:*	*Attended?*
Atwood, Brian	0198	☐
Barnes, Jared	6969	☐
Bass, Corey	0671	☐
Bock, Jordon	1851	☐
Childs, Tim	5048	☐
Collins, Steve	7782	☐
Fick, Brian	5382	☐
Flagg, Aaron	7462	☐
Jones, Justin	8954	☐
Logan, Tim	3591	☐
Josephsen, Gary	9079	☐
Martin, Steve	0998	☐
Moore, Scott	8261	☐
Morris, Lee	4515	☐
Nall, Ken	6288	☐
Neff, Adam	8316	☐
Heap, John	6996	☐
Nielsen, Justin	0531	☐
Sebree, Jimmy	5115	☐
Semans, Daryl	3212	☐
Sewald, Terance	4335	☐
Sharp, Steve	2570	☐
Smith, M. Jared	4807	☐
Stephens, Aaron	8167	☐
Tate, Jeremy	6578	☐
Trent, Jon	4065	☐
Walles, Lloyd	4341	☐
Weaver, Whitney	3229	☐
Whisler, Dan	7543	☐
White, Buster	6060	☐
Willmon, Jeremy	4569	☐
Winters, Stacy	4270	☐
Zoeller, Chris	8903	☐
Zoeller, Garrick	9166	☐

Training consisted of:

☐ Classroom Study

☒ Practical Evolutions

Name of Instructor(s):

*Total **Classroom Study** Time:*

*Total **Practical Evolution** Time:*

TOTAL TRAINING TIME:

0.00

Training Description:

Equipment Used:

Additional Comments and Recommendations:

NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Rd ◊ Nixa, MO 65714
Emergency 911 ◊ Business (417) 725-4025 ◊ Fax (417) 725-2393

Public Relations Event Request / Post Summary

(Please forward to the FPB)

Date Request Received: _____

Receiving Individual: _____

Public Relations Event Date: _____ Incident #_____

Public Relations Event Time: _____

Public Relations Event Location: _____

Sponsoring Organization: _____

Contact Person and Telephone Number: _____

Participating Shift: A B C or FPB

Number of Children: _____

Number of Adults: _____

Basic summary of what is requested: _____

_____

_____

_____

_____

_____

Approving A/C: _____
Approving B/C: _____

108.0 GENERAL MAINTENANCE, 02/13/03-12/16/10

The District shall identify time intervals for preventive maintenance activities. Personnel in the station or the service technician may accomplish minor maintenance activities. Materials required to complete the repairs shall be identified and forwarded to the station. When a discrepancy is identified the employee shall complete the discrepancy form for tracking purposes.

District staff vehicles shall receive preventive maintenance every six (6) months or three thousand (3,000) miles which ever comes first. The apparatus shall receive preventive maintenance every twelve (12) months with the exception of mechanical failure that would warrant service work also. This shall consist of oil change, fluid checks, filter replacement, greasing of joints, etc.

Recognized personnel may repair items classified as minor. This shall consist of, but not limited to, burned out lights, low fluids, loose or broken bolts, cleaning, etc.

If the repair is more detailed, classified as moderate, such as thermostat problems, fuel leaks, preventive maintenance, the service technician may be utilized or if beyond our capabilities the District will utilize a recognized mechanic.

If the repair is a specialty item such as, engine, transmission, or rear axle work, then the apparatus will be returned to the manufacture or a recognized dealer.

The District equipment such as automatic defibrillators heart monitors, suction units, oxygen saturation meters, gas detection meters, shall be returned to the manufacture for repair.

If the repair is an item under warranty the manufacture will advise on the process or the center to perform the repairs.

108.1 FUELING APPARATUS, 02/13/03-12/16/10

District vehicles shall be fueled on a regular basis. No District vehicle shall be left below three-quarters (3/4) tank of fuel. Each apparatus is assigned a fuel card and number. Vehicles should only be fueled on their assigned cards. The fuel cards may be utilized at the pumps or inside the store in the following manner.

1. Swipe card
2. Enter mileage
3. Enter your identification number (00 & the last four of your social)

4. Enter yes on receipt
5. Document the four digit vehicle number on receipt
6. Sign the receipt (print your name), place in station mail, and forward to the front office

108.2 MISCELLANEOUS FUEL, 02/13/03-12/16/10

There is a card assigned to station 1 and 2 for obtaining miscellaneous fuel. The four (4) digit number utilized in this instance is 1000. This number will be used for generator fuel and all other premixed fuel cans. Personnel should enter 0 for the mileage otherwise the receipt process is the same as above.

108.3 APPARATUS TESTING, 02/13/03-12/29/05

Each apparatus pump will be tested annually. Pump testing will also be done after extensive pump or motor repairs. This is to better determine the actual pump capacity of each apparatus, in the most adverse conditions. The pump test is conducted under the same conditions that are required for an acceptance test, except that the time for each test is reduced.

- 100% rated capacity at 150 psi net pump pressure for 30 minutes
- 70% rated capacity at 200 psi net pump pressure for 15 minutes
- 50% rated capacity at 250 psi net pump pressure for 15 minutes
- And a short spurt test at rated capacity, at 165 psi

Other tests to be performed during the pump test will include relief valve, dry vacuum and primer test. A supplemental information sheet will accompany each test sheet. All information will be recorded and forwarded to the Fire Chief or designee for filing.

108.4 LADDER TESTING, 02/13/03-12/29/05

Each aerial ladder will be tested annually. The test will be in accordance to NFPA 1914. The aerial will also be tested after major repair.

Ground ladder testing will be accomplished every year by an approved testing firm in accordance with NFPA 1932. Ground ladders will also be tested after being exposed to excessive heat, being dropped, or receiving an impact load.

A supplemental information sheet will accompany each test sheet. All information will be recorded and forward to the Fire Chief or designee for filing.

108.5 HOSE TESTING, 02/13/03-05/07/12

The District's standard regulates the acceptance of new sections of fire hose and establishes procedures for conducting the annual service tests. Hose should be tested in the warmer months. Any hose that is believed to be damaged, ran over or repaired shall be tested before being placed back in service. Personal protective equipment shall be used in case of failure during the tests. (i.e. Helmets, gloves and eye protection.)

108.6 TESTING PROCESS, 02/13/03-05/07/12

- Prior to testing, each section of hose shall be subjected to a physical inspection to determine whether it is free of debris, and damage from chemicals, burns, cuts, and abrasion. Any section of hose that fails the physical inspection shall immediately be placed out of service.
- Hose shall be filled by using the pump on the Tanker (do not exceed 150 psi and then the hose tester should be used to the desired psi.) and then tested with the hose tester. The test area shall be relatively flat and free of any objects that might damage the hose.
- The service test for hose of less than five inches in diameter shall be conducted as follows:
    - Connect the hose to a discharge. Hose shall not be attached to any discharge at or adjacent to the pump operator's position.
    - The total length of any hose-line in the test layout shall not exceed 300 feet. Hose-lines shall be straight and without kinks. Hose that has been repaired or re-coupled shall be tested one section at a time.
    - Connect the tanker to a hydrant or hose tester to a water supply.
    - Connect a nozzle or shutoff device to the end of the hose. The appliance should be secured to prevent an uncontrolled reaction in the event of a hose rupture.
    - Fill the hose-line to be tested with water and bleed off all air.

- Close the nozzle and increase the pressure to 50 psi. Check for leakage. Tighten couplings as necessary. Mark the location of the couplings with a suitable marker.

- Clear the area and increase the pressure slowly until the pressure reaches 300 psi for a service test or 400 psi for an acceptance test if manufactured prior to July 1987. Hose manufactured after July 1987 shall be tested to the pressure marked on the hose jacket. Hold for five minutes. Inspect for leaks or damage. Remember: Never straddle a hose-line! Consult NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles, if you have any questions about this.

- Bleed off pressure.

- Record the test date, etc., on the permanent hose record.

  Hose that fails the test by bursting or leaking or because of coupling failure due to slippage or leakage shall be tagged and placed out of service.
- After the test, if needed, all hose shall be cleaned, drained, and dried before being placed in service or storage.

- Tests for five-inch supply line or LDH, and sections of soft suction hose shall follow the same procedure outlined above; except that the service test pressure shall be 200 psi and the acceptance test pressure shall be 300 psi. Ensure that the hose is service tested while lying flat.

- Nozzles and other appliances shall also be inspected during the annual fire hose service test to ensure that the nozzles and appliances are undamaged, clear of obstructions, and fully operational. Any nozzle or appliance found to be in disrepair shall be tagged, removed from service, and sent for repair.

Quick Reference Chart

Hose	Service test pressure	Time to hold
1.75”, 2.5”, & 3”	300 psi	5 min.
5” LDH	200 psi	5 min.

108.7 EQUIPMENT IDENTIFICATION, 11/19/09

The purpose is to establish a system for marking all equipment specific to one apparatus so it can be easily identified and returned to the proper apparatus once it is no longer in use.

All equipment (hand tools, radios, flashlights, saws, etc) will be marked using two (2) colors of electrical tape. One (1) color will represent the apparatus type (engine, ladder, brush, etc) and the other color will represent the apparatus's station. Any equipment that is moved between apparatus (i.e. frontline to reserve engines) shall remain the primary color. This will allow easy identification when the frontline engine is put back in service.

Color	Station	Color	Apparatus
Red	Station 1	White	Engine
Blue	Station 2	Black	Tanker
Yellow	Station 3	Green	Brush
Orange	Station 4	Brown	Ladder
		Purple	Rescue

108.9 CONTACTING TOW SERVICES, 02/13/03-10/12/08

If a District apparatus must be towed due to a break down the officer should contact dispatch and request Henry's Tow Service. If Henry's cannot tow the vehicle due to size the officer in charge will request dispatch to obtain the first available service. When making the request to dispatch make sure to advise this is a fire district request so they can log it appropriately.

108.10 CIVILIAN ASSISTANCE, 02/13/03-10/12/08

If a District employee assists a motorist and they request a tow company the officer will inquire if they have a preference. Then the officer will contact dispatch with either a non-preference tow or the company that the civilian requested.

108.11 ACCIDENT SCENES, 02/13/03-10/12/08

On any incident in which a tow service may be needed when in the city limits the police officer working the accident should request the tow services. When in the county the appropriate law enforcement agency should be contacted for permission to start both preference and non-preference tow companies to the scene.

108.12 COLD WEATHER PUMP DRAINING, 04/24/03-10/08/10

During the winter months the following procedure will take place for draining the pumps. Staff will decide on start and end dates concerning this procedure each year.

Engines/Ladder:
Daily – Every discharge past the valve will need to be drained. This includes pulling the bleeder valves and removing the caps. Once drained all valves and caps should be closed and/or put back in place. The main pump housing will remain wet (filled with water).

Tankers/Brush trucks:
Daily- Pump and any discharge should be checked and drained. During the weekly check, valves can be opened and flushed, but then should be drained before put back in service. Pump sprayers will be removed only during below freezing time periods.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
109	**Camera Use**	**1 of 1**

109.0 PURPOSE, 10/18/10

The procedure shall provide accountability of photographs and electronic images taken by Nixa Fire Protection District employees. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

109.1 PROCEDURE, 10/18/10-6/4/12

Under no circumstances will employees be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any emergency incident.

All scene photography/video shall be for clinical, documentation, media, or training purposes only, and conducted by or at the direction of Nixa Fire District personnel in charge of the scene, using approved department equipment.

All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

Any on-scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property of the Nixa Fire Protection District and are under the control of the Nixa Fire Protection District's fire chief or designee. This includes any images taken inadvertently with a member's personally owned camera, cell phone camera, or any other digital imaging device.

No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without prior approval of the fire chief or designee. This prohibition includes the posting of any Nixa Fire District photographs on personal Web sites such as, but not restricted to; Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.

All Nixa Fire District digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards will be erased.

The use of unauthorized helmet cameras is strictly prohibited. Personal use of department cameras is strictly prohibited.

Violation of this procedure or failure to permit inspection of any device covered in this procedure may result in disciplinary action.

NIXA FIRE PROTECTION DISTRICT

Procedure	**Title**	**Page**
110	**Internal Communications**	**1 of 2**

110.0 COMMUNICATIONS, 02/13/03-07/17/07

Communication throughout the District can be very challenging with personnel working different shift patterns and work schedules. However, it is the desire of the District that everyone have the opportunity to receive information concerning the assignments and any other aspects of the day-to-day operations. It is also the responsibility of the employee to seek out information when they have questions or concerns. The District will make every attempt to maintain an open channel of communications throughout the District.

110.1 COMMUNICATION MATRIX, 02/13/03

The communication matrix is intended to maintain a standard flow of information through the organization.

SUBJECT	FACE TO FACE	GENERAL MEETING	E-MAIL	WRITTEN
SOPs		X		X
Policy		X	X	X
Memo		X	X	X if >24 hours
Pass-a-long	X		X	X fire point journal
Training info	X	X	X	X bulletin board
Prevention info	X	X	X	
New Program		X		X
New Equipment	X	X		
Meeting	X		X	
Meeting Minutes			X	
Nice to Know	X	X	X	Optional
Rumor Control	X	X	X	Optional
Daily Assignments	X			

110.2 DISTRICT MEETINGS, 02/13/03-12/16/10

The District attempts to maintain a schedule for meetings to take place. This allows for the employee and constituent attendance.

Board Meeting	Third Thursday	1900 hours (revised 4/19/13)
Staff Meeting	every Monday	0830 hours

All of these meetings are subject to change however the District will make an attempt to maintain the schedule.

110.3 MEETING RULES, 02/13/03-12/16/10

The District understands the importance to set meeting rules and follow an agenda. The following items will set the standard for meetings.

- All meetings will have an agenda
- The meetings will be governed by District policy and procedures
- Everyone should come to the meeting prepared
- The meeting will start on time, no reward for late arrivals
- Do not interrupt or criticize the ideas of others. Remain open minded and non-judgmental and build on the ideas of others
- Everyone participates, no one dominates, but please only one conversation at a time
- No hasty decisions, if not an emergency there is time
- Restate all decisions and or conclusions and the reasons
- Review all actions taken during the meeting
- REMEMBER – IT IS OK TO HAVE FUN

111.0 PUBLIC INFORMATION, 02/13/03

Generally, all employees may possess information that may be detrimental or harmful to an employee, citizen, organization or group. Whether on duty or off duty this type of information shall be treated in a confidential manner and shall not be shared with the community. Unless it affects emergency response and personal safety it is hearsay information of no value to peers. When representing the District we as a source of public information shall refrain from libel and slanderous statements and be equally sensitive about personal opinion and damage it may cause. An employee shall use factual information in their release. Speculation and guesswork will only subject the District and the employee to the legal arena.

111.1 MEDIA RELEASES, 02/13/03

Typically, all media information about programs, district operations, policies, procedures, and major emergencies are released through the administrative staff (Exhibit 1). The employee is expected to share their personal experiences, feelings, etc. with the press when asked. The District does not imply that an employee may not or must not speak with representatives of the media. Whether on or off duty we are representatives of the District and shall maintain a positive attitude toward the employees and the District.

111.2 EMERGENCY SCENE MEDIA RELEASES, 02/13/03

Information shall be authorized for release through the Incident Commander, AC/Fire Prevention or a designated Public Information Officer (PIO). Comments regarding the emergency and events should come from one source only. At all times we should strive to maintain positive relations with any media source and provide time to help them do their service to the public. They have deadlines and we should help them when at all possible.

Be prompt to schedule releases and facilitate the press when delivering public information whether it is done through live interviews, written statements or prepared statements. During an interview do not chew gum, chew tobacco and watch your body language as they may project a negative image during the interview.

A media release area should be positioned in a fashion in which media representatives can observe the emergency but be in a safe area. This area should be marked and available to all media during large-scale incidents.

Any member of the media who is unwilling to abide by this procedure and hinders any District operation shall be cause to notify the incident commander. The incident commander shall make a request for police intervention.

111.3 CONTACT REQUEST, 02/01/07

The Nixa Fire Protection District at times may need to contact individuals or parties pertaining to Fire Department business. Following this procedure will aid in making contact with a successful follow-up.

The purpose of the notification tag/ door hanger is to inform a person, property, or business owner that a representative of Nixa Fire Protection District has tried to make contact without success, and now is requesting them to contact the district or the person/ shift that have placed the tag.

111.4 SITUATIONS FOR USE, 02/01/07

Notification tags can be passed out for multiple reasons which include, but not limited to the following:

-Unable to make contact with a business for Inspections
-Unable to make contact with a business for Pre-Plans
-Unattended fires without a permit
-Unpermitted parking in a fire lane
-Fire alarms without contact to owner
-Parking in front of hydrants

111.5 INFORMATION, 02/01/07

When a door hanger is received by a person or business in the fire district it's their responsibility to contact Nixa Fire Protection District at their earliest convenience. Each door hanger will have a NOTICE ID # located on the top right of the hanger. This number will be used to track the purpose of the hanger and if contact has been made by logging the number in our tracking system. Once a notice has been placed the crew or person placing the notice should log the incident explaining the reason, date, whom placed it, and/or if the item needs to be addressed by Fire Prevention (email Fire Prevention if this action is requested).

111.6 FOLLOW-UP, 02/01/07

When the representative makes contact with the department and the shift is off duty, obtain a contact phone number. Once the crew returns to duty the issue will be followed-up or resolved. As noted in the REMARK section of the log. Log the date or dates that contact with person has been made and resolved with solution.

111.7 HANDLING PUBLIC/CUSTOMER COMPLAINTS, 10/01/03-12/16/10

Many times a member of the public will call to report a suspected hazard they have encountered or a complaint about the District and/or actions demonstrated by the District. It is important to treat concerned citizens with courtesy and express interest in their complaint. This allows the public to contribute to the success of a fire prevention program and/or the District along with encouraging their support.

111.8 REQUIRED INFORMATION, 10/01/03-12/16/10

When taking a complaint, all pertinent information should be recorded. The complaint form can help to ensure that all of the necessary information is collected. Serious complaints should receive immediate attention. Complaints that do not need immediate attention should be routed through normal channels.

111.9 INVESTIGATING COMPLAINTS, 10/01/03-12/16/10

Any complaint should be forwarded to the Fire Chief or designee for investigation of any complaints about a suspected hazard or complaint about the District and/or actions demonstrated by the District. The Fire Chief or designee shall release and handle all District public relation(s) to maintain a control point for all complaints encountered.

Contact:

301 S. Nicholas Rd
Nixa, MO 65714
417.725.4025
417.725.2393 (fax)

Nixa Fire Protection District

Press Release

For Release

112.0 OPEN BURNING REGULATIONS, 02/13/03-07/16/13

The District, recognizing that constituents often have a need and/or desire to conduct open burning on their property, has elected to follow the open burning requirements set forth by the International Fire Code, Section 307 Open Burning. Open burning must be conducted in a manner that both limits nuisance issues and minimizes safety concerns.

The International Fire Code has been adopted by all governing bodies including the City of Nixa, Christian County, and the Nixa Fire Protection District and the following regulations will apply to all residents within the Nixa Fire Protection District.

Italicized text is from the 2006 International Fire Code.
Non-italicized text is the Nixa Fire Protection District operating procedure.

Definitions:

1. ***Bonfire.*** *An outdoor fire utilized for ceremonial purposes.*
2. ***Open Burning.*** *The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.*
3. ***Recreational Fire.*** *An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.*

Section 307
Open Burning and Recreational Fires

307.1 General. *A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this section.*

> ***307.1.1 Prohibited Open Burning.*** *Open burning that is offensive or objectionable because of smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.*

112.1 Prohibited Burning under State Regulation. Any waste generated by a business, trade, industry, salvage, or demolition operation cannot be burned without a permit issued by the Department of Natural Resources or its delegated local agency. Wastes that may not be burned include but are not limited to tires, rubber products, hazardous materials, Styrofoam, plastics, petroleum based products, demolition waste, treated wood and any

asbestos containing material. Untreated wood products such as dimensional lumber can be burned for recreational purposes only and not as a means of disposal.

307.2 Permit Required. *A permit shall be obtained from the fire code official in accordance with Section 105.6 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.*

112.2 Permit Required. The Nixa Fire Protection District will issue a burn permit for all open burning other than a contained recreational fire. Commercial or homemade fire pits, chimineas, and outdoor fireplaces do not require a burn permit but will be required to meet the distance requirements set forth in *307.4.* Permits are free of charge, good for the calendar year, and require a site visit by Fire District personnel for the initial permit only. Permits can be obtained by calling or stopping by the Fire District Headquarters during normal business hours.

> ***307.2.1 Authorization.*** *Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.*

112.3 Authorization. The District follows the Department of Natural Resources Guidelines for any open burning within the District. Inside the City of Nixa, approval for open burning other than a residential use fire pit shall require prior approval from the City Building Department and the Missouri Department of Natural Resources.

307.3 Extinguishment Authority. *The Fire Code Official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.*

112.4 Extinguishment Authority. The Fire District does not routinely patrol the community for open burning violations. However, when conditions exist that create a hazardous situation in relation to open burning, the fire district will initiate contact and authorize extinguishment of the burn creating the hazardous situation. Open burning can resume when the conditions for the hazardous situation change. Examples could be high winds and/or low humidity creating a high fire danger, flying embers extending beyond the originating property, or fire situations not meeting location requirements outlined in 307.4. For offensive or objectionable (nuisance) complaints about open burning, the fire district will respond and evaluate the situation. If the complaint is deemed as valid, the district will authorize extinguishment of the open burn creating the nuisance until

conditions such as wind direction or atmospheric conditions change and are favorable for the open burning to resume.

307.4 Location. *The location for open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.*

> ***Exceptions:***
> 1. *Fires in approved containers that are not less than 15 feet from a structure.*
> 2. *The minimum required distance from a structure shall be 25 feet where the pile size is 3 feet or less in diameter and 2 feet or less in height.*
>
> ***307.4.1 Bonfires.*** *A bonfire shall not be conducted within 50 feet of a structure or combustible material unless the fire is contained in a barbeque pit. Conditions which could cause a fire to spread to within 50 feet of a structure shall be eliminated prior to ignition.*
>
> ***307.4.2 Recreational Fires.*** *Recreational fires shall not be conducted within 25 feet of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.*

112.5 Location. To meet the requirements of the Missouri Department of Natural Resources, open burning not covered in 307.4-307.4.2 shall generally be located at least 200 yards from the nearest occupied structure or inhabited dwelling. Open burning less than 200 yards from the nearest occupied structure **may** be approved by DNR with a signed waiver from property owners within the 200 yard area. Contact the Southwest Regional Office of the Missouri Department of Natural Resources at 417-891-4300 or more information.

112.5.1 Yard Wastes. Missouri allows open burning of yard wastes from sites provided it originates from and is burned on the same premises. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. Yard waste includes trees, tree leaves, brush or other vegetation. In the **Outstate Area** of Missouri there are no special day, time or location restrictions. The Nixa Fire Protection District will make recommendations as to the size and location open burning of yard waste can take place on the initial permit application visit. This will become the designated “Burn Area” for the property. Open burning of yard waste that creates a hazardous situation or nuisance issue may be subject to revocation of the burn permit.

112.6 Approved container. An approved container for use 15-25 feet from a structure (*307.4 Exception 1)* can be made of metal, rock, brick, or block with a primary purpose of limiting fire spread. In an urban setting, the container shall have a screen or expanded metal type covering to help contain flying embers, brands, and sparks. In the rural setting, this cover is recommended but not required.

307.5 Attendance. *Open burning; bonfires or recreational fires shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with section 906 with a minimum of 4-A rating or other approved on site fire extinguishing method such as dirt, sand, water barrel, garden hose, or water truck, shall be available for immediate utilization.*

112.7 OPEN BURNING CRITERIA AND MONITORING, 02/13/03-07/16/13

Due to the hazardous and unpredictable nature of weather and open burning the District must take a vigilant approach when allowing and monitoring open burning. The Battalion Chief or designee will determine if conditions are favorable for burning on a daily basis.

Criteria to determine if burning is allowed will be based on several factors. A decision on whether burning is permissible should be made as early as possible on any given day. A decision to allow open burning should be based on the following factors:

- Check at least two (2) sources of weather information to determine wind speed, direction, humidity and fuel moisture.
- Winds must not exceed 13 miles per hour.
- Haines Fire Index shall not exceed a rating of 4.
- The Rangeland Fire Danger Forecast shall not be above the moderate level.
- The Fire Weather Forecast must indicate conditions are favorable for burning.

In the event a change in weather takes place while open burning is permissible and the conditions exceed the safety parameters, open burning will be discontinued. The District will notify people who are burning when a change in burning conditions become hazardous.

112.8 HOUSEHOLD WASTE, 02/13/03-07/16/13

Missouri allows open burning of household refuse from four dwelling units or less provided it originates and is burned on the same premises. This exemption does not apply to mobile home parks or apartment complexes. Residential waste is solid waste produced by routine household activities, such as paper waste and garbage from daily activities.

This does not include home remodeling wastes, wastes from home businesses, durable goods such as old appliances, carpets or furniture, tires or other non-routine household waste. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. The waste must be burned in an approved container such as a metal drum and should be covered with a screen to help alleviate sparks. The container should be a reasonable distance from exposures and the ground cover must be kept back off of the container. The City of Nixa Solid Waste Disposal regulations do not allow trash burning within the City limits. (Section 22-348 of the Municode under “Prohibited Practices”)

NIXA FIRE PROTECTION DISTRICT

301 S. NICHOLAS ROAD NIXA MO 65714
Phone 417-725-4025 Fax 417-725-2393 WWW.NIXAFIRE.ORG

LOCATION OF BURN
- ☐ Inside City Limits
- ☐ Outside City Limits
- ☐ Initial Permit
- ☐ Renewal Permit

APPLICATION FOR BURN PERMIT (REVISED 7-2013)

APPLICANT INFORMATION		PERMIT #
Applicant Name		Primary Phone
Company Name		Cell Phone
Mailing Address		Fax
City	State	Zip Code

SITE INFORMATION	
SITE ADDRESS	County
Name of Individual Who Will Control Burn	Phone
Site Name (Subdivision or Development Name)	
Directions	
TYPE OF MATERIAL TO BE BURNED	DISTANCE TO NEAREST OCCUPIED STRUCTURE(S)

☐ VEGETATIVE WASTE/LAND CLEARING

1. **ONLY** material originating from the above mentioned location will be burned.
2. A minimum of one portable fire extinguisher or other approved method shall be available for immediate extinguishing.
3. No burning will take place before 7:00 AM and must be completed by 5:00 PM.
4. You must receive permission from the Nixa Fire District each day of burning by calling **725-4025 or 894-0318**.
5. Burning will take place at least **200 yards** from all neighboring occupied structures (private/commercial).
6. Permit holder will correct all smoke problems immediately.
7. Permit holder is obligated to comply with local, county, state, and federal laws and regulations.
8. The Nixa Fire District reserves the right to revoke this permit.

☐ RECREATIONAL/YARD WASTE

1. All burning shall be supervised at all times.
2. A minimum of one portable fire extinguisher or other approved method shall be available for immediate extinguishing.
3. You must receive permission from the Nixa Fire District each day of burning by calling **725-4025 or 894-0318**.
4. Burning will take place at least **50 feet** from any structure without proper measure to prevent fire spread.

a. Bonfires shall not be conducted within **50 feet** of a structure or combustible material unless contained in an approved container.

b. Recreational fire shall not be conducted within **25 feet** of a structure or combustible material. Pile must be 3' or less in diameter and 2' or less in height.

5. Permit holder is obligated to comply with local, county, state, and federal laws and regulations.
6. The Nixa Fire District reserves the right to revoke this permit.

☐ **I have read and understand the rules listed in this permit.**	**Permit Expires on December 31, _____**
Applicant's Signature	Date
Nixa Fire District Official & Title	Date

MISSOURI DEPARTMENT OF NATURAL RESOURCES
AIR POLLUTION CONTROL PROGRAM

APPLICATION FOR PERMIT TO OPEN BURN VEGETATIVE OR UNTREATED WOOD

LOCATION OF BURN SITE
☐ Inside City Limits
☐ Outside City Limits

APPLICANT INFORMATION

APPLICANT NAME		PERMIT NUMBER	
COMPANY NAME		EMAIL ADDRESS	
COMPANY ADDRESS			
CITY		STATE	ZIP CODE + 4
PRIMARY TELEPHONE NUMBER WITH AREA CODE	ALTERNATIVE TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	

PREFFERED METHOD OF DELIVERY OF COMPLETED PERMIT
☐ Email ☐ FAX ☐ Postal Mail

SITE INFORMATION

SITE NAME (SUBDIVISION OR DEVELOPMENT NAME)		COUNTY
SITE LOCATION (STREET ADDRESS)		CITY
DIRECTIONS	SUBMIT A MAP OR PROVIDE GPS COORDINATES OF THE BURN SITE LOCATION	
NAME OF INDIVIDUAL WHO WILL CONTROL THE BURN		TELEPHONE NUMBER WITH AREA CODE

TYPE OF MATERIAL TO BE BURNED
☐ Tree Trunks ☐ Tree Limbs ☐ Leaves ☐ Brush ☐ Untreated Wood

DISTANCE TO NEAREST OCCUPIED STRUCTURE (YDS)

Signed waivers from all home/business owners and/or an Air Curtain Destructor, or ACD, are required when vegetative waste is to be burned within 200 yards of an occupied structure. An ACD may also be required as a special permit condition.

WILL AN AIR CURRENT DESTRUCTOR BE USED AT THIS SITE?	ARE ALL RELEVANT WAIVERS ATTACHED?	LAND DISTURBANCE PERMIT NUMBER (IF APPLICABLE; EXAMPLE: DISTURBED AREA > 1 ACRE) MO-R

FIRE DEPARTMENT INFORMATION

LOCAL FIRE JURISDICTION	FAX NUMBER WITH AREA CODE	TELEPHONE NUMBER WITH AREA CODE
POSTAL ADDRESS		EMAIL ADDRESS
CITY	STATE	ZIP CODE + 4
TITLE		DATE

PREFERRED METHOD OF COMPLETED PERMIT DELIVERY
☐ Email ☐ FAX ☐ Postal Mail

COMMENTS

FIRE DEPARTMENT REPRESENTATIVE SIGNATURE	DATE
PRINTED NAME FIRE DEPARTMENT REPRESENTATIVE	DATE

APPLICANT CERTIFICATION AND MDNR APPROVAL/DENIAL

I certify that:

- The information contained in this application is true and accurate to the best of my knowledge.
- I have read and will comply with the standard conditions and any special permit conditions that may be required.
- The department may revoke this permit if conditions are violated or a complaint or nuisance is created by the open burning.
- This permit will be effective for 60 days from approval unless otherwise terminated.
- In no way does this permit relieve me of my obligation to comply with all applicable federal, state and local laws or regulations.

APPLICANTS' SIGNATURE	DATE
PRINT APPLICANT NAME	DATE
DEPARTMENT OF NATURAL RESOURCES APPROVAL	DATE
REASON DENIED OR SPECIAL CONDITIONS OF APPROVAL	
ANY ADDITIONAL SPECIAL CONDITIONS	

Regional Office contact information is available at: http://www.dnr.mo.gov/regions/regions.htm

OPEN BURN PERMIT STANDARD CONDITIONS

1. The permission to burn in no way relieves the permittee of their obligation to comply with any other local, county, state or federal rules or regulations.
2. This application becomes the burn permit once signed by the designated Department of Natural Resources representative. Before any burning takes place, the permittee must submit to Department of Natural Resources Regional Office, a completed application signed by a representative of the local Fire District.
3. A representative/employee of permittee shall be present during all burning to ensure compliance with this permit and to make certain the fire(s) are out after 5:00 p.m.
4. Only tree trunks, tree limbs, leaves and brush originating on the site may be burned. For permits allowing the burning of untreated wood, only waste meeting the definition of "untreated wood" may be burned.
5. The distance from the burn site to the nearest occupied structure (residence or business) must be greater than 200 yards, unless an Air Curtain Destructor is used or waivers were obtained.
6. Burning will take place only between 7:00 a.m. and 5:00 p.m.
7. Should a problem arise from the burning, such as a public health hazard, nuisance, or a hazard to vehicular or air traffic, the permittee must correct the problem immediately.
8. This permit is effective for 60 days from the date issued.
9. This permit will be revoked immediately for failure to fully comply with any of the conditions and restrictions.
10. The permittee shall notify the local fire department each day before starting any burning.
11. Any other permits required by the State of Missouri Department of Natural Resources (i.e. NPDES Land Disturbance Permits) must be applied for and obtained. Failure to do so may result in termination of this permit. Please contact your local Regional Office regarding other possible permitting requirements.
12. Permittee authorizes Department of Natural Resources personnel to enter the site at any time during the term of this permit for inspections and permit compliance determinations. If this permit is terminated or revoked for any reason, a full application must be resubmitted.

DEFINITION

Untreated wood – Lumber and other wooden materials that have not been chemically treated for resistance to moisture, fire, fungi, insects and other pests, or has not otherwise been treated or manufactured with chemicals, or that does not contain adhesives or resins. Untreated wood does not include plywood, particleboard, chipboard or wood with other than insignificant quantities of paint, coating or finish.

SPECIAL CONDITIONS

All tree and vegetation materials suitable for other uses such as fireplace wood, posts, saw logs, etc. should be removed prior to burning.

NIXA FIRE PROTECTION DISTRICT

113.0 FIRE INVESTIGATIONS, 12/13/03-5/1/13

All fires within the District will be investigated to determine the cause and origin using the Nixa standard fire investigations packet.

Fires found to be accidental will be documented and efforts will be focused on correction of conditions or actions that were related to the cause.

Fires determined to be incendiary or suspicious and found to be pursuant to or in conjunction with a criminal act will be investigated with the assistance of law enforcement. Investigations will be in conjunction with local, state, or federal law enforcement agencies.

Certified fire investigator (when available) or at a minimum trained in "cause and origin" will investigate all fires for origin and cause, fires that are suspicious or incendiary in nature or involves a district employee or family member of a district employee will prompt a call to the local law enforcement agency and/or State Fire Marshal's Office of Investigations.

All fire investigation reports shall be maintained in a secured filing system. Any fire involving intentional acts by juveniles (17 years of age or less) shall be sealed and the names of the juveniles shall not be released except by court order.

113.2 PHOTOGRAPHS, 12/13/03-5/1/13

All fires shall be photographed and logged for potential use. The memory cards ~~film negatives~~ shall be treated and handled as evidence until the photos are logged in the official record, then the pictures will be archived as district property.

Photographs shall be taken following the investigations process outlined in NFPA standard 1033.

113.3 DIAGRAMS, 12/13/03-5/1/13

Floor plans and plot plans shall be diagrammed for potential use. These diagrams shall document electrical locations, fuel locations, area of origin, doors, windows, entry point and fire travel. Diagrams are drawn and marked as not to scale.

113.4 SCENE PRESERVATION, 12/13/03-5/1/13

The District shall secure and preserve the scene.

At no time shall the building occupant(s) be permitted to travel into or within 50 feet of the structure until the scene examination is complete and the District is ready to release the scene. The lead investigator and the incident commander shall give the authorization for release. Utility service personnel shall operate under the direction of the lead investigator.

113.5 CONSENT TO SEARCH, 12/13/03-5/1/13

After relinquishing the scene to a building tenant or owner the investigator may have;" A Consent to Search" form filled out and signed by the responsible party prior to re-entering the structure for continuing the investigation.

Any time an investigator is in doubt of the legal aspects of whether they have the right to re-enter a structure for investigative purposes, the consent to search shall be completed.

113.6 INTERVIEWS, 12/13/03-5/1/13

The investigator(s) shall conduct interviews of witnesses, suspects, occupants, owners and bystanders that may assist them in determining the fire origin and cause. The investigator(s) shall gather information on those who are interviewed.

- Full name (maiden names if applicable)
- Address (temporary, permanent and previous)
- Date of birth
- Call back telephone numbers (work, residence, cell, pager)
- Drivers license number

113.7 CASE FILES, 12/13/03

After an investigation is completed and while it is "under investigation" the case file shall be stored in a secured area. All documents, evidence, photos and other materials of the case shall be filed and cataloged appropriately.

The District intends to provide all appropriate requested documentation as allowed by law with assisting investigation agencies.

113.8 FIRES/INCIDENTS IN EATING/FOOD ESTABLISHMENTS, 02/18/09

Fires/incidents that occur within restaurants and facilities that prepare food for sale or consumption can cause a severe public health concern. These facilities are regulated by the health department and several regulations imposed by the health department are above and beyond the fire code.

Facilities can be restaurants, nursing homes, residential care facilities, schools etc. Because of the sensitivity and additional requirements we must report all incidents to the health department. This is important as the health department must inspect the business before it can reopen.

113.10 NOTIFICATION OF HEALTH DEPARTMENT OFFICIALS, 02/18/09

The health department should be contacted when:

1. Smoke within the food preparation and or storage area
2. Heat within the food preparation and or storage area
3. Automatic suppression system activation within the food preparation and or storage area
4. Any kind of contaminant within the food preparation and or storage area
5. Any other questionable or unknown condition

113.11 INCIDENT COMMANDER ADDITIONAL CONSIDERATIONS, 02/18/09

If there is a response to a restaurant or facility that prepares food for sale or others consumption and an above condition exists the incident commander must have dispatch contact the health department immediately. If the incident is outside normal business hours of the health department a follow up call must be made at the first available office hours. The incident commander must forward the incident information to the Fire Prevention Bureau for follow up. The occupant/owner shall also be advised they cannot reopen until they have spoken with the health department.

At any point in time when the incident commander is unsure if the call should be made the decision should be moved up the chain of command or error on the side calling the health department and letting them make the call whether or not they will respond. If you have any questions or comments do not hesitate to ask.

NIXA FIRE PROTECTION DISTRICT
PREVENTION BUREAU
CONSENT TO SEARCH

301 S. NICHOLAS RD.
NIXA, MO 65714
(417) 725-4025

CONSENT TO SEARCH

I, (Name), (Address) (City/State/Zip), hereby consent to a search without warrant by Nixa Fire Protection District Investigator (Name) of the following (describe premises or property involved):

1. (Address), City/State/Zip) (Single Family Dwelling)

I hereby authorize the said investigators and officers to remove and take any article which they may deem to be of evidentiary value. This statement is signed of my own free will without any threats or promises having been made to me.

Signature: _____ ***Date:*** _____

Witness: _____

Witness: _____

114.0 PRE-INCIDENT PLANNING, 07/28/06

Pre-incident planning is a vital component of an efficient and safe fire ground operation. It is critical that pre-incident plan drawings are done uniformly, neatly and accurately. Additionally, all pre-incident plans should be periodically updated, indexed and accounted for with master copies available for distribution. Standard methods of assembly and location of pre-incident plans is also essential to the uniform application of the response crews to use the pre-incident plans successfully. In addition all pre-incident plans should follow the recommendations of NFPA 1620.

Each month, Company Officers are tasked with completing pre-incident plans that are target hazards or a tactically significant occupancy for emergency incidents in their first due area. The CO shall make every pre-incident plan a training opportunity. Each pre-incident plan that is a target hazard should be reviewed by each station. Upon completion of the pre-incident plan the CO should consider posting a copy of the pre-incident plan in a conspicuous location in the station for review by all personnel. The review period shall be no more than 30 days.

The Battalion Chief will review their CO’s recommended pre-incident plan and forward the plan to the Prevention Bureau for approval.

114.1 PRE-INCIDENT GAP ANALYSIS, 07/28/06

All pre-incident plans must be checked with the Pre-Incident Plan Gap Analysis form to address specific information that can be included in the pre-incident plan. The CO should use this form to analyze pre-incident plans that may warrant additional information included with the plan. This tool can be used to identify gaps in the plan, set priorities and possible assignments for the incident. The CO can use this form to prioritize existing pre-incident plans for review, updates and assign projects at their discretion.

The Pre-Incident Gap Analysis is attached to this procedure and can be obtained in electronic format from the Prevention Bureau.

114.2 TARGET HAZARD ASSESSMENT, 07/28/06

This assessment is intended to give IC's and firefighters a simple tool for assessing buildings and facilities to determine if they are target hazards needing additional, detailed evaluation and pre-incident planning. It also can be used to prioritize pre-incident planning activities.

A target hazard is any building or potential incident site (e.g., outside hazardous materials storage site, bulk fuels storage facility) that has the potential for significant life loss, high property dollar loss, and/or the ability to overwhelm local resources.

In the assessment, you will find "Points to Consider" when completing the form. This is not an exhaustive list, and you must remember that all the factors should be considered in total: one point alone may not be more important than another.

The CO shall review each target hazard factor, and assign a score based on an assessment.
The Target Hazard Assessment form should be used when a target hazard is identified to grade the level of hazard. The form shall be used to concentrate in areas identified by the assessment. The phrase "TARGET HAZARD" should be added on the "Business Name" line and the "Occupancy Type" on the Quick Access Pre-fire Plan. The Target Hazard Assessment is attached to this procedure and can be obtained in electronic format from the Prevention Bureau.

114.3 TACTICALLY SIGNIFICANT OCCUPANCY, 07/28/06

Tactically significant occupancy shall mean any building or facility that does not meet the definition of "target hazard," but may provide one or more challenges to first responders, such as facility arrangement and apparatus access, unusual building contents, water supply, construction details, or types and locations of built-in fire protection systems.

The CO should consider when preparing the pre-incident plan the lesser degree of the occupancy but prepare the pre-incident plan anticipating a significant use of resources.

114.4 PRE-INCIDENT PLAN FORM INFORMATION, 07/28/06

All personnel when conducting a pre-incident plan shall use the appropriate form for completion. The appropriate form shall be readily available to all personnel of the District so they may complete a pre-incident plan.

The Fire District uses the Quick Access Pre-fire Plan. An example form appears as an attachment. All personnel must use the most recent form identified by the Revision Date located at the top of the form.

114.5 REQUIRED INFORMATION, 07/28/06

All pre-incident plan forms must contain the following information for uniformity and ease of use.

1. Grid Information:
    a. This block should contain the map grid where the occupancy is located.
2. Shift:
    a. This block should contain the shift and station conducting the pre-incident plan.
3. Date:
    a. This block should contain the date the pre-incident plan was conducted.
4. Business Name:
    a. This block should contain the business name of the occupancy. If the occupancy is a Target Hazard the words "TARGET HAZARD" should be located **before** the business name.
5. Business Address:
    a. This block should contain the full street address of the building. If there is more than one address, show the beginning and ending of the series.
6. Plot Plan Attached:
    a. Check the box to show the plot plan is attached to the pre-incident plan.
7. After Hours Contact:

a. Include the name and phone number of a reliable after hours contact. Include an alternate contact in-case the first contact is not available, preferably the business and building owner.

8. Building Type:
    a. Include the appropriate building type based on construction. Follow the recommended NFPA building construction classification. (I a – fire resistive protected, I b – fire resistive unprotected, II a – non-combustible protected, II b – non-combustible unprotected, etc.)
9. Building Description:
    a. Enter the building construction features such as:
        i. 2-story “ordinary” construction with basement
        ii. 1-story “wood frame” construction with attached garage
        iii. 3-story “non combustible” construction
10. Roof Construction:
    a. Enter type of roof construction features such as:
        i. Built up (tar & paper) over 2” boards
        ii. Shingles on wood trusses
        iii. Rubber membranes on metal deck on bar joist and steel beams
11. Floor Construction:
    a. Enter the type of floor construction features such as:
        i. 1” boards over 2’ x 10” joist
        ii. Raised floors
        iii. Concrete
12. Occupancy Type:
    a. Indicate, in general, the occupancy classification designated by the International Fire Code. Include multiple uses if there are many types of occupancies in operation such as:
        i. Business
        ii. Mercantile
        iii. Education, Assembly and Institutional
    b. If the occupancy is a Target Hazard the words “TARGET HAZARD” should be located **before** the occupancy type.
13. Initial Resources Required:
    a. Refer to response procedure 402 and 403 for initial response. Include in this box the initial response. If additional resources are needed specify in this box along with the initial response such as:
        i. 2 Engines/1 Ladder/1 Battalion
        ii. 1 Rescue/2 Engines/1 Ladder
        iii. 2 Engines/3 Tankers/1 Brush Truck
14. Hazards to Personnel:
    a. Indicate any hazards to personnel. This can include multiple hazards such as:
        i. Large building with large search area with a strong possibility of a lost firefighter
        ii. Large hazardous materials storage in back storage room
        iii. Cubicles under smoke conditions will create a maze for victim search

15. Location of Water Supply:
    a. Indicate the location of the needed water supply for firefighting operations. Include rural water supply considerations when in an inadequate water supply situation such as:
        i. 1st Hydrant F4-034 located directly across the street on Aldersgate, 2nd Hydrant located 500 feet west of the building on the south side of Aldersgate.
        ii. Public hydrants have limited supply, must use water tankers.
        iii. No hydrants, rural water supply situation
16. Available Flow:
    a. Indicate the hydrant and available flow of hydrant such as:
        i. F4-039 1500 gpm, F3-056 2390 gpm
        ii. No hydrants available, rural water supply situation.
    b. Note: Available flow should exceed the Estimated Fire Flow unless in a rural water supply situation.
17. Estimated Fire Flow:
    a. This area should indicate the needed fire flow for each percentage of involvement. This is automatically entered upon completing the Building Type, Square Footage and additional protective features.
18. Fire Flow based on floor area:
    a. Enter the square footage of the building.
19. Fire Behavior Prediction:
    a. Indicate the possible fire spread and problems such as:
        i. Quick fire movement and spread through common attic. Building sprinklers are not in attic.
        ii. Fire will likely be a room and contents fire based on building construction.
        iii. Rapid fire spread to flammable/combustible liquids.
        iv. Fire is likely to have significant advancement due to lack of FD notification.
    b. The fire behavior prediction should also consider exposures or any anticipated fire problems based on construction and location of building.
20. Predicted Strategies:
    a. Information for the first and second arriving companies should be included in the block. Important information based upon the occupancy and hazard can be relayed by the appropriate strategy such as:
        i. Rescue: Aerial access restricted to Buildings D & J, ground ladders needed.
        ii. Exposure protection to LP-Gas tank on Side C and warehouse on Side B
        iii. Confine fire and mass evacuate all patients with the help of staff.
21. Problems Anticipated:
    a. Information should be contained in this block indicating specific problems when responding to the occupancy. Items such as:
        i. Chain link fence with locked gates will slow access.
        ii. Large amount of evacuees will be time consuming due to the occupancy being a nursing home. Fire containment may be with a minimal crew.
        iii. This occupancy shares an office space with neighboring warehouse. This may lead to a confusing operation.

iv. The scene could be congested easily. Interior personnel will have numerous factory machines in shop area creating a maze.

22. Fire Protection Features
    a. This block contains check boxes for fire protection systems located in the building. Check the appropriate boxes and indicate in the notes section where the control room, alarm panel or other important information regarding the fire protection system.
23. Notes
    a. This section can be used to indicate fire protection systems control room locations, any other items that are important to the operation and any other note.

114.6 PLOT PLAN, 07/28/06

The plot plan is used to give a "snap-shot" picture to the first arriving company. A blank plot plan form is attached to this procedure. This information should identify the following areas:

1. Provide a four line heading to include the following:
    a. Business name
    b. Business address
    c. Date
    d. Shift completing the form
2. Indicate measurements of the building on each side.
3. Specify on the plot plan drawing the access which would normally be used by Fire District personnel. Also, indicated on the plot plan "safe" access lane around the building.
4. North, the north side of the drawing should be at the top of the plan sheet, if possible. The standard symbol for North shall be used.
5. Orientation, indicate streets that are immediately adjacent to the building and any alleys that provide access to that particular building.
6. Access/Entrances, indicate access openings (doors and windows) and entrances to the building. Specify entrance which would normally be used by the Fire District. Also identify any doors or windows that are non-usable.
7. Basement, show the basement entrances.
8. Stairs; indicate the floors of the areas served by each stairway in the building and which stairways go to the roof.
9. Standpipes, note the location of the standpipe inlets and outlets within the building. If the building is equipped with fire pumps, show that location.
10. Sprinklers, indicate the location of shut-offs, inlets and fire dept. connections.
11. Utilities (shut-offs), note the location of shut-offs for water, gas, electrical or any other service that would be shut off in case of fire, utilizing approved symbols.
12. Hydrant location, indicate by using approved symbols.
13. KNOX Box location, identify the location of the KNOX key box on the plot plan.

114.7 FLOOR PLAN, 07/28/06

The floor plan is used to give a "snap-shot" picture to the first arriving company. A blank floor plan form is attached to this procedure. This information should identify the following areas:

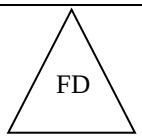
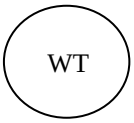
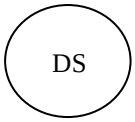
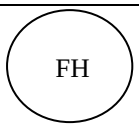
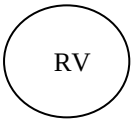
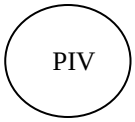
1. Provide a four line heading to include the following:
    a. Business name
    b. Business address
    c. Date
    d. Shift completing the form
2. Create a floor plan for all levels of the building.
3. Access/Entrances, indicate access openings and entrances to rooms. Include direction arrows for movement of stairs or elevators.
4. Specify on the floor plan drawing the access which would normally be used by Fire District personnel.
5. North, the north side of the drawing should be at the top of the plan sheet, if possible. The standard symbol for North shall be used.
6. Floor Layout, internal floor layout of the building should show any obstructions and/or functional areas.
7. Utilities (shut-offs), note the location of shut-offs for water, gas, electrical or any other service that would be shut off in case of fire, utilizing approved symbols.
8. Smoke/Fire Control Systems. Indicate the location of fire or smoke dampers.
9. Sprinklers/Alarms indicate the location of sprinkler rooms and location of fire alarm panels.
10. Standpipes, note the location of the standpipe inlets and outlets within the building. If the building is equipped with fire pumps, show that location.

114.8 SYMBOLS, 07/28/06

Symbols approved for use with pre-incident plans are in accordance with NFPA 170 and permission of the Prevention Bureau. All symbols will be standard and consistently used throughout the organization for pre-incident plans. A NFPA 170 symbol sheet is attached to this procedure.

NFPA 170: Fire Safety Symbols, 07/28/06

The following symbols are from NFPA 170 *Fire Safety Symbols*. They are the recommended symbols for pre-incident plans.

1.	Fire department access point		
2.	Wall		
3.	Door		
4.	Opening (Window)		
5.	Water sources	Tank	
		Drafting site	
6.	Water main	Public	
		Private	
7.	Fire hydrant		
8.	Riser, fire sprinkler system		
9.	Valves	Post indicator	
		Outside stem and yoke	

	Wall indicator	WIV
10. Fire department connection		FDC
11. Fire alarm panel	Annunciator	AP
	Reset	RP
12. Electrical shutoff		E
13. Gas shutoff		G
14. Domestic water shutoff		W
15. Key box		K
16. Building area not sprinklered		N/S
17. Building area sprinklered		A/S
18. Fire pump room		FP

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
114 Exhibit 1	Pre-Incident Plan Form	1 of 1

Grid	
SHIFT	

Revised: 10/5/2010

NIXA FIRE PROTECTION DISTRICT
PRE-FIRE PLAN

Orig Date	
Updated	

Quick Access Pre-fire Plan

Business Name

Business Address:

☑ Plot Plan Attached

After hours Contact:

Construction Type:
Building Description:

Roof Construction:

Floor Construction:

Occupancy Use Group:	**Initial Resources Required:**

Hazards to Personnel:

Location of Water Supply:	**Available Flow:**

	Estimated Fire Flow			
Level of Involvement:	25%	50%	75%	100%
Estimated Fire Flow:	**0**	**0**	**0**	**FALSE**

***Fire flow based on floor area of square feet**

Fire Behavior Prediction:

Predicted Strategies:

Problems Anticipated:

☐ Standpipe ☐ Sprinklers ☐ Fire Detection ☐ Knox Box

Notes:	
Initials of persons completing QAP	

115.0 KNOX RAPID ENTRY SYSTEM, 07/04/06

Experience shows when emergencies occur, the Fire Department is faced with entry into locations to gain access to mitigate the situation. In some cases force is necessary to gain access to the emergency. This is time-consuming, demands extra energy to be exerted by firefighting personnel and creates costly damage. The Nixa Fire Protection District uses the KNOX Rapid Entry System to reduce time, risk and damage while managing emergencies.

115.1 REQUIREMENTS, 07/04/06

1. When a building within the Nixa Fire Protection District is protected by an automatic fire suppression or standpipe system it shall be equipped with a key box.

2. When a building is protected by an automatic alarm system and/or access to or within a building, or an area within that building, is unduly difficult because of secured openings, and where immediate access is necessary for life saving or firefighting purposes.

3. When a property is protected by a locked fence or gate and where immediate access to the property is necessary for life saving or firefighting purposes.

4. Any facility, firm, or corporation that handles, uses, or stores hazardous material.

5. All newly constructed commercial and industrial structures shall have the key lock box installed and operational prior to the issuance of an occupancy permit.

6. Any change of occupancy including renovations or remodel in an assembly, commercial or industrial occupancy requiring a building permit may require a key lock box.

115.1 LOCATIONS, 07/04/06

The KNOX Rapid Entry System shall be located:

1. Gates; gated areas and secured areas around buildings and residential areas will be required to have a KNOX Key Switch or KNOX Pad Lock for emergency access.

2. Buildings; at or near the left of the recognized public entrance on the exterior of the structure approved by the fire marshal

    A. The lock box shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.

B. An alternate location shall be approved by the Prevention Bureau if construction features do not allow for placement near the entrance.

3. No steps, displays, signs or other fixtures, or structure protrusions shall be located under the box which would allow intruders to access the box without assistance.

4. If the building contains hazardous materials a KNOX HazMat Cabinet will be installed.

A. The cabinet shall contain the following:

(1) A master key to all areas of the building
(2) Binder for Haz-Mat Knox Box with:

(a) List of responsible party and phone numbers (i.e. plant manager, owner, all principal employees, management types, and major chemical manufacturers)
(b) A floor plan of the facility, to Nixa Fire Protection District requirements, to include room numbering, extinguishing systems (OSY, PI valves, fire department connections), drains, secondary containment, ventilation systems, and hydrant locations.
(c) Material Safety Data Sheet (MSDS) of all chemicals in alphabetical order

5. Box contents; the box shall contain the keys for the following:

A. The Main entrance door
B. Alarm Room (if one exists)
C. Mechanical rooms and sprinkler control rooms
D. Fire alarm control panel
E. Electrical rooms
F. Special keys to test pull-stations or other fire protection devices
G. Elevator keys, if required, the fire marshal will determine the need
H. All other rooms as specified during the plans review process
I. Alarm codes or alarm silencing procedure

<u>The keys shall be labeled to be easily identified in the field.</u>

115.2 KEY BOXES FOR APARTMENT COMPLEXES, 07/04/06

1. All new apartment complexes served by fire suppression or fire alarm systems shall be required to install a key lock box.

A. Location will be determined by the Prevention Bureau.

B. The box shall be located at a height of not less than four (4) feet and not more than six (6) feet above final grade.

C. Key lock box contents: The box shall contain keys for the following. The keys shall be labeled to be easily identified in the field.

(1) Sprinkler/Alarm room or area where system is installed.
(2) All other areas as specified during the Plans Review process.
(3) Any additional area for life saving or firefighting purposes.

2. Only apartment complex owners, management companies, or managers may purchase key lock boxes.

115.3 ADMINISTRATION, 07/04/06

A. NEW STRUCTURES: The Prevention Bureau shall be responsible for the administration of this standard and shall indicate specific requirements.

B. EXISTING STRUCTURES: The Prevention Bureau shall be responsible for administration of this Procedure and notify the owner or operator with one or all of the following notations:

(1) Owner/Contractor may obtain instructions for ordering a lock box from the Prevention Bureau.
(2) A KNOX Key Box can be ordered from **www.knoxbox.com**.

C. GATES: The Prevention Bureau shall be responsible for the administration of this standard and shall indicate the specific requirements.

116.0 HYDRANT FLOW TESTS AND MAINTENANCE, 08/04/06-10/08/10

In order for fire service personnel to determine the quantity of water available for fire protection, it is necessary to conduct water flow tests on the water distribution systems. These tests include the actual measurement of static (normal operating) and residual pressures, and the flow from hydrants. Hydrant testing should be performed in accordance with NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants. Hydrants must be tested every five years and maintenance performed every year.

116.1 REASONS FOR TESTING, 08/04/06-10/08/10

1. Flow testing is the only positive means to determine the quantity and rate of water flow available for firefighting at various locations within the distribution system.
2. A hydrant flow test for an area is a means by which certain water flow facts can be established.
3. By measuring the flow from hydrants and recording the pressures corresponding to this flow, the number of gallons available at any pressure or the pressure available at any flow can be determined through calculations or graphical analysis.
4. Knowing the capacity of a water system is as important as knowing the capacity of a pumper or water tank. This knowledge is also essential when making pre-incident plans.
5. The results of water flow tests can be used to an advantage by both the fire and water departments of any municipality.
6. Fire fighters who are familiar with water flow test results are better able to locate pumpers at strong locations on a distribution system therefore avoiding weak locations.
7. Since test results can indicate weak points in a water distribution system, they may be used by water and fire departments when improvements in an existing system are planned, and when extensions to newly developed areas are designed.
8. Tests that are repeated at the same locations each year may reveal a loss in the carrying capacity of water mains and a need for strengthening certain arterial mains or the need to check for closed control valves within the system.
9. Flow tests should be conducted after any extensive water main improvements, after extensions have been made, or at least once every five years, if there have been no changes in the water distribution system.

116.2 BEFORE CONDUCTING ANY WATER FLOW TEST, 08/04/06-10/08/10

1. Make sure local water service personnel are not working in the immediate vicinity as this may cause inaccurate test results.

2. Consider effects of potential interference with traffic, damage to surroundings and possible flooding problems.
3. Check the water department's testing schedule, and contact the Nixa Water Department before flushing or testing any city hydrant. Information when calling the City should include location and approximate time flowing will take place. When working with any RDE hydrant, you must contact Lavada at 417-725-5305.
4. When working with a RDE hydrant, a gate valve must be used to flush and flow hydrant.

116.3 MAINTENANCE PROCEDURES, 08/04/06-10/08/10

1. Before leaving the station, check all hydrants that need to be tested or maintenance for accuracy in the computer (e.g. the test date is correct, the hydrant is not documented as out of service, information that may be missing on hydrant).
2. Locate hydrant.
3. Check the number stamped on the hydrant to match the computer designation, as well as the address that is assigned to the particular hydrant. If either one is incorrect, record the information for further investigation or correction if needed. If the stamp is not clear, re-stamp the hydrant.
4. Check for lubrication ports and add lubricant if needed.
5. Remove all caps from the hydrant; clean the caps and discharges with a wire brush. Visually inspect the gaskets inside the cap.
6. Only flush using a 2.5" discharge and an appliance to redirect the stream must be used to minimize damage to surrounding property.
7. Slowly open the hydrants fully, allow the water to run until it is clear (approx. 30 seconds).
8. Slowly close the hydrant. Check the hydrant for proper drainage.
9. Remove appliances if applicable and replace color rings and cap.
10. Paint over the old date located on the hydrant and paint new date on the hydrant where it is visible from the road.
11. Check for appropriate reflective markers.
12. Record all information, making special note of hydrant ring colors. Upon returning to the station enter maintenance date into computer and verify that the ring colors on the hydrants are correct.
13. All discrepancies should be recorded and passed on to prevention.

116.4 FLOW TEST PROCEDURES, 08/04/06-10/08/10

1. Locate personnel at the residual hydrant and at flow hydrant to be used. Static, residual and flow can not be taken off of the same hydrant.
2. Remove the hydrant cap from the residual hydrant and flow the hydrant until water is clear. Attach your Cap Gauge with the petcock in the open position.

After checking the other caps for tightness, open the hydrant slowly using several turns. Once the air has escaped and a steady stream of water is flowing, the petcock should be closed and the hydrant opened fully.

3. Read and record the static pressure as shown on the Cap Gauge.
4. The individuals at the flow hydrants should remove the caps from the outlets to be flowed. Flow hydrant until the water is clear before attaching the diffuser (when using a 2.5" discharge, an appliance must be used to redirect the stream to minimize damage to surrounding property). A diffuser should be attached to hydrants to minimize damage.
5. Open flow hydrants as necessary to produce a drop in the static pressure at the residual hydrant. Take and record pitot readings of the velocity pressures from each flowing discharge.
   a. The individual at the residual hydrant should simultaneously read and record the residual pressure as shown on the Cap Gauge.
   b. **NOTE:** The residual pressure should never be allowed to drop below 20 PSI (138 kPa) during the test on the test hydrants pressure gauge. If it does, slowly close flow hydrants (if testing two or more simultaneously, close as equally as possible) to bring the Cap Gauge pressure back up to 20 PSI (138 kPa). At 20 PSI (138 kPa) on the rest hydrant, read and record the pitot readings on the flow hydrants.
6. Slowly close the flow hydrants, one at a time, to prevent water hammer in the mains. After checking for proper drainage, replace and secure all hydrant caps.
7. Check residual hydrant for the return to its normal operating pressure, then close it. The petcock valve must be opened to prevent a vacuum on the Cap Gauge. Remove the Cap Gauge. After checking for proper drainage, replace and secure the hydrant cap. Report any and all defective hydrants.

116.5 FLOW TEST PRECAUTIONS, 08/04/06-10/08/10

Certain precautions must be observed before, during and after conducting flow tests in order to avoid injuries to those performing the testing or to anyone passing by.

1. Property damage from a flowing water stream must be minimized. Damage control measures include, avoid washing out driveways and sodded areas, directing water streams away from traffic or people, and **opening and closing hydrants slowly to avoid water hammer.**
2. During all phases of the testing, both pedestrian and automobile traffic must be controlled.
3. Make sure that all unused hydrant caps are properly tightened.
4. Do not stand or let anyone stand in front of closed caps.
5. Do not lean over the top of the hydrant while in operation.

6. Do not flow hydrants where adequate drainage is not provided. Remember to always check downstream to see where all flowing water will go, and to make certain no damage is caused by flowing water.
7. Flow testing in freezing weather should not be done unless all possible icing problems are addressed.
8. **When in doubt - do not flow, read directions again or call the Prevention Bureau for assistance.**
9. If problems exist in making a flow test, thought must be given to their solutions so the test can be completed without disruptions, property damage or destruction.

116.6 COMPUTING HYDRANT FLOW, 08/04/06-10/08/10

Hydrant flow will be computed using an approved method. Several methods exist for determining flow. The approved method is the use of Fire Programs Software or an approved device shown to deliver reliable results.

116.7 HYDRANT COLOR CODING, 08/04/06-10/08/10

Hydrant color coding is based on the flow capability of the hydrant at a 20 psi residual pressure. Upon computing the flow for each hydrant two (2) flow rings will be attached to the 2.5” outlets of a fire hydrant. The color codes for hydrants are based on NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants.

116.8 RECORDING HYDRANT FLOW RESULTS, 08/04/06-10/08/10

Upon completion of hydrant flow tests, each portion of the testing is to be recorded using the approved form and database. The form is to be forwarded to the Prevention Bureau for monitoring and filing. Hydrant flow results will be monitored by the A/C Prevention on a monthly basis. Discrepancies found with fire hydrants are to be placed on a Fire District Discrepancy form and forwarded to the Prevention Bureau.
Water usage reports should be forwarded to the Prevention Bureau immediately following flush/testing each day.

116.9 REFLECTIVE HYDRANT MARKINGS, 08/04/06-10/08/10

All hydrants owned by the City of Nixa and RDE should have reflective marking diamonds on them. All City of Nixa hydrants are marked with white reflective diamonds and all private (e.g. RDE, Riverfork, Tuscany Hills) hydrants are marked with red reflective diamonds. There should be a minimum of two and they should be visible from the road so that they can be seen from multiple directions. If the hydrant sits on a corner lot the hydrant should be marked on three different sides so it can be seen during approach from any angle. If a hydrant is listed in the Water Source Guide as a fill hydrant, it should have a white reflective ring around the top cap of the hydrant.

116.10 OUT-OF-SERVICE HYDRANTS, 08/04/06-10/08/10

If a hydrant is found to be out of service, the Battalion Chief should be contacted immediately. When contacting the Battalion Chief the caller should have the address and a description of why the hydrant is out of service. The hydrant should then be marked with Out of Service rings or caution tape and then upon return to the station the hydrant should be put on a discrepancy sheet and e-mailed to the Battalion Chief.

116.11 DRY HYDRANT FLUSHING, 08/04/06-10/08/10

Dry hydrants in the district will be flushed on a bi-annual basis and assigned to crews on a rotating schedule. The following should be completed while flushing and maintaining dry hydrants.

1. Tankers will be used while flushing and testing dry hydrants.
2. A visual inspection should be performed prior to any flushing or testing to check for debris covering the strainer under water, and checking for any damage to pipe exposed above the ground.
3. A 2.5” or 3” supply line should be attached to the dry hydrant with the appropriate 6” reducers. Water should then be pumped into the dry hydrant to flush any debris back out the strainer of the hydrant system. Watch for air bubbles and debris from the strainer under water. Flushing pressure should never exceed 50 psi at the pump and should be flowed for over 3 minutes.
4. 6” hard suction should then be attached and a drafting test performed on the dry hydrant to ensure the dry hydrant has not been damaged
5. After flushing the hydrant make sure there is not over grown grass or other obstructions limiting the use of the hydrant.
6. After flushing the hydrant should also be painted with red spray paint as needed to keep UV rays from deteriorating the PVC pipe.
7. Once flushing and testing is complete all information should be documented in the district reporting system.

116.0 HYDRANT FLOW TESTS AND MAINTENANCE, 08/04/06-10/08/10

In order for fire service personnel to determine the quantity of water available for fire protection, it is necessary to conduct water flow tests on the water distribution systems. These tests include the actual measurement of static (normal operating) and residual pressures, and the flow from hydrants. Hydrant testing should be performed in accordance with NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants. Hydrants must be tested every five years and maintenance performed every year.

116.1 REASONS FOR TESTING, 08/04/06-10/08/10

1. Flow testing is the only positive means to determine the quantity and rate of water flow available for firefighting at various locations within the distribution system.
2. A hydrant flow test for an area is a means by which certain water flow facts can be established.
3. By measuring the flow from hydrants and recording the pressures corresponding to this flow, the number of gallons available at any pressure or the pressure available at any flow can be determined through calculations or graphical analysis.
4. Knowing the capacity of a water system is as important as knowing the capacity of a pumper or water tank. This knowledge is also essential when making pre-incident plans.
5. The results of water flow tests can be used to an advantage by both the fire and water departments of any municipality.
6. Fire fighters who are familiar with water flow test results are better able to locate pumpers at strong locations on a distribution system therefore avoiding weak locations.
7. Since test results can indicate weak points in a water distribution system, they may be used by water and fire departments when improvements in an existing system are planned, and when extensions to newly developed areas are designed.
8. Tests that are repeated at the same locations each year may reveal a loss in the carrying capacity of water mains and a need for strengthening certain arterial mains or the need to check for closed control valves within the system.
9. Flow tests should be conducted after any extensive water main improvements, after extensions have been made, or at least once every five years, if there have been no changes in the water distribution system.

116.2 BEFORE CONDUCTING ANY WATER FLOW TEST, 08/04/06-10/08/10

1. Make sure local water service personnel are not working in the immediate vicinity as this may cause inaccurate test results.

2. Consider effects of potential interference with traffic, damage to surroundings and possible flooding problems.
3. Check the water department's testing schedule, and contact the Nixa Water Department before flushing or testing any city hydrant. Information when calling the City should include location and approximate time flowing will take place. When working with any RDE hydrant, you must contact Lavada at 417-725-5305.
4. When working with a RDE hydrant, a gate valve must be used to flush and flow hydrant.

116.3 MAINTENANCE PROCEDURES, 08/04/06-10/08/10

1. Before leaving the station, check all hydrants that need to be tested or maintenance for accuracy in the computer (e.g. the test date is correct, the hydrant is not documented as out of service, information that may be missing on hydrant).
2. Locate hydrant.
3. Check the number stamped on the hydrant to match the computer designation, as well as the address that is assigned to the particular hydrant. If either one is incorrect, record the information for further investigation or correction if needed. If the stamp is not clear, re-stamp the hydrant.
4. Check for lubrication ports and add lubricant if needed.
5. Remove all caps from the hydrant; clean the caps and discharges with a wire brush. Visually inspect the gaskets inside the cap.
6. Only flush using a 2.5" discharge and an appliance to redirect the stream must be used to minimize damage to surrounding property.
7. Slowly open the hydrants fully, allow the water to run until it is clear (approx. 30 seconds).
8. Slowly close the hydrant. Check the hydrant for proper drainage.
9. Remove appliances if applicable and replace color rings and cap.
10. Paint over the old date located on the hydrant and paint new date on the hydrant where it is visible from the road.
11. Check for appropriate reflective markers.
12. Record all information, making special note of hydrant ring colors. Upon returning to the station enter maintenance date into computer and verify that the ring colors on the hydrants are correct.
13. All discrepancies should be recorded and passed on to prevention.

116.4 FLOW TEST PROCEDURES, 08/04/06-10/08/10

1. Locate personnel at the residual hydrant and at flow hydrant to be used. Static, residual and flow can not be taken off of the same hydrant.
2. Remove the hydrant cap from the residual hydrant and flow the hydrant until water is clear. Attach your Cap Gauge with the petcock in the open position.

After checking the other caps for tightness, open the hydrant slowly using several turns. Once the air has escaped and a steady stream of water is flowing, the petcock should be closed and the hydrant opened fully.

3. Read and record the static pressure as shown on the Cap Gauge.
4. The individuals at the flow hydrants should remove the caps from the outlets to be flowed. Flow hydrant until the water is clear before attaching the diffuser (when using a 2.5" discharge, an appliance must be used to redirect the stream to minimize damage to surrounding property). A diffuser should be attached to hydrants to minimize damage.
5. Open flow hydrants as necessary to produce a drop in the static pressure at the residual hydrant. Take and record pitot readings of the velocity pressures from each flowing discharge.
    a. The individual at the residual hydrant should simultaneously read and record the residual pressure as shown on the Cap Gauge.
    b. **NOTE:** The residual pressure should never be allowed to drop below 20 PSI (138 kPa) during the test on the test hydrants pressure gauge. If it does, slowly close flow hydrants (if testing two or more simultaneously, close as equally as possible) to bring the Cap Gauge pressure back up to 20 PSI (138 kPa). At 20 PSI (138 kPa) on the rest hydrant, read and record the pitot readings on the flow hydrants.
6. Slowly close the flow hydrants, one at a time, to prevent water hammer in the mains. After checking for proper drainage, replace and secure all hydrant caps.
7. Check residual hydrant for the return to its normal operating pressure, then close it. The petcock valve must be opened to prevent a vacuum on the Cap Gauge. Remove the Cap Gauge. After checking for proper drainage, replace and secure the hydrant cap. Report any and all defective hydrants.

116.5 FLOW TEST PRECAUTIONS, 08/04/06-10/08/10

Certain precautions must be observed before, during and after conducting flow tests in order to avoid injuries to those performing the testing or to anyone passing by.

1. Property damage from a flowing water stream must be minimized. Damage control measures include, avoid washing out driveways and sodded areas, directing water streams away from traffic or people, and **opening and closing hydrants slowly to avoid water hammer.**
2. During all phases of the testing, both pedestrian and automobile traffic must be controlled.
3. Make sure that all unused hydrant caps are properly tightened.
4. Do not stand or let anyone stand in front of closed caps.
5. Do not lean over the top of the hydrant while in operation.

6. Do not flow hydrants where adequate drainage is not provided. Remember to always check downstream to see where all flowing water will go, and to make certain no damage is caused by flowing water.
7. Flow testing in freezing weather should not be done unless all possible icing problems are addressed.
8. **When in doubt - do not flow, read directions again or call the Prevention Bureau for assistance.**
9. If problems exist in making a flow test, thought must be given to their solutions so the test can be completed without disruptions, property damage or destruction.

116.6 COMPUTING HYDRANT FLOW, 08/04/06-10/08/10

Hydrant flow will be computed using an approved method. Several methods exist for determining flow. The approved method is the use of Fire Programs Software or an approved device shown to deliver reliable results.

116.7 HYDRANT COLOR CODING, 08/04/06-10/08/10

Hydrant color coding is based on the flow capability of the hydrant at a 20 psi residual pressure. Upon computing the flow for each hydrant two (2) flow rings will be attached to the 2.5” outlets of a fire hydrant. The color codes for hydrants are based on NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants.

116.8 RECORDING HYDRANT FLOW RESULTS, 08/04/06-10/08/10

Upon completion of hydrant flow tests, each portion of the testing is to be recorded using the approved form and database. The form is to be forwarded to the Prevention Bureau for monitoring and filing. Hydrant flow results will be monitored by the A/C Prevention on a monthly basis. Discrepancies found with fire hydrants are to be placed on a Fire District Discrepancy form and forwarded to the Prevention Bureau.
Water usage reports should be forwarded to the Prevention Bureau immediately following flush/testing each day.

116.9 REFLECTIVE HYDRANT MARKINGS, 08/04/06-10/08/10

All hydrants owned by the City of Nixa and RDE should have reflective marking diamonds on them. All City of Nixa hydrants are marked with white reflective diamonds and all private (e.g. RDE, Riverfork, Tuscany Hills) hydrants are marked with red reflective diamonds. There should be a minimum of two and they should be visible from the road so that they can be seen from multiple directions. If the hydrant sits on a corner lot the hydrant should be marked on three different sides so it can be seen during approach from any angle. If a hydrant is listed in the Water Source Guide as a fill hydrant, it should have a white reflective ring around the top cap of the hydrant.

116.10 OUT-OF-SERVICE HYDRANTS, 08/04/06-10/08/10

If a hydrant is found to be out of service, the Battalion Chief should be contacted immediately. When contacting the Battalion Chief the caller should have the address and a description of why the hydrant is out of service. The hydrant should then be marked with Out of Service rings or caution tape and then upon return to the station the hydrant should be put on a discrepancy sheet and e-mailed to the Battalion Chief.

116.11 DRY HYDRANT FLUSHING, 08/04/06-10/08/10

Dry hydrants in the district will be flushed on a bi-annual basis and assigned to crews on a rotating schedule. The following should be completed while flushing and maintaining dry hydrants.

1. Tankers will be used while flushing and testing dry hydrants.
2. A visual inspection should be performed prior to any flushing or testing to check for debris covering the strainer under water, and checking for any damage to pipe exposed above the ground.
3. A 2.5” or 3” supply line should be attached to the dry hydrant with the appropriate 6” reducers. Water should then be pumped into the dry hydrant to flush any debris back out the strainer of the hydrant system. Watch for air bubbles and debris from the strainer under water. Flushing pressure should never exceed 50 psi at the pump and should be flowed for over 3 minutes.
4. 6” hard suction should then be attached and a drafting test performed on the dry hydrant to ensure the dry hydrant has not been damaged
5. After flushing the hydrant make sure there is not over grown grass or other obstructions limiting the use of the hydrant.
6. After flushing the hydrant should also be painted with red spray paint as needed to keep UV rays from deteriorating the PVC pipe.
7. Once flushing and testing is complete all information should be documented in the district reporting system.

Hydrant Flow Test Sheet

Hydrant Check List		Init.'s
1. Data Entry	☐	_____
2. Hyd. Color Ring	☐	_____
3. Prevention File	☐	_____

Hydrant ID:		Location/Cross St:	
Problem:	Pitot Pressure (PSI):	Static PSI:	Residual PSI:
Flow Tested Date:	Color Based On Flow:	GPM Flow @ 20 PSI:	Shift & Station:
Comments:			

Hydrant ID:		Location/Cross St:	
Problem:	Pitot Pressure (PSI):	Static PSI:	Residual PSI:
Flow Tested Date:	Color Based On Flow:	GPM Flow @ 20 PSI:	Shift & Station:
Comments:			

Procedure 117 Exhibit 1

Nixa Fire Protection District
301 South Nicholas Rd ◊ Nixa, MO 65714
Emergency 911 ◊ Business (417) 725-4025 ◊ Fax (417) 725-2393

Incident Report #_____ Smoke Alarm #_____

Application for Smoke Alarm or Battery Replacement

Applicants Name: _____

Address: _____

City, State, Zip: _____

Telephone # _____

Date and Time Request Received: _____

Date Smoke Alarm Installed: _____**Number of Alarms Installed:** _____

In house Location: master bedroom__, living room__, bedroom__, basement__, bedroom hallway__,den__

Date Battery Installed: _____**Number of Batteries:**_____

Smoke Detector Checked by Whom: _____

Installing or Attending Fire Personnel: _____

Comments: _____

_____

_____

_____

Send original form to the fire prevention bureau after completion of application for installation and scheduling.

Release of Liability Waiver

The Nixa Fire Protection District upon permission by the occupant, have installed and tested one or more new smoke alarms and or installed batteries in the existing smoke alarms. The alarms were tested, using the test button, to ensure they were in working order before the installer left the premises.

In consideration for providing and installing the smoke alarm(s) and or battery(s) in my home, I, myself heirs, executors, administrator or successors, agree to hold harmless the program participants, the fire district, the district and its officers, agents or employees from all damages of any kind, to person or property, resulting from installation and failure of the smoke alarm and/or batteries.

By signing this document, I certify that the smoke alarms were tested in my presence and in good working order. I have received information from the installer regarding proper smoke alarm maintenance, and I agree to maintain the alarms properly by testing them once a month.

I acknowledge having read; understood and agreed to the above waiver, release indemnity.

_____	_____	_____
Occupant (print name)	Signature	Date

_____	_____	_____
Witness (print name)	Signature	Date

117.0 SMOKE DETECTOR PROGRAM, 03/05/07-8/25/13

In an effort to help protect the citizens of the Nixa Fire Protection District, the Nixa Fire Protection District offers Residential Smoke Detector Installations at no charge to single family residences in the District. Installation of the smoke detectors will only take place after confirmation from the District and signature of the resident/homeowner on the waiver and installation request form.

Additionally, emergency crews can take time while visiting residences to check for a working smoke alarm. A simple check can even take place after any emergency call, provided the situation is conducive for such an opportunity.

The District's intent is to provide a maximum of two (2) smoke detectors to at-risk residents, those homes that do not have smoke detectors or that cannot afford them. Additional smoke alarms may be provided under special circumstances with approval from the Battalion Chief or designee. Hardwired smoke detectors may be replaced by fire personnel at the cost of the home owner or tenant only if the wiring is present and does not require an electrician.

It is not the intent of the program to settle civil disputes between property owners and occupants. Any civil issues should be referred to the Fire Marshal. It is also not the intent to equip newly built homes or builders with smoke detectors.

117.1 REQUIRED LOCATIONS, 03/05/07

Smoke alarms must be installed properly in order to provide early warning of fire:

- In every bedroom.
- In hallways outside of bedrooms.
- At the top of interior stairways.
- On each level if the dwelling has two or more levels (including basement)

Smoke alarms should not be located:

- Near heaters or heater vents.
- In or outside kitchens (avoid placement within 6 feet of the kitchen).
- Directly outside bathroom doors (avoid placement within 6 feet of a bathroom door).

Dust, water vapor (steam), or cooking can cause false alarms. Smoke alarms should not be located in areas where these materials are produced.

117.2 MOUNTING GUIDELINES, 03/05/07-08/25/13

To ensure the smoke alarms are provided to residents of the district, are properly installed, and the resident fully understands the maintenance and testing requirements, crews will respond to the location at a mutually convenient time and install the alarms based on the following criteria.

- Locate a smooth flat surface (preferably on a ceiling or on the bottom of a beam).
- Smoke detectors mounted on the ceiling should not be installed closer than 4 inches to an adjoining wall.
- If the smoke detector must be installed on the wall, it shall be mounted within 4 to 12 inches of the ceiling.
- Install per the approved manufacturers instructions.
- In unusual construction situation, consult a contractor.
- Hardwired smoke detectors will be installed only if the wiring harness can be installed safely and effectively consulting the manufacturer's installation instructions.
- If replacing the wiring harness, consult the installation instructions. If the wiring instructions and residential wiring do not match, it is not permitted to rewire the harness. Inform the resident to seek a contractor.

117.3 DOCUMENTATION, 03/05/07

Proper documentation is essential to the success of any program. The smoke detector program must have a signed application and waiver prior to installation of the smoke detector. A survey of the residence should be performed to ensure proper mounting and positioning of detectors.

Property residents will need to be present at the time of installation to provide access and sign a release of liability waiver. The application should indicate how many smoke detectors are requested and upon a site visit, the number of detectors should be confirmed or changed upon a survey of the premises.

Applicants will need to provide:

- Name
- Date of request.
- Address
- Phone Number
- Number of Detectors requested.

Personnel should complete the form by:

- Obtain release of liability signature.

- Fill in the date installed.
- Verify the detector was checked.
- Name and ID Number of person who installed the detector.
- Any additional comments.

117.4 FIRE PROTECTION EDUCATION CANVAS, 03/05/07

A fire in a residence is a devastating situation for those not only directly affected but also for people who reside in the same area, street or subdivision.

To aid in offering a piece of mind for District residences a fire protection education canvas shall be conducted no more than 2 weeks after a residential fire in the affected area. The area canvassed can be a subdivision, multiple streets or in a rural setting. It is recommended to limit crews to a maximum of a 4 to 5 block area to maintain a state of readiness.

The Battalion Chief shall schedule a time for a fire protection education canvas to be conducted with the appropriate staffing based upon crew to residence ratio and the amount of time needed for the canvas.

It is important to remember that this is not an inspection but an information campaign offering a service to better inform constituents. Please explain to the homeowners and occupants we offer this voluntary service for their benefit.

When conducting a canvas crews should check for the following items:

1. A smoke detector in a residence and operation of any installed smoke detector(s). If there is not a smoke detector in a residence crews may install a smoke detector once the appropriate documentation is completed.

2. A carbon monoxide detector in a residence and operation of any installed carbon monoxide detector(s). If there is not a carbon monoxide detector in a residence, crews will advise where they may purchase a carbon monoxide detector and its importance. Crews will also educate the resident to the warning signs of carbon monoxide poisoning and what to do if anyone in the household exhibits signs of carbon monoxide poisoning.

3. An operational fire extinguisher in a residence. Crews will check each extinguisher to verify that the extinguisher has a charge and/or any defective signs. If no extinguisher exists, crews will inform the resident of why an extinguisher is needed and a good location to store the extinguisher. For residents wishing instruction on the proper use of a fire extinguisher crews will give contact information for our training and/or prevention bureau.

4. A fire escape plan. Crews will verify whether or not the resident has an escape plan and ask how their fire escape plan is laid out and practiced. Crews may offer suggestions to improve the residents current escape plan. If no fire escape plan is in place district personnel shall offer the resident suggestions on establishing a plan or provide further information.

The intent of the fire protection education canvas is to focus on an impacted area where affected residents may have questions about District operations, fire safety education, prevention and smoke detectors. An incident shall be created for the canvas and listed under the public relations category for reporting purposes. Upon creating an incident, crews will document how many homes were checked and the results of the interaction.

117.5 CARBON MONOXIDE DETECTORS 8/25/13

In addition to the Smoke Detector program, it is a concern for those citizens in the Nixa Fire Protection District to be covered from Carbon Monoxide. Carbon Monoxide kills approximately 200 people each year in the United States. The carbon monoxide detector may be battery operated, plug-in with battery back-up or wired into the home's AC power with a secondary battery back-up; must bear the label of a nationally recognized testing laboratory: and must comply with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association.

When considering where to place a carbon monoxide detector, keep in mind that although carbon monoxide is roughly the same weight as air (carbon monoxide's specific gravity is 0.9657, as stated by the EPA; the National Resource Council lists the specific gravity of air as one), it may be contained in warm air coming from combustion appliances such as home heating equipment. If this is the case, carbon monoxide will rise with the warmer air.

117.6 INSTALLATION LOCATIONS 8/25/13

When possible, it is best to review and install detectors per the manufacturer recommendations. Each detector is different and has been tested according to their specifications. If this is not possible use the following as a guide for installation.

Carbon monoxide alarms or detectors shall be installed as follows:

1. Install carbon monoxide detectors **within 15 feet of all rooms used for sleeping.** Preferably installed inside each sleeping room when possible.
2. Do not install a CO detector near a kitchen, garage or in a room with a furnace.
3. Outside each separate dwelling unit sleeping area in the immediate vicinity of the bedrooms
4. On every level of a dwelling unit, including basements

5. If only one (1) CO alarm is in the residence it should be located near or within the sleeping room of the head of household. This will assist the resident in clearly hearing the audible alarm in the event of a potential CO emergency.

117.7 Concentration and Symptom guide sheet 8/25/13

Concentration	Symptoms
35 ppm (0.0035%)	Headache and dizziness within six to eight hours of constant exposure
100 ppm (0.01%)	Slight headache in two to three hours
200 ppm (0.02%)	Slight headache within two to three hours
400 ppm (0.04%)	Frontal headache within one to two hours
1,600 ppm (0.16%)	Dizziness, nausea, and convulsions within 45 minutes. Insensible within two hours.
3,200 ppm (0.32%)	Headache, dizziness and nausea in five to ten minutes. Death within 30 minutes.
6,400 ppm (0.64%)	Headache and dizziness in one to two minutes. Death in less than 20 minutes.
12,800 ppm (1.28%)	Unconsciousness after 2-3 breaths. Death in less than three minutes.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
118	**Apparatus Driver Qualification**	**1 of 2**

118.0 Scope, 07/20/09-12/4/2013

The purpose of this procedure is to outline the training requirements for all eligible personnel of the Nixa Fire Protection District to become qualified drivers of district apparatus. Personnel who are ready to begin the qualification process must first meet the following criteria.

- Employment with the District for a minimum of six (6) months and have successfully completed the probationary period.
- Have attended and passed a VFIS Emergency Driving Course or equivalent approved by the District.

Once the above have been met, the employee can then begin the process of training and qualifying on apparatus as outlined below. All training hours should be recorded on Exhibit 118-6 Apparatus Training Tracking Log and presented to the evaluator at time of qualification attempt. Drivers must complete the Nixa Fire Pre-Trip Apparatus Inspection, Exhibit 118-9 for every vehicle listed.

Brush Truck

- Employee must have a Basic Pumps Class
- Employees must drive a minimum of 50 miles to include non-emergency and emergency driving with another approved driver.
- Employee must perform pumping operations for a minimum of 2 hours
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-1 Brush Truck Qualification Checklist.
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

Tanker

- Employee must be a qualified driver of the Brush Truck.
- Employee must have the Mobile Water Supply Course
- Employees must drive a minimum of-150 miles which can be non-emergency or emergency driving with another approved driver.
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-2 Tanker Qualification Checklist.
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

Front-Line Engine and Reserve Engine

- Employee must be a qualified driver of both the Brush Truck and Tanker.

- Employee must have the 40 hour Driver/Operator Course
- Employee must drive a minimum of 150 miles to include non-emergency and emergency driving with another approved driver.
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-3 Engine Qualification Checklist
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

Rescue

- Employee must be a qualified driver of the Brush, Tanker, and Engine
- Employee must drive a minimum of 150 miles which can be non-emergency or emergency driving with an approved driver.
- Employee must have a minimum of 2 hours operating the ancillary equipment
    - Generator
    - Cascade
- Employee must complete Core Competency Driver/Operator manual as pertains to this vehicle.
- Employee must pass Exhibit 118-4 Rescue Qualification Checklist
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

Ladder

- Employee must be a qualified driver of the Brush, Tanker, and Engine
- Employee must have the Aerial Operator Course
- Employee must drive a minimum of 150 miles which can be non-emergency or emergency driving with an approved driver
- Employee must complete Core Competency Driver/Operator manual as it pertains to this vehicle.
- Employee must pass Exhibit 118-5 Ladder Qualification Checklist
- Employee must successfully complete Exhibit 118-7A, the Nixa Fire District driver training route and the obstacle course when available.

Exhibit 118-1

Brush Truck Driver Qualification Checklist

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number: [ ] 1023 [ ] 1027

Pass	Fail	
[ ]	[ ]	Pre-trip inspection
		Completes the Pre-trip inspection per standards in Exhibit 602-9
[ ]	[ ]	Apparatus Familiarization
		Knows apparatus specs i.e. weight, height, length, width, water and pump capacity, etc
		Knows areas of District that are limited access for the apparatus due to specifications
[ ]	[ ]	Knowledge of apparatus inventory and location
[ ]	[ ]	Explains procedure for weekly apparatus check
		Identifies correct day for apparatus detailing
		Can identify various fluid reservoirs and correct fluid levels
		Knows appropriate fluids for both vehicle and pump
		Knows how to inspect various belts in engine compartment
[ ]	[ ]	Unplugs Charger/Shoreline
[ ]	[ ]	Explains use of master or power switch and engages/disengages batteries appropriately
[ ]	[ ]	Vehicle Accessories and switches
		Headlights—High & Low Beams
		Turn Signals
		4-Way Flashers
		Windshield Wipers
		Parking Break
		Tow/Haul Option
[ ]	[ ]	Demonstrates knowledge of apparatus radio
		Knows when and how to place the radio to scan
		Knows when and how to scroll through programmed radio channels
		Demonstrates appropriate radio traffic for various situations
[ ]	[ ]	Waits for glow plugs prior to starting engine
[ ]	[ ]	Checks the dashboard indicator lights to identify any problems with the engine
[ ]	[ ]	Operates Emergency Lights and Sirens
[ ]	[ ]	Operates external scene lights
[ ]	[ ]	Explains 4-wheel drive operation
		Describes when to Lock-out hubs and demonstrates procedure to do so
		Knows when to use 4-wheel drive and demonstrates shifting pattern
[ ]	[ ]	Demonstrates operation of the pump
		Uses ignition to start pump
		Pull start the pump
		Explains and demonstrates recirculation of water to cool pump
		Opens correct valves to flow water from selected discharges
		Demonstrates refilling apparatus water tank

Pass	Fail	
[ ]	[ ]	Demonstrates proper use of equipment specific to apparatus
		Blower

Pro-Pac
Pressurized water back-pack
Collapsible water back-pack

[ ] [ ] Test Result

Candidate: _____ Date:_____

Evaluator: _____ Date:_____

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

Exhibit 118-2

Tanker Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number: [ ] 1024 [ ] 1025

Pass	Fail	
[ ]	[ ]	Pre-trip Inspection
		Completes the Pre-trip inspection per standards in Exhibit 602-9
[ ]	[ ]	Apparatus Familiarization
		Knows apparatus specs: weight, height, length, water and pump capacity, baffle config.
		Knows areas of District that have limited access for the apparatus due to specifications
[ ]	[ ]	Knowledge of apparatus inventory and location
[ ]	[ ]	Explains procedure for weekly apparatus check
		Identifies correct day for apparatus detailing
		Can identify various fluid reservoirs and correct fluid levels
		Knows appropriate fluids for both vehicle and pump
		Knows how to inspect various belts in engine compartment
		Demonstrates how to drain moisture from air tanks
[ ]	[ ]	Unplugs charger/shoreline
[ ]	[ ]	Explains use of master or power switch and engages/disengages batteries appropriately
[ ]	[ ]	Vehicle Accessories and switches
		Headlights—High & Low Beams
		Turn Signals
		4-Way Flashers
		Windshield Wipers
		Parking Brake
[ ]	[ ]	Demonstrates knowledge of apparatus radio
		Knows when and how to place the radio to scan
		Knows when and how to scroll through programmed radio channels
		Demonstrates appropriate radio traffic for various situations
[ ]	[ ]	Waits for glow plugs prior to starting engine
[ ]	[ ]	Checks the dashboard indicator lights to identify any problems with the engine
[ ]	[ ]	Operates Emergency Lights and Sirens
[ ]	[ ]	Demonstrates operation of the pump
		States that vehicle must be completely stopped before engaging pump
		Engages parking brake
		With vehicle transmission in “Drive” engages PTO switch
		Places vehicle transmission in “Neutral”
		Checks light on PTO switch to confirm pump is engaged
		Exits the cab and chocks the wheel
		Opens correct valves to flow water from selected discharges
		Uses throttle to adjust RPM to provide desired pressure for selected nozzles
[ ]	[ ]	Demonstrates operation of dump tank and various dump valves
		Deploys portable dump tank
		Fills the portable dump tank from initial set up with minimal water loss
		Demonstrates ability to drive up to and fill a portable tank with minimal water loss

Pass	Fail	
[ ]	[ ]	Successfully Establishes Fill Site
		Demonstrates refilling apparatus water tank
[ ]	[ ]	Demonstrates proper drafting procedure
		Explains equipment needed to draft from both a portable tank and a dry hydrant
		Uses equipment to make connection from tanker to either dry hydrant or source
		Successfully pulls draft by either back-flushing or using apparatus primer
		Successfully maintains draft while flowing water
[ ]	[ ]	Demonstrates nursing procedure to supply another pumping apparatus with water
		Positions tanker to deploy portable tank between itself and attack engine
		Engages pump and sets pressure to 50 psi
		Attaches 50' of 2 ½" hose to discharge on tanker and connects to engine intake
		Opens discharge and begins to supply engine with water
		Deploys portable tank so that remaining water can be dumped
[ ]	[ ]	Demonstrates proper use of equipment specific to apparatus
		"L" shaped portable tank adaptor
		All large fittings and appliances
[ ]	[ ]	Test Result

Candidate: _____ Date:_____

Evaluator: _____ Date:_____

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

Exhibit 118-3

Engine Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number: [ ] 1044 [ ] 1045 [ ] 1034 [ ] 1035

Pass	Fail	
[ ]	[ ]	Pre-trip Inspection
		Completes the Pre-trip inspection per standards in Exhibit 602-9
[ ]	[ ]	Apparatus Familiarization
		Knows apparatus specs i.e. weight, height, length, width, water and pump capacity, etc
		Knows areas of District that have limited access for the apparatus due to specifications
[ ]	[ ]	Knowledge of apparatus inventory and location
[ ]	[ ]	Explains procedure for weekly apparatus check
		Identifies correct day for apparatus detailing
		Can identify various fluid reservoirs and correct fluid levels
		Knows appropriate fluids for both vehicle and pump
		Knows how to inspect various belts in engine compartment
		Demonstrates how to drain moisture from air tanks
[ ]	[ ]	Unplugs charger/shoreline
[ ]	[ ]	Explains use of master or power switch and engages/disengages batteries appropriately
[ ]	[ ]	Vehicle Accessories and switches
		Headlights—High & Low Beams
		Turn Signals
		4-Way Flashers
		Windshield Wipers
		Parking Brake
[ ]	[ ]	Demonstrates knowledge of apparatus radio
		Knows when and how to place the radio to scan
		Knows when and how to scroll through programmed radio channels
		Demonstrates appropriate radio traffic for various situations
[ ]	[ ]	Waits for glow plugs prior to starting engine
[ ]	[ ]	Checks the dashboard indicator lights to identify any problems with the engine
[ ]	[ ]	Operates Emergency Lights and Sirens
[ ]	[ ]	Sets the truck for scene operations by engaging the pump
		States the apparatus should be at a complete stop
		Engages the parking brake
		Places the transmission in Neutral and engages the pump
		Places the transmission back into Drive
		Exits the cab and chocks the wheel
[ ]	[ ]	Successfully performs pumping operations
		Opens the tank to pump valve
		Opens the tank fill valve to re-circulate water when not flowing water
		Sets pressure relief valve
		Opens correct valves to flow water from selected discharges
		Uses throttle to adjust RPM to provide desired pressure for selected nozzles

Pass	Fail	
[ ]	[ ]	Demonstrates various “troubleshooting” techniques for pump failure
		Manual pump engage
		Checks all drain valves (drafting)
		Checks for proper seal at intake (drafting)
[ ]	[ ]	Utilizes the “around the pump” foam option
		Selects the appropriate foam tank using switch on pump panel
		Turns the automatic foam proportioning system to “on”
		Sets the correct concentration for the foam being used and its application
		Flows foam from the correct discharge
[ ]	[ ]	Utilizes apparatus generator
		Turns the generator to “on”
		Starts the generator using remote switch
		Specifies which outlets are supplied by the generator
		Specifies which equipment is supplied by the generator
[ ]	[ ]	Operates the external scene lights
		States that they can be operated independent of the generator
		Operates the switch to utilize specified scene lights
[ ]	[ ]	Test Result

Candidate: _____ Date:_____

Evaluator: _____ Date:_____

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

Exhibit 118-5

Ladder Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number: [ ] 1033

Pass	Fail	
[ ]	[ ]	Pre-trip Inspection
		Completes the Pre-trip inspection per standards in Exhibit 602-9
[ ]	[ ]	Apparatus Familiarization
		Knows apparatus specs i.e. weight, height, length, width, water and pump capacity, etc
		Knows areas of District that have limited access for the apparatus due to specifications
[ ]	[ ]	Knowledge of apparatus inventory and location
[ ]	[ ]	Explains procedure for weekly apparatus check
		Identifies correct day for apparatus detailing
		Can identify various fluid reservoirs and correct fluid levels
		Knows appropriate fluids for both vehicle and pump
		Knows how to inspect various belts in engine compartment
		Demonstrates how to drain moisture from air tanks
[ ]	[ ]	Unplugs charger/shoreline
[ ]	[ ]	Explains use of master or power switch and engages/disengages batteries appropriately
[ ]	[ ]	Vehicle Accessories and switches
		Headlights—High & Low Beams
		Turn Signals
		4-Way Flashers
		Windshield Wipers
		Parking Brake
[ ]	[ ]	Demonstrates knowledge of apparatus radio
		Knows when and how to place the radio to scan
		Knows when and how to scroll through programmed radio channels
		Demonstrates appropriate radio traffic for various situations
[ ]	[ ]	Waits for glow plugs prior to starting engine
[ ]	[ ]	Checks the dashboard indicator lights to identify any problems with the engine
[ ]	[ ]	Operates Emergency Lights and Sirens
[ ]	[ ]	Sets the truck for scene operations by engaging the PTO and pump
		States the apparatus should be at a complete stop
		Engages the parking brake
		Candidate leaves the transmission in Drive and engages the PTO
		Places the transmission in Neutral and engages the pump
		Places the transmission back into Drive
		Exits the cab and chocks both sides of the front drivers side wheel

Pass	Fail	
[ ]	[ ]	Candidate prepares to deploy the ladder
		Turns on “Power” to ladder controls
		States purpose of fast idle switch and that if the pump is engaged it cannot be used
		Deploys outrigger plates
		Sets outrigger on low end first
		Sets outrigger on high end
		Ensures that the truck is level or within 3 degrees of level
		Places pins in outriggers to ensure they remain in position
		Demonstrates how to tie back the waterway for rescue operations
[ ]	[ ]	Candidate moves the ladder into position
		Raises ladder from the bed
		Extends ladder into specified position
		All ladder movements are smooth and under control
		Demonstrates a knowledge of the tip loads at various angles.
[ ]	[ ]	Candidate successfully pumps the ladder
		Opens the correct valves to flow water from specified discharges
		Sets pressure relief valve
		Successfully flows water through the elevated waterway
		Demonstrates switching from volume (parallel) to pressure (series)
		After flowing water through the elevated waterway, candidate leaves nozzle open
		Candidate successfully beds the ladder
		Candidate closes the nozzle
[ ]	[ ]	Demonstrates using the elevated waterway as a standpipe
		Demonstrates removing the nozzle from the tip of the ladder
		Explains how to use the waterway as a standpipe
[ ]	[ ]	Demonstrates short jacking operations
		Candidate activates the “override” switch located next to the outrigger controls
		Deploys the outrigger plates
		Deploys the outrigger on the short jack side first
		Deploys the opposite outrigger fully
		Ensures that the truck is level or within 3 degrees of level
		Candidate states that ladder should not be deployed to the short jacked side
[ ]	[ ]	Demonstrates knowledge and use of the cutting torch

Pass	Fail	
[ ]	[ ]	Test Result

Candidate: _____ Date:_____

Evaluator: _____ Date:_____

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

Exhibit 118-4

Rescue Qualification Check List

Testing will be PASS/FAIL only. All items on the checklist must be accomplished in a timely and efficient manner as they should be second nature to you as a driver. Candidates will not be faulted for an oversight to this list. If an item is inadvertently left out by the candidate, they should be prompted for a response by the examiner. Only if the candidate is unable to respond or provides an incorrect response should the item be failed.

Unit Number: [ ] 1010

Pass	Fail	
[ ]	[ ]	Pre-trip Inspection
		Completes the Pre-trip inspection per standards in Exhibit 602-9
[ ]	[ ]	Apparatus Familiarization
		Knows apparatus specs i.e. weight, height, length, width, compressor, etc
		Knows areas of District that have limited access for the apparatus due to specifications
[ ]	[ ]	Knowledge of apparatus inventory and location
[ ]	[ ]	Explains procedure for weekly apparatus check
		Identifies correct day for apparatus detailing
		Can identify various fluid reservoirs and correct fluid levels
		Knows appropriate fluids for both vehicle and pump
		Knows how to inspect various belts in engine compartment
		Demonstrates how to drain moisture from air tanks
[ ]	[ ]	Unplugs charger/shoreline
[ ]	[ ]	Explains use of master or power switch and engages/disengages batteries appropriately
[ ]	[ ]	Vehicle Accessories and switches
		Headlights—High & Low Beams
		Turn Signals
		4-Way Flashers
		Windshield Wipers
		Parking Brake
[ ]	[ ]	Demonstrates knowledge of apparatus radio
		Knows when and how to place the radio to scan
		Knows when and how to scroll through programmed radio channels
		Demonstrates appropriate radio traffic for various situations
[ ]	[ ]	Waits for glow plugs prior to starting engine
[ ]	[ ]	Checks the dashboard indicator lights to identify any problems with the engine
[ ]	[ ]	Operates Emergency Lights and Sirens
[ ]	[ ]	Properly Engages the PTO
		States that the vehicle must be completely stopped before engaging the PTO
		Engages the Parking Brake
		Switches the PTO switch to the “ON” position
		Places the apparatus engine in “Fast Idle”
[ ]	[ ]	Properly starts the Generator
		Demonstrates use of the shore-line to operate electrical system
		Demonstrates knowledge of the various breakers and circuits they operate

Pass	Fail	
[ ]	[ ]	Operates the cascade
		Demonstrates how to fill the banks from the compressor
		Demonstrates how to set the internal regulator for high/low pressure bottles
		Demonstrates how to fill bottles from the compressor (high and low pressure)
		Demonstrates how to fill bottles from the banks (high and low pressure)
		Demonstrates how to fill Station 1 Cascade System
[ ]	[ ]	Operates Exterior Scene Lights
		Properly removes tripod from mounts.
		Deploys light to properly illuminate a designated area
		Demonstrates how to replace a burnt out bulb
[ ]	[ ]	Demonstrates proper use of Typhoon fan
		Properly deploys fan to achieve a stated goal
		Connects hoseline to inlet.
		Connects hoseline to outlet if water conservation is desired or removes cap
		States the maximum operating pressure (250 psi)
		Charges the hoseline
		Opens the gate to start the fan
		Demonstrates how to change the angle of tilt
		Demonstrates the mist function
		Shuts down the hoseline
		Disconnects the fan
[ ]	[ ]	Demonstrates proper use of the Amkus Hand Pump
		Connects a tool to the hand pump
		Ensures that the twist locks are secure
		Engages the circuit
		Pumps the handle to operate the tool (open, then closed)
		Disengages the circuit
		Disconnects the tool
[ ]	[ ]	Demonstrates use of the RS-10 Extrication tools
		Demonstrates how to connect each tool to the pump
		Operates each tool to fully open and close
[ ]	[ ]	Demonstrates use of the Air Bags
		Connects regulator to 4500 psi bottle
		Connects the regulator to the operation controls via short hose
		Opens the bottle then opens the regulator to allow air to the controls
		Places canvas beneath the air bag to prevent damage from rough surfaces
		Connects air bags to the operation controls via long hoses
		States that the operator should be looking away from the bags
		States the maximum air pressure for the bags (120 psi)
		Raises, stops, and lowers the correct bag when ordered to do so
		Demonstrates use of the stop-cock and disconnects air hose without deflating bag
[ ]	[ ]	Demonstrates use of the Air Chisel
		Connects the regulator to 2216 psi bottle
		Connects the air chisel to the regulator
		States the maximum operating pressure (90 psi)
		Opens the bottle then opens the regulator to allow air to the tool
		Demonstrates changing bits
		States that the tool should never be dry fired

Pass	Fail	
[ ]	[ ]	Test Result

Candidate: _____ Date:_____

Evaluator: _____ Date:_____

In addition to completing this check list, candidate must include proof of pump hours and miles driven.

Nixa Fire Protection District
Apparatus Training Tracking Sheet

Exhibit 118-6

Apparatus Number

Date	Miles Driven	Hours Pumping	Special Operations
Total	0	0	0

Exhibit 118-7 (A)

Nixa Fire District Driver Training Route
And Obstacle Course

The Nixa Fire District Driver Training Route

The Driver Training Route, described below, is a pre-determined route to be driven by all driver candidates. The route is designed to not only challenge the driver but to provide a chance for them to face obstacles found throughout the district in a low-stress situation. The training route reflects the recommendations of both NFPA 1002 and VFIS and should be completed prior to making an attempt at the obstacle course.

From Station 1

Turn Right and travel on Main to Hwy 14.
Turn Left onto Hwy 14 and travel to Water St.
Turn Right on Water St. and travel to Elm.
Turn Left onto Elm and travel to Market.
Turn Right onto Market and travel to South St.
Turn Right onto South St and travel to Main St.
Turn Left onto Main and travel to Hwy 160.
Turn Left onto Hwy 160 and travel to Riverdale.
Turn Right onto Riverdale and travel to Gregg.
Turn Right onto Gregg and travel to Tracker Rd.
Turn Right onto Tracker and travel to Main.
Turn Right onto Main and end at Station 1.

From Station 2

Turn Left and travel on Nicholas to Hwy 14.
Turn Right on Hwy 14 and travel to Water St.
Turn Right on Water St. and travel to Elm.
Turn Left onto Elm and travel to Market.
Turn Right onto Market and travel to South St.
Turn Right onto South St and travel to Main St.
Turn Left onto Main and travel to Hwy 160.
Turn Left onto Hwy 160 and travel to Riverdale.
Turn Right onto Riverdale and travel to Gregg.
Turn Right onto Gregg and travel to Tracker Rd.
Turn Left onto Tracker and travel to Nicholas.
Turn Left onto Nicholas and end at Station 2.

VFIS Obstacle Course

The obstacle course will be the final step in all driver qualifications. It will be set up twice each year in the spring and fall. The course will run for three consecutive days and will be overseen by the Assistant Chief of Training. The obstacle course will consist to the following stations:

1) Confined space turn-around*
2) Alley dock*
3) Serpentine*
4) Offset Alley
5) Diminishing Clearance*

*NFPA 1002 Required obstacles

Drivers will be scored on the obstacle course based on the requirements described in Exhibit 602-8 the VFIS Obstacle Course Score sheet. A total of 100 points will be possible and candidates need to score at least 70/100 to pass the course. Candidates will be allowed two attempts at the course before being required to perform more driver training. After remediation and further driver training, the candidate will be permitted two more attempts at the course during the next round of driver qualifications.

Exhibit 118-7 (B)

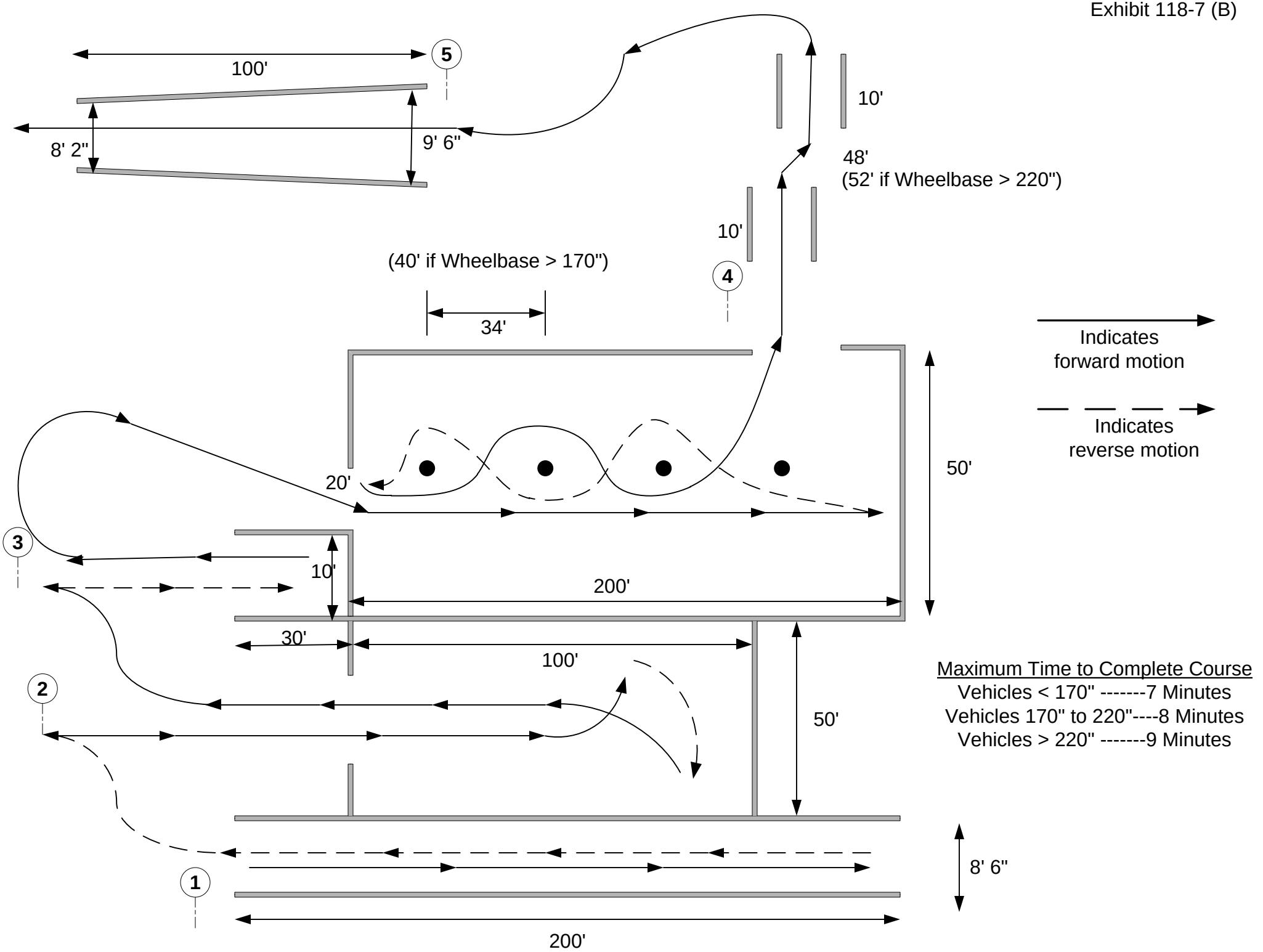


Exhibit 118-8

Nixa Fire Protection District
Obstacle Course Score Sheet

The competency course is designed to measure driver proficiency in handling emergency vehicles. Through its use, the District can track the progress of each driver over a period of time. This competency course is designed to duplicate five situations in which the driver's skill, judgment, and knowledge of the limitations of the emergency vehicle will be examined. The skills in this course are based on the requirements of NFPA 1002 and the VFIS driver training course.

Driver_____ Vehicle ID:_____

Wheelbase_____ Overall Vehicle Length_____

Date_____ Max Allowable Time_____

Scoring of the competency course

Time will only be applied as acceptable or unacceptable (too slow). There will be no time comparisons between drivers as times will be used solely to keep track of a driver's progress. Penalty points will be recorded as follows.

Station	Error	Penalty
All	Brushing, moving, or overturning a cone	10 points
All	Crossing any line	3 points
Alley Dock	Stopping 18" or more or passing the measure point	3 points

Completion and Scoring Record –Obstacle Course

Station 1: Confined Space Turn-around
Station 2: Alley Dock
Station 3: Serpentine
Station 4: Offset Alley
Station 5: Diminishing clearance

Time Limits	
Wheelbase <170"	7 min
Wheelbase 170-220"	8 min
Wheelbase >220"	9 min

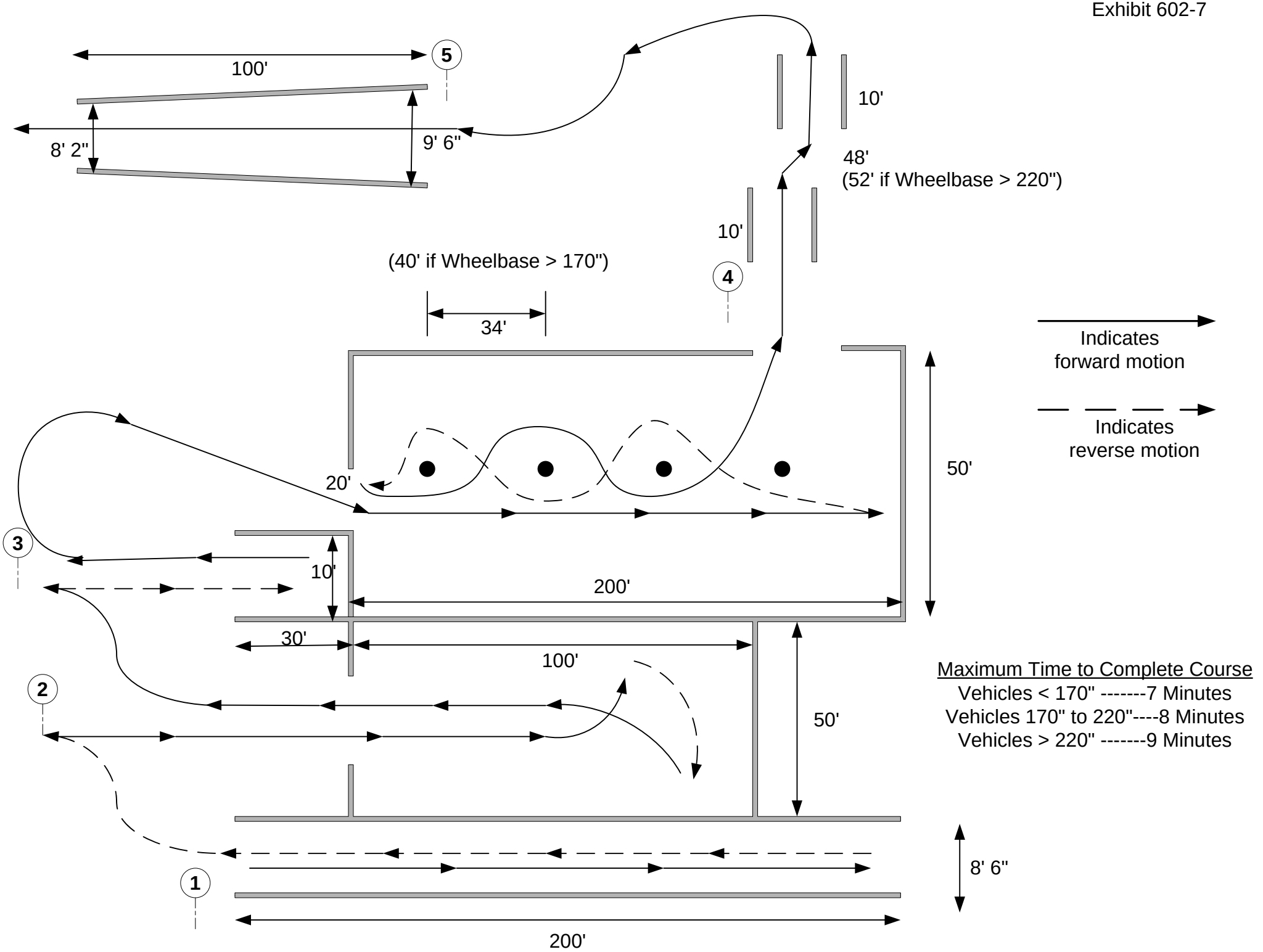
Station #	No. 1	No. 2	No. 3	No. 4	No. 5	Total Penalty Points	Score Keepers Initials
Attempt 1							
Attempt 2							
Time per station							

Pass [ ] Fail [ ]

Evaluator_____

Evaluator Signature_____ Date_____

Exhibit 602-7



NIXA FIRE PROTECTION DISTRICT

Procedure	**Title**	**Page**
200	**Emergency Operations**	**1 of 1**

SECTION	TITLE
201	Definitions
202	Response Type/Unit/Modes
203	Structure Fires
204	MVC/Rescue/Aircraft
205	Vehicle/Natural Cover Fires
206	Hazardous Material Operations
207	Incident Management/Mayday
208	Radio Traffic
209	Weather Spotting
210	Post Incident Critique/Incident Stress
211	Safety/Abuse Neglect Reporting
212	PPE/Washer Extractor
213	Accountability System
214	Incident Rehabilitation
215	Rapid Intervention Teams
216	Infection Control
217	Breathing Air Compressor

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
119	**Chief Officer Coverage**	**1 of 1**

119.0 CHIEF OFFICER COVERAGE, 04/09/08-4/16/13

Due to scheduling with vacation, education, emergency calls, and meetings the fire district at times may be without Chief Officer Coverage.

In order to assure a Chief Officer will be scheduled to oversee emergency and non-emergency operation of the district the following procedure will be followed.

In the event that an OOT Officer cannot move up to cover the absent Battalion position, coverage for the Battalion Chief will be other chief officers. In the event chief officers cannot cover the shift, it will be open to any officers that are qualified to cover the battalion position out of title (paid or training). If no chief officer or qualified officer is available to cover the shift then other Battalion Chiefs can work the shift at their regular hourly rate of pay. Due to their exempt status overtime will not be allowed.

201.0 DEFINITIONS, 02/13/03-07/17/07

Accountability Officer – This individual is responsible for developing and implementing a plan designed to track and account for all personnel working in the hazard zone.

Ambulance – An emergency medical unit capable of providing pre-hospital medical care and transportation of sick and injured patients to a medical facility.

Air Ambulance – A rotary propeller or fixed wing aircraft capable of providing pre-hospital medical care and transportation of sick and injured patients to a medical facility.

Attack Hose Line – A hose line capable of delivering a minimum of 125 gallons per minute.

Branch Director – An organizational level having functional/geographic responsibility for major segments of incident operations. The branch level falls between sections and divisions/groups.

Brush/Grass Unit – A four-wheel drive vehicle capable of maneuvering off of the roadway for the purpose of natural cover fires. The unit shall have a water tank, pump and hose reel, and equipment commonly used in natural cover fires.

Command (IC) – The individual in overall charge of the incident and associated activities of the incident.

Command/Staff Vehicle – A vehicle that normally transports District command staff to an incident and is equipped with items necessary for commanding an emergency incident.

Commercial Occupancy – Is a business that provides goods and or services. This will include theaters, auditoriums, schools, hospitals and other large structures not otherwise identified.

Division - A division in the incident command system assigning responsibility for operations within a defined geographic area.

Dump Site Manager – The individual responsible for maintaining water at the dumpsite of tanker shuttle operations.

Dwelling – A residential living structure that houses one or two families.

Engine/Pumper – A pumping apparatus that has a pump of at least 500 gallons per minute capacity and sufficient equipment to carry out typical engine company operations.

Fill Site Manager – The individual responsible for filling operations during a tanker shuttle operation.

Group – A division in the incident command system assigning responsibility for the performance of a specific functional task.

Ladder – An apparatus having an aerial ladder, telescoping basket or articulating boom. The unit shall carry equipment necessary for typical truck company operations.

Liaison Officer – The individual responsible for interacting with the other assisting and cooperating agencies.

Logistics Section Chief (Logs) – The individual responsible for providing facilities, services, and supplies for the incident.

Medical Officer – The individual responsible for the emergency medical services management at an incident. These may include triage, treatment and transportation of the injured.

Multi-Family Dwelling – A dwelling unit that has more than two separate living units.

Operations Section Chief (OPS) – This individual is responsible for the emergency operation activities of the incident. Generally this position is only used at large incidents.

Out Buildings – A separate and detached structure generally used for storage of equipment and or supplies. This shall include barns, sheds, storage bins, etc.

Rescue Unit - An apparatus carrying heavy extrication equipment, special rescue equipment, and fire ground support equipment.

Planning Section Chief (Plans) – This individual is responsible for collecting, evaluating, disseminating, and tracking information about the incident.

Public Information Officer (PIO) – The individual responsible for formulating, and releasing information about the incident to the news media and other appropriate agencies.

Rehabilitation Manager (REHAB) – This individual is responsible for providing rehabilitation services for personnel including fluids, food, rest and medical evaluation.

Safety Line - A hose line, that is capable of delivering a minimum of 125 gallons per minute, or is of the same size or larger than the attack line.

Safety Officer – This individual is responsible for overall safety at the incident. The safety officer has the authority to countermand the incident commander if the order would place personnel in imminent danger.

Staging Manager – This individual is responsible for grouping personnel and equipment for use at an incident. They maintain accountability of personnel and equipment committed to staging.

Staging Level 1 – An area identified and established for the purpose of holding apparatus and personnel in reserve for emergency scene operations. Level 1 staging is usually within one block of the scene where units have access to all four sides of the incident.

Staging Level 2 – An area identified and established for the purpose of holding apparatus and personnel in large quantities in reserve for emergency scene operations. Level 2 staging is usually held in a large parking lot away from the scene.

Still Alarms – A response that will require only one apparatus to handle the incident. Examples are smoke investigations, trash fires, power lines down, etc.

Supply Hose Line – A hose line that provides water from a fire hydrant or other pumped source to a pumping apparatus or water distribution appliance.

Tanker – A water carrying apparatus having a tank capacity of at least 1500 gallons. The apparatus shall have a means of rapidly dumping water.

Water Supply Officer – This individual is responsible for managing water supply resources, and providing adequate fire flow for the incident.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
202	**Response Type/Unit/Modes**	**1 of 6**

202.0 INITIAL RESPONSE TYPE/AMOUNT OF EQUIPMENT, 02/13/03-04/26/11

Incidents marker with (*), the communication center shall initiate the dispatch sequence with the chief officer tone.

Italicized units will be a secondary response from a recall or other personnel as available.

Aircraft Crash

Engine = 1
Tanker = 1
BC/AC = 1

MVA/Rescue

Engine = 1

Automatic Alarm/Unknown Odor

Engine = 1

EMS/Citizen Assist/Service Call

Brush/Engine = 1

Lightning Strike/Gas Leak

Engine = 1
Rescue = 1

Vehicle/Dumpster/Shed Fire

Engine = 1
Tanker = 1

Hazardous Material

Engine = 1
Rescue = 1
BC/AC =1

Fire Outside/Grass, Brush

Brush = 1
Engine = 1

*Structure Fire (Within City)

Engine = 2 & 2 mutual aid
Ladder = 1
BC/AC = 2
Rescue = 1

*Structure Fire (Outside City)

Engine = 2 & 2 mutual aid
Tanker = 1 & 2 mutual aid
BC/AC = 2
Rescue = 1 & Tanker = 1

*Automatic Aid

Battlefield = L1or E2
Ozark = E2
Clever, Highlandville = T1

*Mutual Aid

Ladder = L1
Engine = E2

Other = T1, R1, B1, special request

202.1 MINIMUM RESPONSE BY BOUNDARIES, 02/13/03-04/26/11

Aircraft Crash

District 1 = E1, T1
District 2 = E2, T1
BC or AC = 1

MVA/Rescue

District 1 = E1
District 2 = E2

EMS/Citizen Assist/Service Call

District 1 = B1 or E1
District 2 = B2 or E2

Vehicle/Dumpster/Shed Fire

District 1 = E1, T1
District 2 = E2, T1

Lightning Strike/Gas Leak

District 1 = E1, R1
District 2 = E2, R1

Automatic Alarm/Unknown Odor

District 1 = E1
District 2 = E2

Hazardous Material

District 1 = E1, R1
District 2 = E2, R1
BC or AC = 1

Fire Outside/Grass, Brush

District 1 = B-1, E1
District 2 = B-1, E2

*Structure Fire (Within City Limits)

District 1 = E1, E2, L1, ***R1***, BC, AC, Ozark 1Engine, Battlefield 1Engine
District 2 = E2, E1, L1, ***R1***, BC, AC, Ozark 1Engine, Battlefield 1Engine

*Structure Fire (Outside City Limits)

District 1 = E1, E2, T1, ***T2***, ***R1***, BC, AC, Ozark 1Engine, Battlefield 1Engine, Clever 1Tanker, Highlandville 1Tanker
District 2 = E2, E1, T1, ***T2***, ***R1***, BC, AC, Ozark 1Engine, Battlefield 1Engine, Clever 1Tanker, Highlandville 1Tanker

Response may be changed or modified, by any officer, based on additional information, scene activities, daily staffing, district needs, multiple unit requests, incident type, or other factors present.

During multiple unit response the first due unit shall respond in the emergency mode. Secondary units should consider a non-emergency response, with the exception of long distances or when critical dispatch information exists.

202.2 MUTUAL/AUTOMATIC AID RESPONSE, 02/13/03-04/26/11

Mutual aid is a response to support another jurisdiction when an incident is beyond their capabilities. Upon notification of an aid request, the on duty chief officer shall determine what resources are available to respond. They shall have the authority to provide whatever assistance is necessary, when possible. The following units shall respond for mutual aid when requested by any agency;

Engine = E2 Ladder = L1 Tanker = T1 Brush = B1
Rescue/Air/Command = R1 Water Rescue = B1/U1 & Boat
Mobile Command = U1 & Command Trailer

Automatic aid is a response designed to support Battlefield, Clever, Highlandville, Hurley, and Ozark with a single unit response during a structure fire. The following units shall respond for automatic aid on structure fires when requested by;

Battlefield = L1 or E2 Ozark = E2 Clever, Highlandville, Hurley = T1

Mutual aid move up for standby in another agency's station shall be a non-emergency response unless advised otherwise by the requesting agency.

Mutual/Auto aid requests to a scene shall be an emergency response unless advised otherwise by the requesting agency.

202.3 REQUEST FOR ADDITIONAL COMPANIES, 02/13/03-06/17/10

Any Officer may request additional companies. If a second alarm is requested, the dispatch center shall provide a response that duplicates the initial alarm for that type of call.

202.4 MULTIPLE CALLS, 02/13/03-06/17/10

If multiple incidents occur within the District, the communication center shall provide the standard dispatch assignment for the type of incident as provided by our procedures.

An Officer shall provide for District coverage and alarm assignments as necessary.

202.5 RESPONSE MODES, 02/13/03-04/01/06

When calls do not pose a significant danger to life or property and where the patient outcome will not be adversely affected, a non-emergency response is warranted.

At all times if conditions worsen the response mode can be upgraded to emergency at the discretion of the officer of the apparatus.

Likewise, when conditions lessen the response mode can be downgraded to non-emergency at the discretion of the officer of the apparatus.

202.6 APPARATUS RESPONSE MODE, 02/13/03-04/01/06

Apparatus will respond non-emergency to the following calls, unless otherwise directed or the Company Officer receives addition information.

- Outside natural gas leaks at low pressure
- Carbon monoxide alarms without symptoms
- Electrical wires down without fire
- Aircraft landing zone
- Smoke detector sounding without smoke present
- Police assist
- Odor, unknown, investigations
- Outdoor smoke investigations
- Service call, smoke detector check
- Recall for personnel
- Past fires that are reported out
- Broken sprinkler or water pipes
- Citizen assists, helping party back into bed or up without injury
- Mutual aid move up or in station standby
- Emergency scenes not yet secured by police
- Special assignments

202.7 MEDICAL RESPONSE MODE, 02/13/03-04/01/06

The following determinants for medical assist will be handled in an “EMERGENCY RESPONSE”. The Company Officers, Battalion Chief and/or Paramedic can make the determination to alter the response, taking into consideration dispatch information.

- ABDOMINAL PAIN – Pain above navel, not alert
- ALLERGIES – Difficulty breathing, injections used, snakebite
- ANIMAL BITES – Not alert, large animals, multiple animals
- ASSAULT/SEXUAL ASSAULT – Unconscious, abnormal breathing, multiple victims
- BACK PAIN – Not alert
- BREATHING PROBLEMS – ANY
- BURNS / EXPLOSION – Difficulty breathing, burns => 18%, unconscious, explosion, multiple victims
- CARBON MONOXIDE/INHALED/HAZMAT – Difficulty breathing, unconscious, multiple victims
- CARDIAC OR RESPIRATORY ARREST – ALL
- CHEST PAIN – ALL
- CHOKING – ALL
- CONVULSIONS/SEIZURES – Pregnancy, diabetic, not breathing, multiple patients
- DIABETIC – Abnormal behavior, unconscious
- DROWNING/DIVING/SCUBA ACCIDENT – Difficulty breathing, neck injury, SCUBA Accident
- ELECTROCUTION/LIGHTING – ALL
- EYE INJURY – Severe injury, not alert
- FALLS – Long fall, => 6ft., not alert, abnormal breathing
- HEADACHE – Numbness, paralysis, change in behavior
- HEART PROBLEMS/A.I.C.D. – Firing of A.I.C.D., difficulty breathing, chest pain, clammy, not alert
- HEAT/COLD EXPOSURE – Not alert
- HEMORRHAGE/LACERATIONS – Serious hemorrhage, not alert, abnormal breathing
- INDUSTRIAL/MACHINERY ACCIDENT – ALL
- OVERDOSE/POISONING - Any priority symptoms with medication ingestion
- PREGNANCY/CHILDBIRTH/MISCARRIAGE – 1st trimester serious hemorrhage, breech, imminent delivery, baby born
- PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT- Not alert
- SICK PERSON – Not alert
- STAB/GUNSHOT/PENETRATING TRAUMA – Serious hemorrhage, unconscious, central wounds, multiple wounds, multiple victims
- STROKE/CVA – ALL
- TRAFFIC ACCIDENTS – See MVC procedure
- TRAUMATIC INJURIES – Serious hemorrhage, not alert, abnormal breathing

- UNCONSCIOUS/FAINTING – Multiple episodes, female with abdominal pain, unconscious, breathing difficulty
- UNKNOWN PROBLEM (MAN DOWN) – Only if life status questionable
- TRANSFER/INNER-FACILITY – See specific complaint, or if requested by ambulance

All other requests will be non-emergency response. If in doubt respond emergency.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
203	Structural Fires/Automatic Alarms	1 of 2

203.0 STRUCTURAL FIRES, 02/13/03-03/16/12

Personnel shall wear all personal protective equipment with air pack, including having the PASS device activated while in the hazard zone.

When smoke and or fire is showing a reliable water supply shall be established through the use of hydrant, drafting from static water supply or tanker shuttle operations as soon as it is realistically possible.

A primary and secondary search shall be completed on structures to insure all occupants have exited the structure.

An appropriate form of ventilation will be performed as soon as realistically possible.

An attack line of a minimum of 1 ¾" hose shall be deployed. If the structure is larger than 3,000 square feet deploy a 2 ½" hose line as soon as resources will allow. Class A foam should be considered for initial fire attack and mop up operations during a structure fire. A safety line of sufficient size shall be deployed for working fires.

A rapid intervention crew shall be assembled and ready for deployment during hazard zone operations. The rapid intervention crew should have a hand line off of a separate unit.

Exposure lines shall be deployed, as necessary and master streams prepared in the event defensive operations are required.

Follow the District Initial Attack Policy for two in and two out standards before making an interior attack. An exception may be made to execute a rescue of a trapped victim.

After the fire has been marked "under control", the air quality inside of the structure should be monitored for the presence of toxic gases such as Carbon Monoxide (CO) and Hydrogen Cyanide (HCN). Personnel operating within the hazard area are required to utilize the SCBA until an air quality sample can be obtained. Readings for Carbon Monoxide above 25 ppm or Hydrogen Cyanide above 4.5 ppm require the use of respiratory protection. Only after readings inside the structure have dropped below these permissible limits should personnel be allowed to operate without respiratory protection.

203.1 AUTOMATIC ALARMS, 02/13/03

Automatic alarms are a system designed for early notification. The first due unit should respond emergency to the scene to establish confirmation.

Personnel should be in full protective clothing until the alarm can be confirmed as false.

Upon arrival personnel should seek out the main control panel to identify the potential problem and location of the alarm.

A licensed alarm or sprinkler service technician must service systems that are showing trouble. The facility should be put on fire watch until the system can be repaired.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
204	**MVC/Rescue/Aircraft**	**1 of 2**

204.0 MOTOR VEHICLE COLLISIONS, 02/13/03-12/18/08

Personnel shall wear all personal protective equipment including high visibility vests until the hazards are secured and the incident commander gives the order to remove protection. When protective clothing is removed the personnel shall don the high visibility safety vests for reflective warning.

A fire extinguisher or hose line will be deployed until all hazards are secured. A safety line of 1 ¾" hose minimum will be deployed while mechanical extrication is being performed.

All vehicles should be stabilized prior to extrication beginning.

Personnel involved in mechanical extrication shall wear all personal protective equipment. All patients should be covered during mechanical extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.

When mechanical extrication is necessary the incident commander or extrication leader shall evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed the electrical system should be cut and the air bag cover put in place.

The apparatus should be staged to allow for an effective scene management while not compromising the safety of the personnel or the apparatus.

204.1 SPECIAL RESCUE INCIDENTS, 02/13/03-12/18/08

Personnel shall wear all personal protective equipment that is appropriate for the type of call such as if in or around water a personal floatation device shall be worn.

When applicable, air monitoring shall be performed before entering the atmosphere.

At any time the rescue incident is above and beyond the normal role and training of the responding personnel, a special rescue team shall be called in for assistance. The Springfield Fire Department is our first resource for Homeland Security Response and Technical Rescue.

If further resources are needed or Springfield is not available contact Western Taney County FPD.

204.2 AIRCRAFT DOWN, 02/13/03

Personnel shall wear full protective equipment and air pack with the PASS device activated while in the hazard zone.

Personnel must remember the volatility of aircraft fuel. The apparatus should be immediately set up for foam operations.

The FAA must be contacted for all aircraft accidents and the scene shall be secured and considered a crime scene.

204.3 AIRCRAFT LANDING ZONE STANDBY, 02/13/03

Personnel shall be in full protective equipment while aircraft is on approach.

A landing zone should be secured prior to allowing the aircraft to land and take off.

The apparatus should be staged a safe distance, approximately 200’ when available, from the landing zone.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
205	Vehicle/Natural Cover Fires	1 of 1

205.0 VEHICLE FIRES, 02/13/03

Personnel shall wear all personal protective equipment with air pack, including activating the PASS device while in the hazard zone.

An attack line of 1 ¾" hose minimum will be deployed.

The apparatus should be staged to allow for an effective attack while not compromising the safety of the personnel or the apparatus.

Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. that present additional hazards to personnel.

205.1 CARGO TYPE VEHICLES, 02/13/03

In addition to above procedures any vehicle that is designed to carry cargo should be considered to be a potential hazardous materials incident until proven otherwise. All personnel should use appropriate caution when dealing with this type of vehicle.

205.2 NATURAL COVER FIRES, 02/13/03

Personnel shall wear a minimum of bunker pants and boots, gloves and helmet during natural cover fire operations. If conditions warrant full protective clothing shall be worn.

Always approach the fire from the burned side.

If the unit has lockout hubs on the front axles, always lock the hubs in before leaving the hard surface. Do not lock the 4x4 in gear until you are having difficulty getting traction.

The unit should be operated at a slow pace when off road. When possible have a spotter out in front of the vehicle watching for obstructions.

Utilize hand operations such as water packs, rakes, etc. when area is inaccessible.

REMEMBER – Natural cover fires are only an emergency when exposures are threatened. Units should still respond in the emergency mode during high winds, long distances, dry conditions or fire is threatening exposures.

206.0 HAZARDOUS MATERIAL FIRST RESPONDER ACTIONS, 02/13/03

Upon notification of a potential hazardous materials emergency, the following points need to be considered for a safe and efficient response;

1) Wind direction and velocity
2) Responding direction alternatives
3) Staying upwind and upgrade from suspected hazard areas

The first arriving unit will assume a position of approximately 1,000 feet from the suspected incident, all other units will stage accordingly. A size up will be given as to the possible hazardous materials involved, the assessment of fire, explosion, health hazards, immediate emergency decontamination needs and other immediate actions. The standard size up format should be used.

If scene warrants, immediately contact a hazardous materials team. You should utilize either Springfield Fire or Logan/Rogersville FPD.

DO NOT RISK THE LIVES OF EMERGENCY RESPONDERS IN ATTEMPTS TO RECOVER DEAD BODIES OR TO MITIGATE CHEMICAL EMERGENCIES THAT ARE OUT OF CONTROL.

The first arriving company shall try and identify and detect the presence of hazardous materials that may be involved.

Personnel shall not attempt any process or procedure above their level of training.

206.1 ISOLATION, 02/13/03

The area shall be isolated and entry denied for all personnel. Keep out of smoke, fumes, and vapor clouds.

Utilize the Emergency Response Guidebook for initial action distances and zone considerations. Set up appropriate zones for hazard control and safety;

1) Hot zone
2) Warm zone
3) Cold zone

Establish a command post and announce the location.

As necessary, perform EMERGENCY DECONTAMINATION for victims suffering extreme discomfort from exposure. Wear full protective clothing and SCBA, visquene area and limit contact when possible.

206.2 EVALUATE, 02/13/03

The products, containers involved, and the location and other information need to be evaluated for further identification of hazardous materials. Identify the product WITHOUT entering the Hot Zone;

- Location or occupancy (pre-plan)
- Container shape or design
- Markings or color, NFPA 704, stenciled commodity name
- Placards or labels
- Shipping papers
- Material Safety Data Sheets (MSDS)
- Reference books
- Senses, color of cloud, hissing noises, etc.

Size up the incident for the appropriate level.

Level 1 – A potential emergency condition (simple to handle with resources available on scene);

- Small fuel spill of 25 gallons or less
- Natural gas leak not involving high pressure
- Toxic material in small quantity of 10 pounds or less

Level 2 – Limited emergency condition (outside help needed from hazardous materials response team and or special equipment or resources);

- Flammable liquid spill over 25 gallons
- Large natural gas leak or high pressure leak
- Toxic material over 10 pounds in quantity

Level 3 – A full emergency condition (local disaster where multiple jurisdictional areas are affected and included);

- Train derailments
- Leak from a large compressed gas vessel

- Leak from a cryogenic tank or cylinder

The listed examples are not absolutes or conditions that dictate what level an incident should be classified. If in doubt, classify to the next higher level and take appropriate steps for initiation.

The following contacts need to be made as they pertain to emergency operations involving hazardous materials incidents, Level 2 or Level 3;

- Christian County Emergency Management Director (CCEMD)
- Missouri Department of Natural Resources (MDNR)
- Environmental Protection Agency (EPA)

206.3 MITIGATION, 02/13/03

The following actions can be initiated and performed by personnel trained to the operations level. Since these actions are DEFENSIVE in nature, responders SHOULD NOT contact the product for any reason. These actions should be in line with those listed in the Emergency Response Guidebook (ERG).

All ignition sources should be eliminated from the hazard area including running apparatus.

Remote operated control valves can be used to control the release of a product if it is in a safe and hazard free area.

Vapor Dispersion with water can be used to control toxic and hazardous effects of clouds and control movements.

If offensive actions are needed to help bring the incident to a close, a Hazardous Materials Response Team will be notified to respond to render assistance.

When the Hazardous Materials Response Team arrives on the scene a briefing will be conducted to include the following items;

- Product or products involved
- Containers involved
- Isolation zones
- Initial actions
- Hazards
- Life safety considerations

- Evacuation needs
- Special process concerns

Once the briefing has been conducted, the Hazardous Materials Team will assume any and all actions that deal with the hazards, products, containers, or the environment.

206.4 NATURAL GAS AND FLAMMABLE GASES, 02/13/03

- Approach from uphill and upwind
- Eliminate all ignition sources (apparatus included)
- Isolate the area and deny entry
- Control area access (traffic)
- Establish control zones (hot, warm, cold)
- Utilize monitoring equipment to verify presence of hazardous materials release (CGI, 4 gas monitors, etc).
  - Measured reading of <10% LEL continue investigation
  - Measured reading of 10-25% LEL continue investigation with caution
  - Measured reading of >25% LEL explosive hazard, exit
- Use full protective clothing with SCBA
- Assess options
  - Control release by remote shut off valve
  - Notify Hazardous Materials Response Team for assistance
- Evacuate area if necessary
- If tanks or containers are involved in fire apply water using un-staffed master stream devices to cool containers
- Attack vessels from the sides while setting up master streams
- Ventilate if gas is in a confined area using natural means

206.5 NON-FLAMMABLE GASES, 02/13/03

- Approach from uphill and upwind
- Eliminate all ignition sources
- Isolate and deny entry
- Control area access
- Utilize monitoring equipment to check for the presence of a hazardous materials release
- Use full protective clothing and SCBA
- Develop zones (hot, warm, cold)
- Control release by using remote shut off valves
- If involved in fire, cool containers with un-staffed master stream devices

- Approach tanks from the sides
- Notify Hazardous Materials Response Team for assistance

206.6 FLAMMABLE LIQUIDS, 02/13/03

- Approach uphill and upwind
- Eliminate all ignition sources
- Use full protective clothing and SCBA
- Use monitoring equipment to establish zoning and to determine the release
- Confine product by a dike, damming, diverting or confining in a basin
- Apply a foam blanket to control vapor production

206.7 POISONS, 02/13/03

- Approach uphill and upwind
- Use full protective clothing and SCBA
- Confine spread of material
- Shut off flow using remote shut off valves
- Isolate area and evacuate
- If involved in fire, evacuate and stay out of smoke, consider letting it burn
- Contact Hazardous Materials Response Team

206.8 CORROSIVES, 02/13/03

- Approach uphill and upwind
- Use full protective clothing and SCBA
- Confine product
- Avoid using water, most will react violently with water
- Evacuate the area
- Establish zones (hot, warm, cold)
- Contact Hazardous Materials Response Team

206.9 RADIOACTIVE, 02/13/03

- Stage 1,000 feet from incident location
- Utilize binoculars to assess situation
- Use full protective clothing including SCBA
- Use monitoring equipment for zone establishment and severity of radioactive hazard
- At 1 m/r reading, start warm zone

- At 2 m/r reading, start hot zone
- Control access
- Deny entry and isolate area
- Contact Hazardous Materials Response Team
- If involved in fire, evacuate down wind at least 2,000 feet
- Stay out of contaminated smoke and let it burn

206.10 OXIDIZERS, 02/13/03

- Stay upwind and uphill
- Use full protective clothing and SCBA
- Eliminate ignition sources
- Confine product
- Establish zones
- Use oxygen monitoring equipment to assess levels of oxygen;

  Measured reading of <19% use SCBA
  Measured reading of 19.5-25%, continue with caution
  Measured reading of >25%, fire potential, EVACUATE

- Control access to area
- If involved in fire, oxidizers can become explosive, treat as an explosive emergency, WITHDRAW AND EVACUATE

206.11 METHAMPHETAMINE DRUG LABS, 02/13/03

The officer in charge shall coordinate the efforts of the District with the law enforcement agency on the scene. They shall work together as a Unified Command

Prior to response;

- The incident commander shall attend a pre-raid briefing
- The commander will address tactical considerations of the operation with the scene personnel
- The commander will address staging locations of apparatus prior to deployment of equipment
- The commander will attempt to identify the chemicals that may be involved at the incident. This may be accomplished from information gathered through Intelligence.

During the response;

- The incident commander and the on-scene law enforcement commander will utilize a unified command structure. This will ensure that safety and operations of both entities will function properly and efficiently
- All personnel will remain with their designated units
- Personnel will stage at the discretion of the incident commander. When possible staging will be established at least five (5) blocks away from the suspected site
- All radio traffic will be kept to an emergency basis, only
- Crews will prepare for possible emergency decontamination processes

After the response;

- Personnel will insure that they have not been contaminated
- Personnel that have had contact with any suspects will need to go through a decontamination process
- Personnel will need to be made aware of signs and symptoms of exposure to the suspected chemicals

Complete decontamination processes will be done by a Hazardous Materials Response Team

REMEMBER, THE CLEAN UP IS THE RESPONSIBILITY OF THE LAW ENFORCEMENT AGENCY HAVING JURISDICTION.

206.12 CARBON MONOXIDE, 02/13/03

- Upon arrival interview occupant to determine possible sources of carbon monoxide and any actions prior to arrival

- Upon entering the structure an initial reading inside the front door will be taken to determine the level of carbon monoxide present;

  Measured reading < 25 ppm continue investigation
  Measured reading > 25 ppm utilize SCBA and ventilate structure

- Inspect all applicable appliances, one at a time, to help identify source

- Action levels for specific levels:

9 parts per million or less;

- Recommend to occupants to check detector
- Attempt to reset detector
- Inform occupants to call 911 if detector sounds again or they start feeling ill

10 parts per million – 100 parts per million;

- Advise occupants that a potentially dangerous level exists and that they need to leave the occupancy
- Have dispatch contact Natural Gas Company
- Leave gas appliances shut off and advise occupants to have a service person come and inspect and or repair the appliance
- Ventilate back to a safe level

100 parts per million or greater;

- Advise occupants that a lethal level exists
- Perform steps as above.

Note – It is not uncommon for a few parts per million to exist within structures. Always advise occupants of findings and any suggested actions based on the findings.

208.0 RADIO COMMUNICATIONS, 02/21/11

Radio Communications shall follow the procedures as set forth by the Christian County E911 Communications Center. The Center handles communications for all entities within the County. The number of entities involved mandates a standard communication matrix and expectation of communication styles.

As a minimum Christian County will acknowledge the;

- First unit responding
- First unit on scene, size up
- Benchmarks, status reports
    - Primary all clear, secondary all clear, fire under control, fire out, extrication complete, EMS on scene
- IC terminating incident

The Dispatch Center will attempt to capture other items in the note/memo logs.

208.1 ROUTINE COMMUNICATIONS, 02/13/03-12/30/13

It is the intent of the District to keep daily radio traffic to a minimum however, units that are going to be out of the station will blind announce the unit number and a brief purpose. It is not necessary to announce each stop the apparatus makes.

Units should not call dispatch first as dispatch does not have the responsibility answer this radio traffic.

- Engine 21 mobile for driver training
- Brush 22 is mobile in the district
- Ladder 21 in quarters

When communicating within the organization the radio traffic should contain the unit and number of the apparatus or officer. The radio traffic should be in a manner that the designation of the unit you are attempting to contact from the unit calling. The answering unit should always give their location if out of the station.

- Engine 21 from Battalion 22
- (From Engine 21) at 160 & 14 Hwy go ahead Battalion 22

The following designations should be used to communicate with an apparatus officer, the driver operator or the firefighters; 1) Driver Operator = Engine-1, 2) Officer = E-1, 3/4) Firefighters will be identified as E-1A and E-1B.

- Engine-22 from E-22 - the Officer of Engine 22 is calling the Driver/Operator of Engine 22
- L-21 from L-21A - a Firefighter from Ladder 21 is calling the Officer of Ladder 21

208.2 RESPONSE RELATED COMMUNICATIONS, 02/13/03-1/29/14

Time sensitive radio traffic shall always be prefaced with Christian or Christian County. These two terms key the dispatchers into your traffic. They are time stamp items and must be acknowledged on both sides.

During response related communications the first responding unit must call dispatch before giving appropriate traffic. This allows the unit being called to recognize the radio traffic is for them. The unit should announce how many personnel are on board. If mobile in the district, the unit should identify where they are responding from. Dispatch should announce any additional information for the responding units.

- Christian from Engine 21
- (From dispatch) go ahead Engine 21
- Engine 21 is responding to CC and Main with three on board or Engine 21 responding from South and 160 to CC and Main with three on board.
- (From dispatch) Engine 21 is responding with three to CC and Main. Reported as a two car MVA, injuries unknown
- Engine 21 copies two cars, injuries unknown

All additional responding units should blind transmit they are responding.

- Battalion 22 responding
- Engine 22 responding with 3

The first unit on scene will radio dispatch they have arrived and give a size-up as outlined in the incident management system.

- Christian from Engine 21
- (From dispatch) go ahead Engine 21

- Engine 21 on scene of a two car, t-bone style accident, with moderate damage, CC command out for patient care
- (From dispatch) Engine 21 on scene, two car, t-bone with moderate damage, patient care, CC command

As additional units approach they should contact command and advise they are approaching and from which direction. The incident commander may either give them an assignment or place them in staging.

The additional arriving units should not contact Christian County to place themselves on the scene. Once the approaching unit has an assignment they should switch to the fire ground frequency or other assigned tactical frequency.

The only unit on the primary frequency is Incident Command.

- CC Command from Battalion 22
- (From Command) go ahead Battalion 22
- Battalion 22 is approaching from the south
- (From Command) Battalion 22 take traffic control for the intersection
- (From Battalion 22) Copy intersection traffic control

As units are released by command they will contact dispatch and place themselves in service and available for calls. This will ensure that the appropriate unit is dispatched for any additional calls for service. Each unit, prior to command being terminated, shall put themselves in service as they get their equipment and personnel on the apparatus.

The exception being when the incident is being terminated as all units are ready for service. The IC shall terminate and put all units in service.

208.3 AUTO/MUTUAL AID COMMUNICATIONS, 02/13/03-1/25/12

After initially “copying the page” on Nixa primary ALL other radio traffic will be on the hosting agency’s frequency. (Responding, directions, pre-arrivals, cancelled, in service) When responding on mutual aid calls contact the agency on their frequency unless they specifically requested otherwise.

- Battlefield Command from Ladder 21
- Ozark Command from Engine 22
- Clever Command from Tanker 21

Christian County auto and mutual aid communications sequence;

- Tone on Nixa primary frequency
- Appropriate unit blind copies the call on Nixa primary frequency
- Unit(s) report “responding” on hosting agencies primary frequency
- Unit(s) report “approaching” on hosting agencies primary frequency
- Unit switches to assigned tactical frequency
- All traffic relating to incident is on assigned tactical frequency
- Unit(s) report “in service” on hosting agencies primary frequency
- Unit(s) report “in district” on Nixa primary frequency

Greene County auto and mutual aid communications sequence;

- Tone on Nixa primary frequency
- Appropriate unit blind copies the call on Nixa primary frequency
- Unit(s) report “responding” on Nixa primary frequency and advise Christian County they will be moving to Greene County frequency for directions and further traffic
- The Chief Officer responding may contact Greene County on their frequency and request the Greene County tactical channel if it is unknown.
- All responding units should “respond” blindly on the GC tactical channel.
- Unit(s) report “approaching” on assigned GC tactical channel
- On Nixa primary the first arriving unit gives a size up, estimated time out, and advises Christian County all MARCs will be conducted through Greene County.
- All traffic relating to incident is on assigned Greene County tactical frequency
- Unit(s) report “in service” on Nixa primary frequency
- Unit(s) report “in district” on Nixa primary frequency

208.4 EMS RELATED COMMUNICATIONS, 02/13/03-05/21/09

Command will contact Christian County and advise when the ambulance arrives on scene. As command has information available in reference to patient status they should contact the appropriate ambulance company and give them an update.

When there is a delay due to law enforcement securing a scene, or a time delay in getting to the patient due to distance or other issues dispatch should be advised when “patient contact” is established. This will be time stamped and should be noted in the fire report narrative.

208.5 UNIT REPLACEMENT, 12/30/13

Christian County Dispatch has the ability to replace unit status in their CAD run cards in the instance other apparatus will be staffed and the primary responding unit.

Example: BR21 crew will be in LA21 for the day and would like to still remain primary unit dispatched for calls. This procedure will be primarily for the station 1 ancillary crew on truck check days. This will not need to be done when reserve apparatus is in service due to the run cards already taking this into consideration.

Process:

- Advise dispatch of a “Unit Replacement”
- Advise which unit will be replacing that unit (LA21 replacing BR21)
- Once the ancillary crew has moved back into BR21; advise dispatch to “cancel” Unit Replacement for BR21.

207.0 INCIDENT MANAGEMENT SYSTEM, 02/13/03-01/19/09

All personnel shall utilize the Incident Management System (IMS), also known as Incident Command System (ICS), to effectively and efficiently control and mitigate emergencies.

207.1 SYSTEM IMPLEMENTATION, 02/13/03-01/19/09

The incident management system shall be implemented on every incident.

The first unit on the scene shall implement the system and establish command. The incident commander is responsible for the scene until relieved, even if senior officers are on the scene but have not assumed command.

A radio report naming the incident and the location of command post shall be made as soon as possible after arrival at the incident.

The incident commander shall establish the command post in an accessible location.

207.2 COMMAND MODES, 02/13/03-01/19/09

1. Investigation – Situations were no physical indicators are visible, no emergency is apparent upon arrival of the first unit or dispatch information provides inadequate information. In order to determine the situation an investigation shall be conducted to establish appropriate incident control measures.

2. Attack – These are situations where an emergency incident is obviously in progress and quick aggressive operations are required for effective control.

3. Patient Care – These are situations where medical assistance is going to be rendered.

4. Assistance – These are situations where non-emergency services are being rendered.

The incident commander may opt for the following command postures;

- Establish a command post and assume command responsibilities
- Perform command operations while participating in scene operations, only if direct participation will provide for a favorable outcome of the incident.

207.3 SIZE UP, 02/13/03-01/19/09

A size up shall be performed by the first arriving unit and shall be transmitted via the radio to all responding units. The size up shall consist of the following basic components,

- Type and size of the occupancy or incident
- A brief statement of conditions found
- Radio identification of the unit and the fact that command is being taken
- Mode of operations being taken
- When necessary, any special instructions to incoming units

207.4 STATUS REPORTS, 02/13/03-01/19/09

A situation report to dispatch shall be made as soon as it is practical after arrival and the scene is sized up. There should be a situation update every twenty (20) minutes into the scene. There should be an update on the following benchmarks,

- Completion of primary search
- Completion of secondary search
- Fire under control
- Fire out
- Extrication complete
- Other pertinent information such estimated time out, etc.

207.5 DESIGNATION OF POSITIONS, 02/13/03-01/19/09

The incident commander shall designate sections as required. Responding apparatus or officers must realize that the incident commander must establish an organization and plan at a specific incident. Apparatus or officers dispatched to a specific area or location are not automatically Group/Division supervisors until assigned by the incident commander.

207.6 IDENTIFICATION OF SCENE, 02/13/03-01/19/09

The exterior of the building shall be identified with letter designation beginning with the front of the building as being side A (Alpha) and the lettering of sides continues in a clockwise fashion, B (Bravo), C (Charlie), D (Delta).

The interior shall be designated by floor. Beginning with the basement then floor 1, floor 2 and so forth.

The exposures shall be designated by utilizing numbers along with the side of the structure, i.e. Bravo/1 for the first building or exposure on side Bravo. The exposures will number in sequence as they move away from the fire building.

207.7 FIRE GROUND PRIORITIES, 02/13/03-01/19/09

There are three fire ground priorities and they should be accomplished in the following manner;

- Life Safety – The accomplishment of life safety functions consist of a primary search, proper ventilation, fire control, secondary search, evacuation and the treatment of injured victims
- Fire Control – The accomplishment of fire control may include fire attack, confinement, extinguishment and exposure protection.
- Property Conservation – The accomplishment of property conservation functions may include salvage of property, overhaul of the fire, fire protection system control and securing of the structure.

207.8 STAGING OF RESOURCES, 02/13/03-01/19/09

There are two levels of staging utilized to maintaining resources for the incident.

Level 1 Staging – The first arriving unit not directly assigned to work at an incident shall establish a staging area. The incident commander may identify a staging location or the first arriving unit shall determine a location and transmit this to the incident commander. The staging location should be in a location where units can maneuver around the incident if required. All apparatus and later arriving personnel shall report to staging. The staging officer shall assign personnel to staff apparatus and or make up necessary crews.

Level 2 Staging – This is generally utilized for larger scale incidents where numerous resources will be required. The staging location shall be in an area away from the incident and located for ease of access and egress as well as providing for minimizing traffic congestion.

207.9 RESOURCE OFFICER, 02/13/03-01/19/09

The resource officer shall respond and assist with resource management. The officer shall account for all items required for the incident. The resource officer shall be responsible for providing coverage for the District in the event of multiple alarms. The

resource officer shall have the authority to institute mutual aid requests in order to provide necessary scene resources and District coverage.

During large-scale incidents the resource officer should maintain a minimum of two available engine companies. It is preferred that the coverage is staged with an engine in station 1 and an engine in station 2.

The resource officer shall contact stations to obtain the availability of personnel and apparatus.

207.10 EMERGENCY RADIO TRAFFIC, 02/13/03-01/19/09

If emergency radio traffic is needed personnel should utilize "Emergency Traffic" over the air. The incident commander shall state "Hold the Air for Emergency Traffic". All other radio traffic should cease until the incident commander clears the air.

The site evacuation signal shall be an elongated air horn blast (approximately 10 seconds long) three consecutive times. The evacuation signal means to drop all items and exit the structure immediately. The incident commander shall also announce over the air to "Evacuate".

207.11 SCENE OPERATIONS AND FAMILY RELATIONSHIPS, 02/13/03-01/19/09

When operating at an emergency incident it is the intent of the District not to subject family members to the same hazards of emergency mitigation simultaneously. The incident commander will strive to assign one of the family members to a support service duty away from the hazard zone.

207.12 MAYDAY, 05/21/09

Mayday - a radio term used to alert the Incident Commander or other persons on the emergency scene that personnel are in an imminent life-threatening situation.

Mayday is only for use when a firefighter or firefighters find themselves or others in a life threatening situation or are lost/trapped or missing during fire ground operations. A Mayday is not an emergency evacuation call. The emergency evacuation signal shall not be given only because of the declaration of a Mayday. A Mayday is communicated by radio and/or verbally. All firefighters should train giving a Mayday message so it will become second nature if ever utilized in real-life. All other important radio traffic will be issued using either **"Emergency Traffic"** or **"Urgent"**.

The following situations will initiate an IMMEDIATE Mayday alert:

1. Trapped
2. Entanglement
3. Cut off by fire
4. Cut off by collapse
5. Through the floor/roof
6. Pinned
7. SCBA failure/Out of Air
8. Firefighter Down
9. Lost/Disoriented

Declaring a Mayday:

1. Declare “Mayday, Mayday, Mayday” over the radio.
2. The IC should then stop all fire ground radio traffic and advise all units a Mayday has been declared. This should prompt all other personnel to stay off the radio and select another frequency (VTAC 1 or Fire Ground).
3. If a Mayday is given, Dispatch will refrain from any radio traffic unless a Mayday has not been acknowledged by personnel on scene. At that time Dispatch will advise the Incident Commander of the situation and then stand by until they are needed. An additional ambulance and an additional engine shall be dispatched.
4. All team leaders should conduct a PAR to insure their personnel are accounted for.
5. The unit calling Mayday should relay information to the IC and RIT by utilizing the “UCAN” acronym.
   U-Unit
   C-Conditions (including air supply status)
   A-Actions
   N-Needs
6. The unit calling Mayday should try to remain calm in order to give good accurate information. Include last known location, what was your assignment; what side did you enter the building on etc.
7. A Mayday, firefighter, should activate his/her PASS device once the radio transmission has been given. This will help the incoming RIT locate them quicker.
8. Once information has been received the IC will then activate RIT to search for the firefighter giving the Mayday.
9. Do not abandon existing fire fighting positions and assignments, if possible. These positions may be able to locate downed or lost members more rapidly and will provide protection from fire spread.

10. The lost/trapped firefighter can help themselves by making tapping noises with tools, turning on flashlights, attempting to find walls, doors, and windows. If the situation changes he/she should advise the IC immediately so the RIT can be updated.
11. Radio traffic at this time should be kept to emergency traffic only by the IC, lost/trapped firefighter, and RIT.
12. Once a Mayday has been cleared, the IC will call “All Clear” over the radio and all units will go back to normal operations.

Mayday radio procedures are just one tool that should be used in an emergency situation. Learn self-rescue techniques, stay with your crew at all times, and try to avoid getting yourself in situations that may require assistance. This may limit your chance of ever having to use a Mayday.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
209	**Weather Spotting**	**1 of 1**

209.0 SEVERE WEATHER OPERATIONS, 12/29/05

In the event of severe weather the District follows the processes established by the Christian County Emergency Management Plan. The CC EMA plan identifies the necessary levels and systems to follow upon the threat of severe weather.

209.1 SPOTTER LOCATIONS, 12/29/05

The District has identified five primary locations where spotters should be staged. These positions should be filled based on the storms location and direction of travel. The incident commander may alter sites based on availability of personnel and the above factors.

Primary Locations:

Riverfork Ranch area – M Hwy and Eagles Ln
Oakridge Rd and Smith Hill Rd
M Hwy and 14 Hwy
Nelson Mill Rd and Landers Rd
AA Hwy (Guinn Rd) and Sanders Valley Rd

Secondary Locations:

NFPD Station 2
160 Hwy and Sunrise St
160 Hwy and Tracker Rd

209.2 COMMUNITY SHELTERS, 12/29/05

The District is responsible to open the established community shelters prior to the sounding of the storm sirens. The identified shelters are the Nixa Jr. High, 205 E North St and the Nixa High School, 514 S Nicholas Rd. Personnel should direct the citizens to the appropriate areas within the school buildings.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
210	**Post Incident Critique/Incident Stress**	**1 of 1**

210.0 POST INCIDENT CRITIQUE, 02/13/03

The District will complete a post incident analysis of significant calls such as structure fires, unusual rescues, hazardous materials release, or other unusual circumstances (Exhibit 1). The critique should be completed as soon as possible after the incident.

The incident commander shall lead the discussion of operations performed in chronological order, identify the command structure utilized and identify strong and weak operational points.

The post incident analysis is a learning tool for the organization. It is not designed to point fault with personal issues or personnel.

210.1 CRITICAL INCIDENT STRESS, 02/13/03

When an employee(s) experience an unusual scene that may trigger unsuitable emotions, the District recommends the employee seek assistance. The employee may seek out the District CISD personnel or utilize the District Chaplain.

All personnel are charged with observing District personnel for potential problems. This can be observed through sudden behavioral changes, mood swings, attitude changes and performance of the employee. If an employee is presenting signs of stress a chief officer should be contacted immediately.

For cases of extreme concern the District may use Cox Health System or St John's Health System CISD teams.

POST INCIDENT ANALYSIS **Address**
STRUCTURAL FIRE **Incident #** **Date**

I. Introduction

a. Provide a general overview of the incident including an area diagram of the building, exposures, water supply, time of day, weather conditions, etc.

_____

b. Indicate unique circumstances/problems, etc.

_____

II. Building Structure/Site Layout **Use separate paper if room is not available**

a. Review type of structure

_____

b. What construction or design features contributed to the fire spread, or prevented fire spread, i.e. sprinklers, fire doors, etc.?

_____

b. Did the topography and/or type of fuel affect fire control efforts?

_____

c. Did fire alarm and/or suppression devices work properly?

_____

e. Did personnel or apparatus encounter any problems in gaining access?

_____

f. What is needed to correct these problems?

_____

III. Fire Code History

a. Review relevant Fire Code requirements and history.

_____

IV. Communications

a. Did dispatcher verbally provide all information available at the time of dispatch?

_____

b. Was the incident adequate? What channels were used? Problems?

_____

c. Were proper communications procedures followed?

_____

d. Were there problems communicating with Mutual Aid companies?

_____

e. Was the communication network controlled to reduce confusion?

_____

f. Did units, divisions/groups/branches communicate effectively?

_____

g. Was radio discipline effective?

_____

h. Did Incident Commander provide timely updates to Communications?

_____

V. Pre-emergency Planning

a. Were pre-fire or other plans needed on the scene?

_____

1. Were they available? _____

2. Should they be updated? _____

VI. On Scene Operations

a. What was the structural integrity of the building based on fire conditions on arrival, at 10 minutes, 20 minutes, 30 minutes, etc.

_____

b. Was Command identified and maintained throughout the incident?

_____

c. Was a Command Post established and readily identifiable? Flag, Green Light, or other?

_____

d. Size up decisions by command

_____

e. Was additional apparatus requested in a timely manner?

f. Strategy/action plan

g. Did personnel, units, and teams execute tactics effectively?

h. Were any training needs identified? provide examples.

i. Were Standard Operating Procedures used? Were they adequate? Do they need to be updated? If not used, why?

j. What offensive/defensive decisions were made by command?

k. How was risk analysis applied to the incident?

l. Were the divisions/groups used appropriate to the incident's type and complexity?

m. Was apparatus properly positioned? If not, why?

n. Attack line selection and positioning

o. Ventilation operations

p. Salvage operations

q. Night time and interior lighting operations

r. Were Mutual Aid companies effective in operation?

s. Was water supply adequate? Specify Water source, Hydrant Location

t. Was fast team in place and ready for deployment

_____

q. Second means of egress established and communicated

_____

VII. Staging

a. Location adequacy

_____

b. Site Access

_____

VIII. Support Functions

a. Was a Rehab group established?

_____

b. Were fire/rescue personnel provided with food and drinks?

_____

c. Was adequate shelter provided for fire/rescue personnel?

_____

d. Were crews relieved by fresh crews regularly and frequently?

_____

e. Were there any equipment or apparatus failures? Did these failures have a detrimental effect on the incident outcome?

_____

f. Were functions with outside agencies properly coordinated? (i.e. Red Cross, Power company, Gas Company)

_____

IX. Safety Group

a. Was a standby team established? if not, why?

_____

b. Were any fire/rescue personnel injured? Reasons Why

_____

c. Were all safety SOPs and regulations enforced?

d. If there was a Safety Dispatch, were they used for Safety, Accountability or RIC? If not, why?

e. What actions are necessary to change or update current safety and health programs to improve the welfare of members?

f. Was EMS on standby? Setup?

X Accountability

a. Were actions taken to ensure accurate personnel accountability? Passport system adequate?

b. Was the status of units, Divisions/Groups/Branches and support personnel maintained?

c. Did personnel provide adequate feedback?

d. Was the incident continuously controlled and monitored?

XI. Investigations

a. Was the fire's origin and cause determined?

b. What factors contributed to the fire's spread?

XII. Lessons Learned

a. Were specific training needs identified?

b. Recommended improvements

c. Was hot wash performed on site?

XIII. Overall Analysis of Incident

-Good? Bad? Why?

Critique

If post incident analysis indicates that a positive learning experience would result, or where it may be necessary to complete the analysis of an incident, a critique may be held at the discretion of the Incident Commander or their superior.

Use separate paper if room is not available

NIXA FIRE PROTECTION DISTRICT

211.0 SAFETY ROLES AND RESPONSIBILITIES, 02/13/03-03/18/10

The District, in conjunction with the Union, intends to establish a proactive role in the prevention of injuries, loss of life and property or threatening hazards.

In this spirit, the District will provide education, guidance and recommendations that pertain to occupational hazards. Every employee is responsible for safety issues.

The District encourages everyone to support and participate in the National Fallen Firefighters Foundation "Sixteen Firefighter Life Safety Initiatives" to achieve a successful program;

- Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability, and personal responsibilities.
- Enhance the personal and organizational accountability for health and safety throughout the fire service.
- Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities.
- Empower all firefighters to stop unsafe practices.
- Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
- Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.
- Create a national research agenda and data collection system that relates to the initiatives.
- Utilize available technology wherever it can produce higher levels of health and safety.
- Thoroughly investigate all firefighter fatalities, injuries, and near misses.
- Ensure grant programs support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.
- Develop and champion national standards for emergency response policies and procedures.
- Develop and champion national protocols for response to violent incidents.
- Provide firefighters and their families' access to counseling and psychological support.

- Provide public education more resources and champion it as a critical fire and life safety program.
- Strengthen advocacy for the enforcement of codes and the installation of home fire sprinklers.
- Make safety a primary consideration in the design of apparatus and equipment.

211.1 RECORDS, 02/13/03-03/18/10

The District shall maintain records in regards to;

- Fire department accidents
- Occupational injuries
- Illnesses
- Deaths
- Exposures

211.2 NFPA STANDARDS, 02/13/03-03/18/10

At the time of purchase all equipment shall be in accordance with the current National Fire Protection Association (NFPA) standards.

The District understands that NFPA compliance standards are ever changing and what is in compliance today may not be in compliance tomorrow.

As older equipment fails, is lost, stolen or needs replaced a concentrated effort will be made to replenish the particular item with a replacement that “meets or exceeds” current NFPA standards.

If no standard is available then the District shall attempt to purchase equipment that is proven to be successful in use and design.

211.3 NEW TECHNOLOGY, 02/13/03-03/18/10

When changes in procedures or technologies are introduced or new hazards are identified in the work environment the employees shall be provided the appropriate training and education.

The training coordinator or designee will provide correct methods of utilizing the new technology. New hazards will be discussed and an awareness of the problem shall be introduced to employees.

211.4 FACILITY SAFETY, 02/13/03-07/17/07

All District facilities shall be inspected periodically for hazards. If a hazard needs immediate attention the officer shall institute corrective measures. If a specific purchase is needed to perform the work the employee should submit the request through the proper channels.

211.5 SMOKE DETECTORS AND CO ALARMS, 02/13/03-07/17/07

Smoke detectors shall be installed and maintained in sleeping areas. A carbon monoxide detector shall be installed and maintained just outside of the sleeping areas. All detectors shall be inspected periodically. The device batteries will be changed yearly.

211.6 STATION FLOORS, 02/13/03-07/17/07

Items shall not be stored in the walkways. Water and spills will be cleaned up immediately. Necessary extension cords shall be placed as to not create a trip hazard. There shall be no running or horseplay in the stations.

211.7 SYSTEMS AND EXTINGUISHERS, 02/13/03-07/17/07

All items such as fire extinguishers, exit signs, emergency lighting, and evacuation plans shall be maintained per the International Fire Code. All items above shall be regularly inspected and maintained by the duty crews under the supervision of the Company Officers.

211.8 SAFETY OFFICER, 02/13/03

The District will assign a safety officer on all incidents. The incident commander shall fill this position if the scene is not large enough to establish the safety officer position.

When activities at an incident are judged by the safety officer to be unsafe and to involve an imminent hazard the safety officer shall immediately stop the activity and inform the incident commander.

If the hazard is immediate to life and death the safety officer shall react without consent from the commander.

When assigning the safety officer take into consideration special training, skills, knowledge and the complexity of the incident. The safety officer should be someone with the ability and knowledge necessary to project safety issues.

211.9 REPORTING, 07/18/06-08/19/10

Any suspected child abuse and/or adult abuse should be reported to the Battalion Chief, Assistant Chief, Fire Chief, or designee. These individuals are required to report cases of suspected abuse or neglect to the designated state agencies. They have the responsibility to see that all preliminary steps have been taken and those legal responsibilities are met.

211.10 PROTECTIVE SERVICES KIT, 07/18/06-08/19/10

Any employee of the Nixa Fire Protection District will fill out a Protective Services Kit when any abuse or neglect is suspected or witnessed.

NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Rd ◊ Nixa, MO 65714
Emergency 911 ◊ Business (417) 725-4025 ◊ Fax (417) 725-2393

PROTECTIVE SERVICES KIT
211 Exhibit 1, 08/19/10

Missouri law mandates reporting of abuse or neglect of children, senior adults and dependent adults of all ages when any member of these groups is endangered by a caretaker. Abuse is generally defined as physical harm; financial exploitation, or general neglect.

QUESTIONS TO ASK YOURSELF to identify possible abuse:

1. Are bruises extensive – do they cover a large area of the body?
2. Are there bruises of different ages – did various injuries occur at different times?
3. Are there patterns caused by a particular instrument (e.g. Belt, buckle, wire, coat hanger)?
4. Are injuries/burns consistent with the explanation offered?
5. Are injuries consistent with the person's age and developmental capacity?
6. Are there patterns of the injuries consistent with the abuse?
7. Are the patterns of burns consistent with forced immersion in hot liquid?
8. Are the patterns consistent with a splattering by hot liquids?

INDICATORS OF ABUSE/NEGLECT

Sexual Abuse:
1. Difficulty in walking or sitting
2. Pain or itching around genitals
3. Stomach aches
4. Bed wetting
5. Sleep problems
6. Depression or withdrawn behavior
7. Poor peer relationships
8. Sudden onset of behavior problems
9. Unusual knowledge of/or interest in sex

Physical Neglect:
1. Underfed or constantly hungry
2. Constantly unclean
3. Lack of supervision
4. Unattended medical/dental needs
5. Begging or stealing food
6. Drug or alcohol problems
7. With children, poor school attendance
8. Nails need clipping
9. Bed sores

Emotional/Psychological Abuse:
1. Speech problems
2. Dramatic emotional swings, agitation
3. In children, slow physical, mental or emotional growth
4. Loss of appetite
5. Long term depression, no eye contact, movement or expressions
6. Habits of sucking, biting or rocking
7. Sleep disorders
8. Antisocial or destructive behavior
9. Suicide attempts/homicide
10. Unjustified fear

(Sources: "Guidelines for the Hospital and Clinic: Management of Child Abuse and Neglect" by US Department of Health, Education and Welfare; St. John's Regional Health Center Department of Medical Social Services; St. John's: Behavioral Health Care)

Specific Actions to take:

- Notify Battalion Chief of EMS, or Fire Chief

- Use either the suspected Child Abuse or Dependent/Adult Abuse worksheet to organize and document the information to be reported.

What happens when a report is made?

When the Missouri Department of Social Services receives a report, it conducts an investigation to determine the seriousness of the harm to the victim. An investigation can start within 24 hours. The reporter is contacted within forty-eight hours for additional information, medical records, etc. If the Department of Family Services finds that protective or preventive services are necessary, it evaluates the needs of the person and assists in providing casework, counseling and in locating alternative safe living arrangements as needed.

Nixa Fire Protection District

Suspected CHILD Abuse Report Worksheet:

Missouri HOTLINE NUMBER: 1-800-392-3738

Reporting party name/occupation: _____

Date of Report: _____

Victims Name: Birth date Sex Race

_____

Household address:

_____

Phone: _____

Incident: Date/time _____

Location/Address: _____Phone: _____

Siblings Name: Birth date Sex Race

_____

_____

_____

_____

Parents/substitutes Name: Birth date Sex Race

_____

_____

Alleged Perpetrator Name: _____Age ____ Phone _____

Address: _____

Relationship to victim: _____

Significant Others:

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Type of abuse: *(circle one)* Physical Sexual Neglect

Nature and extent of injuries: _____

_____

_____

Actions taken: _____

Any known history of similar, previous incidents for this child or siblings: _____

_____

_____

Child Abuse and Neglect

DEFINITIONS

CHILD: Any person, regardless of physical or mental condition, under the age of 18.

ABUSE: Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.

SEXUAL ABUSE: Any sexual activity between a child 17 years of age and younger and an adult. This includes exhibitionism, lewd and threatening talk, fondling and oral, anal or vaginal intercourse. Rape occurs when the child is forced into sexual activity. Incest is sexual activity between family members' other then marital partners. Molestation is sexual activity between an adult and child outside the family.

EMOTIONAL ABUSE: Willful cruelty or unjustifiable punishment of a child, a situation where any person willfully causes or permits any child to suffer or inflicts unjustifiable physical pain or mental suffering.

NEGLECT: Failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being. This care may include inadequate food, shelter, clothing, protection, supervision, and medical or dental care.

PROBABLE CAUSE or REASONALBE CAUSE: Available facts when viewed in the light of surrounding circumstances which would cause a reasonable person to believe a child was abused or neglected.

Nixa Fire Protection District

Suspected Dependent ADULT/ELDER Abuse Report Worksheet:

Missouri HOTLINE NUMBER: 1-800-392-0210

Reporting party name/occupation: _____

Date of Report: _____

Victim Name: Birth date Sex Race

_____

Victim's Social Security Number: _____
Current address: _____
Phone: _____

Incident: Date/time _____
Location/Address: _____Phone: _____

Type of abuse:*(circle one)* Physical Neglect
Nature and extent of injuries: _____

_____

_____

Actions taken: _____

Family or other persons responsible for victim:
Name: role relationship Birth dateSex Race

_____

Address: _____
Name: role relationship Birth dateSex Race

_____

Address: _____

Physician Name:
_____Phone_____

Address _____

Alleged Perpetrator(s):
Name: role relationship Birth dateSex Race

_____

Address: _____
Name: role relationship Birth dateSex Race

_____

Address: _____

Dependent Adult/Elder Abuse and Neglect

DEFINITIONS

ELIGIBLE ADULT: Persons who are sixty years of age or older or an adult with a handicap between the ages of 18 and 59 who is unable to protect his own interests or adequately perform or obtain services which are necessary to meet his essential human needs.

CARETAKER: Any person who has the care, custody or control of an elder or a dependent adult, or is in a position of trust with that person.

ABUSE: The infliction of physical, sexual or emotional injury or harm, including financial exploitation by any person, firm or corporation.

NEGLECT: Failure to provide services to an eligible adult by any person, firm, or corporation with a legal or contractual duty to do so, when such failure presents either an imminent danger to the health, safety, or welfare of the client OR – substantial probability that death or serious physical harm will result.

FINANCIAL ABUSE: A situation in which a caretaker takes, hides, or appropriates that funds or property of an elder or dependent adult for a use or purpose that is not in the due and lawful execution of his or her trust.

PROTECTIVE SERVICES: Services provided by the state or other governmental or private organizations or individuals which are necessary for the eligible adult to meet his essential human needs.

LONG-TERM CARE OMBUDSMAN PROGRAM: Services of a Volunteer who helps residents by empowering them with knowledge and advocating on their behalf, both individually and as a group to ensure that their rights are protected. Can be accessed in Missouri by calling 1-800-309-3282

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
212	PPE/Washer Extractor	1 of 1

212.0 PROTECTIVE CLOTHING, 02/13/03

Employees shall wear all protective clothing when working within the hazard zone. The employee should don the protective equipment prior to getting on the apparatus, with the exception of the apparatus operator, who may choose whether or not to drive in their bunker pants and boots. The apparatus operator should don protective equipment upon arrival at the scene. Employees shall be trained in the use, care, inspection, maintenance and limitations of the protective clothing assigned to them or available for their use.

212.1 MAINTENANCE OF EQUIPMENT, 02/13/03

The personnel are responsible for maintaining their protective equipment. The employee will keep their protective equipment at their assigned station unless a Chief Officer gives prior approval. Personnel shall keep their protective equipment clean, neat and stored in the proper condition. All protective clothing shall be used and maintained in accordance with the manufacturer's instructions and recommendations.

Any damaged protective equipment should be reported to a Chief Officer. The Chief Officer will determine if the item is suitable for repair or needs to be replaced.

212.2 USE OF EXTRACTOR WASHER, 12/16/10

Machine Washing Preparation: Remove all objects from pockets, remove the DRD strap that may be included in the coat, and rinse all sheetrock and insulation debris from the protective gear. Detach outer shells from inner liners and wash shells and liners separately to avoid re-depositing soil from one component to the other. Fasten all zippers, Velcro, snaps, and buckles. Turn garment inside out and place in washer. A maximum of either seven liners or seven shells can be washed at one time. The machine is set up to automatically dispense cleaning detergent into the wash, but check to make sure there is cleaning detergent in the five gallon bucket located behind machine.

Machine settings: Cycle one is the light setting used for general cleaning of station towels, sheets and clothing. Cycle two is the heavy setting to be used for cleaning of turnout gear, nomex hoods, and gloves. Cycle three is just a rinse cycle to be used for rinsing of any materials.

The up and down arrows located on the front of the machine change the cycles.

213.0 ACCOUNTABILITY SYSTEM, 12/24/03-05/21/09

This procedure identifies a system of incident site personnel accountability. The purpose is to account for all fire fighters within a small geographic area, within the "hazard zone" of an incident or during normal operations conducted during an incident.

Use of the system will provide enhanced personal safety for the individual fire fighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires an SCBA, a charged hose line and protective clothing or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure, or in an area where the firefighter may be outside the line of sight of another individual. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

213.1 ACCOUNTABILITY, 12/24/03-05/21/09

Accountability is a critical element in the safety of all fire fighters working on the fire ground. Each person involved in an incident whether at the task, tactical, or strategic level, must make a personal commitment to follow all policies and procedures regarding accountability.

Accountability involves a personal commitment to work within the safety system at all times. Accountability is more than an accurate passport. Accountability is company officers keeping crews together, staying on the hoseline, working in pairs, and leaving when you’re low on air, each crew carrying their portable radio, and ID on helmets.

- Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- Area Officer will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Area Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- Company officers shall maintain a current passport of personnel responding on the apparatus at all times.
- All crews will work for Command or Areas -- no free-lancing.

- Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- All crews entering a hazard zone should have a supervisor.
- All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness.
- If a radio fails while in the hazard zone, the crew will exit.

213.2 PASSPORTS, 12/24/03-05/21/09

To enhance accountability and to improve tracking of fire fighters at the incident, the "PASSPORT" system will be used. PASSPORTS involve a plastic card with the crew members names affixed that is turned into a Command/Accountability Officer

213.3 PASSPORT EQUIPMENT, 12/24/03-05/21/09

The PASSPORT system equipment involves a 2" x 4" red plastic card with the company's ID etched on it. The PASSPORT should contain the names of all personnel presently assigned to that company.

The PASSPORT will always be located on the dash of the apparatus at the Company Officer position or passenger side. A Velcro strip will allow the PASSPORT to be affixed on the dash and easily removed.

Each fire fighter will be issued two (2) individual name tags. These will be affixed to Velcro strips on the underside of their helmet or in their coat Velcro. These tags shall be affixed to the PASSPORT of the member’s assigned vehicle or area.

Each Company Officer will be responsible for ensuring that the PASSPORT always reflects only currently assigned personnel.

All PASSPORTS and helmet ID's will be considered safety equipment and will be inspected as other safety equipment. It will be repaired or replaced as soon as possible on a priority request. If any equipment is lost at a scene, temporary equipment will be available for issuance.

213.4 TACTICAL BENCHMARKS, 12/24/03-05/21/09

Several accountability benchmarks are included in tactical operations. The Member Accountability Roll-Call (or MARC) involves a roll call of personnel assigned. For the Company Officer, MARC is a confirmation that members assigned to his/her crew are visually accounted for. For the Area Officer,”MARC" is an accounting for all crew

members of all companies assigned to his/her area. Reports of MARC's should be conducted face-to-face within the company or with the area whenever possible.

Example: "Fire Attack to Command, I have MARC (all members accounted for).

A member accountability roll-call will be required for the following situations:

- Any report of a missing or trapped fire fighter (Command initiates a MARC of all crews on the scene).
- When a PASS Device is sounding.
- Any change from offensive to defensive (Command initiates a MARC of all crews on the scene).
- Any sudden hazardous event at the incident - flash over, backdraft, collapse, May Day, etc. (a MARC is initiated by Command).
- At every 20 minutes of elapsed time.
- Any time Command feels it is necessary.
- The first step in conducting MARC is to start at the lowest supervision level; the crew, area or company officer in charge of subordinates.

213.5 SHIFT CHANGE, 12/24/03-05/21/09

If a shift change occurs during an incident and new personnel arrive, it is the responsibility of the arriving crew to update the PASSPORT. Name tags and company ID's will have to be changed. This should be done during a face to face.

213.6 RAPID INTERVENTION TEAMS, 12/24/03-05/21/09

A Rapid Intervention Team (RIT) shall be assembled and ready for deployment during hazard zone operations. These teams will be assembled at the point of entry to aid interior personnel in the event of an emergency situation. These teams are not crews assigned to backup lines.

213.7 LOST OR MISSING FIREFIGHTER, 12/24/03-05/21/09

In the event that a member of a crew becomes missing, lost, or trapped, the following procedure will be followed. An absent member of a crew will be considered lost until proven otherwise. The crew leader, company officer, or area officer will do MARC for his subordinates. If the absent person is not located, Command will be notified. Once notified, Command will initiate MARC for all personnel. During this MARC, Command may elect to assign a RIT to the last known place of the missing firefighter to start search

and rescue efforts. The first step in determining that a firefighter is missing is for each respective crew, area, or company officer to perform MARC for his or her subordinates.

213.8 ACCOUNTABILITY OFFICERS, 12/24/03-05/21/09

Accountability Officer may be any person within the District assigned by the Incident Commander.

The first unit establishing command to the incident or point of entry will serve as the initial accountability location. The company officer will serve as the initial Accountability Officer. All crews entering the incident will deliver their Passports to the accountability location closest to their "point of entry" prior to entering the incident. Passports will remain at the command post (accountability location).

As the incident escalates and staff officers fill positions Accountability Officer, will be assigned by Command.

At incidents with a critical need for Accountability Officer to assist Area Officer, Command may chose to split up a company and distribute the crew members to different areas to act as Accountability Officer.

The Accountability Officer's responsibilities include:

1. Develop and implement a plan designed to track and account for all personnel working in the hazard zone.
2. Ensure that Accountability Officers are implemented in each area as necessary in coordination with Command.
3. Request and manage accountability area(s) resources as needed.
4. Provide progress reports to Command.
5. Advise Command to initiate MARC's upon benchmarks or as needed.

213.9 MEMBER INDIVIDUAL RESPONSIBILITIES, 12/24/03-05/21/09

Arriving crew members will be responsible for immediately updating the company Passport as they arrive to duty - including any constant personnel duty and following transfer from another station.

Arriving crew members will remove the name tag from the Passport of the crew member they are replacing. For those crew members not permanently assigned, the name tag should be placed on the Velcro strip of their helmet on the underside of the rear brim or in their coat Velcro.

The Company Officer is responsible for ensuring that the Passports always remain current. Passports must reflect only those members presently assigned to the company.

213.10 RULES OF THUMB, 12/24/03-05/21/09

Passport implementation should consider the following basic rules of thumb:

- Passports never enter the hazard zone.
- Passports must be maintained at the point of entry to the incident.
- Passports must reflect only those personnel presently in the incident.
- Crews must turn in their Passports upon entering and must retrieve their Passports upon exit from the incident.

213.11 PASSPORT IMPLEMENTATION - THE INCIDENT, 12/24/03-05/21/09

Implementation of the Passport system will occur at any incident that requires the use of SCBA and/or during normal operations at any incident.

The objective of the Passport system is always to have the crewmembers Passports near the command post and that they are accurate, reflecting only those members at the incident. For those situations where it is not clear-cut as to when and where to turn in Passport, crews should consider the above-cited objective for their decision.

For single company incidents, the Passport remains on the apparatus dash. The Company Officer will assume accountability responsibilities.

For Multi-Company or 1st Alarm assignments and greater, the Passport system will function as follows:

- When Command is passed, the assuming IC will be responsible for accountability. However, if an OPS area is established, then it becomes the responsibility of the OPS Officer. It may become necessary to assign an Accountability Officer for the incident to track personnel and resources.
- Upon arrival, units may receive assignments for OPS or Command.
- After receiving an assignment, the crew will drop off their Passport to the person in charge of accountability.
- The designated accountability will then place the Passport on the command or status board under the assigned task.
- After the crew has performed their assigned task, the crew will report back to Command or OPS that they have completed their assignment.
- Command or OPS will do one of the following:

(1) Send the crew to Rehab.
(2) Give the crew another assignment
(3) Send the crew to Staging
(4) Send the crew home

- If a company is released from the scene, the company officer will need to pickup their Passport.
- All crews will take their Passports to their assigned accountability location prior to entering the incident.

213.12 POINT OF ENTRY CONTROL, 12/24/03-05/21/09

Passports will remain with the designated Accountability Officer near the "point of entry" or command post to the incident. Upon entry, crews will turn in their Passport. Both the Company Officer and Accountability Officer will be responsible to see the Passports are retrieved.

Crews exiting at a different location other than the original point of entry must immediately notify their supervisor of their changed status.

213.13 MULTI-STORY/HIGH-RISE/LARGE SPAN BUILDINGS, 12/24/03-05/21/09

Multi-story/high-rise or large span building incidents present only a minor modification in the standard approach to Passport accountability.

When Command is passed, the assuming IC will be responsible for accountability. However, if an OPS section is established, then it becomes the responsibility of the OPS Officer. It may become necessary to assign an Accountability Officer for the incident to track personnel and resources.

Once a lobby area is established all crews reporting to the building will deliver their Passports to the lobby area.

- The lobby area will be responsible for collecting the Passports of the initial companies as soon as possible (may use incoming crews reporting to the building to pick them up).

213.14 TERMINATING THE PASSPORT SYSTEM, 12/24/03-05/21/09

Passport accountability will be maintained through a report of "fire under control," at which time MARC for all crews must be obtained. Command will determine at that time, based on the situation and risk, as to whether to continue with the Passport system. If

visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the Passport system further.

Upon termination and release from the incident, Company Officer and crewmembers will ensure that the Passport is returned to the dash of their apparatus and that the Passport is up-to-date.

213.15 MUTUAL AID COMPANIES, 12/24/03-05/21/09

When mutual aid companies arrive on the scene, the IC will advise the company officer of that crew to contact the accountability officer. The accountability officer will make up a Passport for that crew to use while operating at an incident or use their current system in place.

213.16 SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES, 12/24/03-05/21/09

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

FIRE FIGHTER; Responsible for staying with his/her crew at all times and ensuring that his/her name tag is on the Passport at all times.

COMPANY OFFICER; The Company Officer of the first unit is responsible for becoming the initial Accountability Officer. Responsible for keeping his/her crew intact at all times and that the PASSPORT is current and accurate. The Passport must reflect only those personnel entering the incident. The Passport must be turned in at the point of entry and retrieved upon exit.

AREA OFFICER; The Area Officer works closely with the Accountability Officer to ensure accurate Passports and tracking of those crews in his/her assigned area and maintaining an awareness of their exact location.

ACCOUNTABILITY OFFICER; The Accountability Officer must collect all Passports and is responsible for teaming up and managing all accountability issues for an incident.

COMMAND - Responsible to track the location of all crews and direct later arriving crews where their Passports will be accepted before entry is made.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
215	Rapid Intervention	1 of 2

215.0 RAPID INTERVENTION CREW, 02/13/03-07/17/12

The District shall provide for the possible rescue of personnel operating at emergency scenes. This team should be prepared for immediate deployment, wearing the appropriate protective clothing, SCBA and have a supply of extra tools and equipment.

This team should be set up and ready for deployment at;

- Working structure fires
- Specialty rescue scenes such as trench, water, ice, high angle and collapse

The District also recognizes that providing for the possible rescue of personnel will sometimes require operating at large or complex structures. Traditional search and rescue tactics are less effective in these situations, wherefore the District elected to utilize the Large Area Search Tactic (LAST) as developed by the Kansas City Fire Department. Deployment of the LAST equipment shall be determined by the RIC leader based off situational needs. To effectively deploy a LAST team the RIC must be staffed with a minimum of four (4) personnel.

The LAST bags will be comprised of the following equipment;

- 250’ of 3/8” rope in deployment bag
- 3 XL Carabineers
- 7 regular Carabineers
- 1 long and 2 short pieces of webbing

Possible tools and equipment for this team;

- Axes and prying tools
- Pike poles
- SCBA with extra bottle
- Search rope
- Hand lights
- Chain saw, circular saw or skill saw
- Thermal imaging camera
- Stokes type basket
- Long spine board, soft board or skid board
- Webbing, karabiners and items associated with rope rescue

Deployment of the team should be considered;

- Sudden hazardous event
- Lost, trapped or unaccounted for firefighter
- Flashover, back draft or rapid increase in fire

When the initial rapid intervention crew is deployed another team should be established. The rapid intervention crew should take immediate actions on a scene to make conditions safer. There are other minimal involvement tasks that are not directly related to firefighting that the rapid intervention crew could perform;

- Remove bars from windows
- Ladder upper floors of buildings
- Open ground level doors

The rapid intervention crew leader may be an experienced firefighter. The rapid intervention crew leader should have knowledge and skills associated with technical aspects;

- Assessments for entrances and exits
- Assessments for building construction
- Specialty training for the emergency
- Familiar with collapse potential
- Capable of selecting appropriate equipment
- Familiar with breaching techniques

214.0 INCIDENT REHABILITATION, 02/13/03

The District will ensure that the physical and mental condition of personnel operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each person or that jeopardizes the safety and integrity of the operation.

The incident commander shall make provisions for the establishment of rehab based upon the circumstances of each incident. These provisions should include medical monitoring, evaluation, rest hydration, nourishment and shelter based upon the climatic conditions and demands of the incident. Provisions for rehabilitation should be made early in the course of an incident.

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

Personnel shall be responsible to advise their supervisor when they believe their level of fatigue or exposure to weather is approaching a level that could affect their personal safety, the safety of the crew or the operation during an operation or exercise. Members should also maintain an awareness of the conditions of other crewmembers.

The incident commander will establish a rehab sector when conditions indicate that rest and rehab are needed for personnel operating at an incident or training exercise. The incident commander will designate the location of the rehab sector.

214.1 SITE SELECTION, 02/13/03

The site should be in a location that will provide physical rest by allowing the body to recuperate from the physical demands and mental stress as well as the hazards of the emergency operation or training evolution.

The site should be far enough away from the emergency scene to allow safe removal of SCBA and other turnout gear.

The site should provide suitable protection from prevailing environmental conditions. During hot weather it should be in a cool shaded area and during cold weather it should be in a warm dry area.

The Site should be away from exhaust fumes of the apparatus.

214.2 ALTERNATIVE SITES, 02/13/03

The following should be considered as alternative rehab sites;

- A nearby garage, building, lobby or other structure
- A floor several floors below the operations level during high rise operations
- Buses, fire apparatus, ambulances or other emergency vehicles at the scene

214.3 RESOURCES, 02/13/03

The rehab officer should secure the necessary resources required to adequately staff and supply the rehab sector. The following items may be necessary;

- Fluid replacement, water, ice, sports beverage mix
- Nourishment, fruit, vegetables, sport bars
- Medical supplies
- Miscellaneous supplies, tarps, awnings, heaters, fans, blankets

214.4 ESTABLISHING REHAB, 02/13/03

Staff officers should consider rehab during the initial planning stages of an emergency response. However the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab sector. Any activity may rapidly deplete the energy and strength of personnel and therefore merits consideration of rehab.

Hydration is critical factor in the prevention of heat injury and is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, personnel should consume at least one quart of water per hour. The re-hydration solution should be a 50/50 mixture of water and a commercially prepared sports activity beverage and administered at a temperature of about 40 degrees. Re-hydration is important even during cold weather operations where heat stress can occur because of the insulating qualities of protective equipment regardless of outside air temperatures. Pre-hydration is also a critical factor affecting heat stress and stamina during physical exertion. During periods of hot weather personnel must drink extra water during the workday to try and maintain hydration levels.

The incident commander or rehab officer shall consider the need for food at any incident of an extended nature or other incident where appropriate. Consider fruits, vegetables or easily digested quick energy foods.

The "two air bottle rule" or 45 minutes of work time is recommended for rehab rotation. Personnel should re-hydrate with a minimum of eight ounces of liquid whenever air bottles are changed out. Crews that have worked through two full thirty-minute rated air bottles should proceed to rehab for rest and evaluation. Rest periods for individuals should be based on the objective evaluation of the individuals fatigue level but should not be less than 10 minutes. The rehab officer should not release fatigued personnel back to active firefighting.

Personnel in the rehab area should maintain a high level of hydration. Personnel should not move from a hot environment directly into an air conditioned area because the bodies cooling system can shut down in response to rapid external cooling. Air-conditioned environments are acceptable after a cool down period at ambient temperatures with sufficient air movement. Certain drugs can impair the body's ability to sweat and extreme caution must be exercised if personnel have taken antihistamines, diuretics or stimulants.

Emergency medical personnel should evaluate the vital signs, examine firefighters and make proper disposition of personnel to return to duty, remain in rehab for treatment, or transport to a medical facility. Continual monitoring of vitals, re-hydration and rest should occur during extended rehab. Medical treatment for firefighters whose signs and symptoms indicate potential problems shall be provided in accordance with standard medical protocols. EMS personnel shall be assertive in an effort to find potential medical problems early. All medical evaluations shall be documented.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
216	Infection Control	1 of 9

216.0 GENERAL INFECTION CONTROL INFORMATION, 10/01/04

To avoid infection and prevent it from spreading: Patients with; rashes, fevers, coughs, and jaundice of unknown origin: Patient may have a communicable disease that could be spread by contact with oral or respiratory secretions. Masks are considered appropriate. Gloves should be worn, especially any patient which have rashes with eruptions.

Body fluids (blood, dialysis shunts, feces, mucous, saliva, semen, sputum, urine, vomitus, etc.): The use of disposable latex gloves is recommended in any patient where body fluids are visible. If there is a possibility of body fluids splashing on the rescue worker, the rescuer should also wear a mask and a protective eye shield. If there is potential for large amounts of blood/body fluids, (this includes OB situations, arterial bleeds, etc.) a protective gown should be worn.

It is advisable that all district personnel carry disposable latex gloves and utilize the appropriate protective measures while on duty. Wear gloves when handling a patient whom has the potential to expose the rescuer to blood of body fluids; or cleaning the rescue and equipment after a call; or disposing of contaminated items.

Hands should be washed after removing gloves. If there is gross contamination or exposure to body fluids, remove the contaminated gloves and replace them with new ones, so as to avoid contamination of equipment in the unit while transporting.

ARTIFICIAL VENTILATION; It is always advisable that an ambu-bag or demand valve be used when providing ventilatory support. When it is not possible to use either of the above devices, and mouth-to-mouth ventilation is required, it is advisable that personnel use a protective pocket mask with a one-way valve. The one-way valve should be replaced after each use. Performing mouth-to-mouth without some form of protective device is only recommended when there is no other alternative. It is advisable that all district personnel carry a pocket mask with them at all times.

HEALTH CARE WORKERS - WOUNDS AND SORES; If you have a wound or open sore on your body it should be protected and covered, whether it is on your hand, arms, ears, etc., especially if you are working around patients. Also, you may unintentionally put your finger in your mouth; rub your eye, etc, thereby giving the germs potential to spread into your mucosa through an open sore, thereby allowing contamination to take place.

HAND WASHING/BODY CLEANSING TECHNIQUE; A thorough hand washing technique with soap and water is the single most effective preventive measure for infection control. It is often impossible for EMS personnel to wash their hands or skin in

the field. Alcohol on an alcohol based hand rinse may provide cleaning until soap and water is available.

If it becomes necessary to use this technique, remove all visible blood/body fluid with initial washing, dry with towel, and repeat procedure. If blood/body fluid should go into mouth, immediately rinse mouth with mouthwash or alcohol. Using alcohol or alcohol based cleaners does not take the place of good hand washing technique when water is available. Hand washing with soap and water should be done immediately upon arrival in the ER.

Steps in hand washing when soap and water is available:

1. Use appropriate soap and work up a lather using friction for 30 seconds.
2. Be sure to clean under the fingernails.
3. Rinse hands thoroughly.
4. Dry hands.

IV CANNULATION; It is important to protect the patient by properly cleansing the IV site with alcohol or povidone iodine. Remember: Entry into the venous system creates a direct pathway for bacteria to enter the system. Gloves should be worn when starting an IV.

DO NOT RECAP NEEDLES; Discard used equipment immediately into a contaminated materials container. Do not insert needles in cushions in the ambulance. Use caution when working with IV needles to prevent puncturing yourself. If an accidental puncture wound should occur, cleanse the site with an antiseptic (alcohol prep).

BLOOD/BODY FLUID EXPOSURE; If you feel a blood/body fluid exposure has occurred, register immediately at the receiving hospital so an appropriate record and follow-up treatment can be initiated.

A blood/body fluid exposure is when:

Receiving a puncture wound from a sharp object that has previously been exposed to the patient's blood/body fluids; Get blood/body fluid in an open lesion, cut or rash, splash in to mucous membranes (mouth, eyes or nose) or have a large blood spill on your intact skin (without open cuts) or have a prolonged exposure.

If you get blood/body fluid on your skin, wash immediately with soap and water and decontaminated with alcohol.

PERSONNEL EXPOSURE FOLLOW-UP; If you are worried that you may have contacted a patient who has communicable diseases contact your agency's communicable disease liaison officer (CDLO). This person will then consult the hospital's infection control practitioner (ICP) at the admitting hospital for further information.

When a hospital discovers that a patient you have transported has a communicable disease spread by respiratory route, the Infection Control Practitioner (ICP) will determine the patient's contact. Upon determining who has had contact with the patient, they will notify your agency's CDLO of any information that you need to know. It is important that accurate call records be kept so that it can be determined who ran what calls and when.

216.1 EQUIPMENT, 10/01/04

DISPOSABLE EQUIPMENT; Disposable equipment should not be reused at any time due to the increased chance of spreading infections.

CLEANING SUCTION EQUIPMENT; Throw away any disposable parts and replace them with new parts. When emptying suction bottle, make sure splashing does not occur. Clean tubing and containers with a germicidal agent (TBQ). Parts should be air-dried.

MAST AND BP CUFFS;

With removal bladder: Remove air chamber; wipe all parts with a cloth dampened in anti-septic soap, rinse, air dry, never store damp or wet

Non-Removable Bladder: Hand wash or machine-wash (if directions allow), medium temperature, with standard laundry soap, air dry, never store damp or wet

Respiratory equipment cleaning: Disassemble equipment, clean with soap and water, rinse, air dry, never store damp or wet

OTHER GENERAL EQUIPMENT (backboards, stethoscopes, etc.);

Wipe with germicidal solution and rinse, air dry

GLOVES SHOULD BE WORN WHEN CLEANING EQUIPMENT!

216.2 VEHICLE, 10/01/04

ROUTINE CLEANING OF RESCUE VEHICLES; should be done daily, and after any

run where the vehicle has been contaminated with blood, body fluids, etc. with special attentions to areas where patients have contact and to work areas. Standard cleaning agents are acceptable.

DISPOSAL OF TRASH AND WASTE; Used needles should be placed in a puncture proof container. Do not stick needles in the ambulance's foam cushions (cot, bench, jump seat). DO NOT RECAP NEEDLES. This is when most needle sticks occur. If there is no other way to dispose of a needle at the scene, a one-handed recapping technique may be used. By law and for your protection any trash which is contaminated with blood or other body fluids should be disposed of in a red plastic bag and placed in a designated contaminated container. Remove all contaminated items from the scene.

216.3 DISCUSSION OF SPECIFIC DISEASES, 10/01/04

ACQUIRED IMMUNE DEFICENCY SYNDROME (AIDS): is not completely understood and studies are continuing. Pre-hospital personnel cannot always detect AIDS. The high-risk populations are; IV drug users, male homosexuals, prostitutes, (male and female), heterosexuals with multiple partners, bisexual males, Haitians, and hemophiliacs.

HEPATITIS & AIDS: there are a number of viruses that may get inside the body and make you sick. Each has particular body cells that it prefers to attack. These cells are found within the immune system and/or the blood circulation system. Viruses cannot act without being attached to another cell. Once attached, they direct the activity of that cell. These viruses are most commonly carried into another person's body through an opening such as a wound, the mouth, and sexual organs. The virus then can be absorbed into the bloodstream. Some of these viruses are capable of stimulating the body to produce antibodies to defend it. If that has occurred from past exposure, the person may be immune to any later exposures. This is what happens in the case of Hepatitis B.
For illness to occur there must be: Blood or other body fluids containing the virus, an opening to the inner part of the body, a means of getting the virus inside that opening
A large enough amount of virus, a defense system that does not have immunity already built up.

The most common vehicle for transmission of hepatitis B is exposure to blood from an infected person. The second most common vehicle for hepatitis B transmission is sexual contact since the virus may be present is semen or vaginal secretions.

HEPATITIS A: (infectious) is difficult to detect except in advanced stages and anyone can have it. In advanced hepatitis persons will appear yellow (jaundice).

HEPATITIS B: (serum) is difficult to detect except in advanced stages and anyone can have it. IV drug abusers are at high risk. In advanced hepatitis persons will appear yellow (jaundice), and IV drug abusers may show needle track marks and scars. The hepatitis germ may live for up to 7 days in dried blood. If an emergency service person is exposed to hepatitis B, appropriate treatment should be initiated within 7 days.

HERPES: viruses that cause blisters can be transmitted by fluid in the blister. Direct hand or other body part contact with the blister could cause infection of the body part making contact. The most common sites are face, mouth, genitals, and sometimes the hands. Herpes simplex can affect anyone. Persons with herpes are contagious only when sores are present, however, sores inside the mouth or on the genitalia will not be easily visible to responding personnel.

MENENGITIS: is an inflammation of the membrane linings that cover the brain and spinal cord. EMS personnel are often alarmed about meningitis because it has been considered a highly communicable disease. As with some other diseases, the mode of transmission is specific, and the risk to emergency care personnel is minimal. Should a patient who is cared for by district personnel be found to have contagious meningitis, the receiving hospital will contact the CDLO from the agency that transported the patient and investigation and possible treatment will be initiated. Appropriate treatment is best begun within 48 hours of exposure but may be done up to 10 days.

TUBERCULOSIS: although there are many germs in the air, which can cause disease, the concern is for the germs that particularly attack the lungs. TB may be in the air (1) if someone has recently coughed it into the air (it dies quickly outside the body), and (2) there are air currents keeping it in the air instead of falling to the ground. Even when breathed into the lungs, it is a slow growing disease that gives the body time to build defenses and fight it off. Ninety-five out of one hundred people who are exposed to TB successfully fight it off without getting sick or having to be treated with TB drugs. Most infections are not spread effectively through the air. It is recommended that all personnel handling emergency patients have a TB test every year. If you have been exposed to a patient with TB, appropriate treatment may be necessary.

808.4 HANDLING OF PATIENTS WITH SPECIFIC DISEASES, 10/01/04

AIDS (Acquired Immune Deficiency Syndrome): Mode of transmission: Contact with blood or body secretions or sexual contact.

Protective measures: Wear disposable gloves when in contact with blood or body fluids. Wash hands following patient care, even if gloves were used. Use portable CPR equipment, (disposable airway and ambu-bag), whenever possible. Purchasing special

protective clothing is not recommended and is an additional expense. Wear gowns only when clothing may be soiled with blood or body fluids. If splashing is likely, wear protective eye wear.

HEPATITIS A: Mode of transmission: Contact with stool, and very rarely blood of an infected individual.

Protective measures: Wear disposable gloves when in contact with blood or body fluids. Wash hands following patient care, even if gloves were used.

HEPATITIS B (Serum Hepatitis): Mode of transmission: Blood, mucous membranes, (saliva, sputum), sexual contact.

Protective measures: Wear disposable gloves when in contact with blood, saliva, or sputum. Use good hand washing technique. If splashes are likely, wear protective eye wear.

HERPES SIMPLEX TYPE I (cold sores, fever blisters): Mode of transmission: Direct contact with mucous membranes.

Protective measures: Wear disposable gloves when in contact with lesions or mucous membranes. Use good hand washing technique.

HERPES SIMPLEX TYPE II (genital herpes): Mode of transmission: Direct sexual contact with lesions or skin to lesion contact. This virus enters through breaks in the skin; it is not airborne and can not be contracted from toilet seats, pools, hot tubs, or sheets.

Protective measures: Wear disposable gloves when in contact with lesions. Use good hand washing technique.

HERPES WHITLOW (Herpes Simplex Infection of the finger): Mode of transmission: Virus enters through breaks in the skin after contact with oral or tracheal secretions of patient shedding herpes virus.

Protective measures: Wear disposable gloves when in contact with oral or tracheal secretions. Use good hand washing technique.

HERPES ZOSTER (shingles): Mode of transmission: Direct contact with infected vesicles. If you are not immune to chickenpox, you could develop chickenpox from contact with the fluid in the vesicles.

Protective measures: Wear disposable gloves when in contact with draining lesions. Use good hand washing technique.

MENINGITIS (bacterial): Mode of transmission: Direct contact with discharges from nose or throat.

Protective measures: Wear disposable gloves when in contact with oral or tracheal secretions. Use good hand washing technique.

MENINGITIS (viral, aseptic): Mode of transmission: Feces. Protective measures: Since diagnosis is unknown at the time of your patient contact, mask the patient or yourself. Wear gloves when in contact with patient's stool. Use good hand washing technique. RABIES: Mode of transmission: Direct contact with saliva of an infected animal. The virus may enter any area of broken skin. Human-to-human transmission has not been documented.

Protective measures: Wear disposable gloves. Use good hand washing technique when in contact with saliva. Wear mask.

TUBERCULOSIS: Mode of transmission: Airborne droplets, primarily during sneezing, coughing, speaking, or singing. Prolonged contact with an active TB case is most significant, as is contact with thick, coughed up sputum.

Protective measures: Mask the patient, if possible. If not, mask yourself and use rapid fresh air ventilation, as available in your vehicle.

216.5 FREQUENTLY ASKED QUESTIONS, 12/16/10

HOW DO I KNOW IF I CARED FOR AN INFECTIOUS PATIENT? You will only be told if you transported an infectious patient if 1, report to the hospital that you had a blood/body fluid exposure or 2, the patient has an airborne infection that includes; TB, MENINGOCOCCAL MENINGITIS, H FLU TYPE B, CHICKENPOX, MEASLES AND MUMPS.

WHAT IS CONSIDERED A REPORTABLE BLOOD OR BODY FLUID EXPOSURE? Exposure to blood/body fluids occurs when you: Accidentally received a puncture wound (i.e. needle stick) from a sharp object that has previously been exposed to the patient's blood/body fluids, get blood/body fluid in an open lesion, cut or rash, splash into mucous membranes (mouth, eyes or nose) or have a large blood spill on your intact skin (without open cuts) or have a prolonged exposure.

TO WHOM DO I REPORT A BLOOD/BODY FLUID EXPOSURE? When reporting a blood/body fluid exposure, you (the rescuer) must register as a patient at a medical facility. Preferably this is the ER of the hospital where the patient went. Reporting should be done immediately after a suspected exposure. If there is any question in your mind, report the possible exposure.
WHAT DO I DO IF I THINK I'M EXPOSED? Register as a patient at the hospital that received your patient.

WHAT RESPONSIBILITY DOES THE DISTRICT HAVE IN AN EXPOSURE?
The District carries health, liability, and workers comp insurance. This coverage provides the appropriate care and treatment based on the type of exposure. Therefore, make sure the District Officers knows so he may file the appropriate paperwork.

WHAT IS A COMMUNICABLE DISEASE LIAISON OFFICER (CDLO)? This person acts as a contact person whenever a possible exposure occurs.
WHO PAYS THE BILL? This will fall under the Missouri Workman's Compensation Insurance that the District provides.

HOW DO I GET A FOLLOW UP? Follow up care is provided through our regular doctor after primary care at the hospital.

WHAT IF I HEAR THROUGH THE GRAPEVINE THAT A PATIENT I TRANSPORTED HAS AN INFECTION LIKE MENINGITIS? If you have any questions about a possible exposure, have your CDLO call the receiving hospital and ask for the Infection Control Practitioner (ICP) on duty.

HOW WILL THE HOSPITAL FIND ME TO LET ME KNOW IF I MIGHT NEED TREATMENT AFTER TRANSPORTING A PATIENT WITH AN INFECTION? When the ICP needs to find all possible contacts with an infectious patient, they will look at the ER record or admission screen and see what ambulance service transported the patient. They will then contact the District CDLO who will find the report and contact all members on the call. This is why it is extremely important to make sure your name appears on every report where you have patient contact. The ICP will discuss appropriate follow-up/treatment with the CDLO for any exposed district member.

WHAT ARE CONSIDERED RECOMMENDED ROUTINE BLOOD TESTS AND IMMUNIZATIONS FOR RESCUE SQUAD PERSONNEL? A TB test should be done yearly and can be obtained free through your local health department.

TETANUS BOOSTER: Prophylaxis is recommended every 10 years. However, if you are cut or punctured with dirty object, and it has been over five years from your last

injection, then you should have a booster.

HEPATITIS B VACCINE: Also known as Recombivax (MSD) or Engeric-B (SK&F), is a very safe vaccine, but expensive, that provides immunization against hepatitis B. The series of 3 injections (at 0, 1 & 6 months) is believed to provide antibodies to hepatitis for at least 5 - 7 years.

216.6 GLOSSARY, 10/01/04

Airborne Infection: An infection transferred from one person to another, without direct contact between them, by means of droplets of moisture containing the infectious agent.

Communicable Disease: An illness caused by a specific infectious agent that is transmitted to a susceptible host.

CDLO: Communicable Disease Liaison Officer. A person designated by an emergency service agency to be the contact person between emergency service agency and hospital.

Disinfectant: A chemical that kills infectious agents.

Eruption: The appearance of lesions on the skin.

Exposure: Subjection to an infectious agent.

Germicidal: An agent that is destructive to germs.

Infection: The invasion of tissues by pathogenic microorganisms.

ICP: Infection Control Practitioner is a nurse who specializes in infection control.

Lesion: An alteration (structural of functional), usually on the skin due to disease.

Viricidal: An agent that is destructive to viruses.

NIXA FIRE PROTECTION DISTRICT

Procedure	Title	Page
217	**Breathing Air Compressor Operation and Documentation**	**1 of 4**

217.0 BREATHING AIR COMPRESSOR-OPERATION, 04/06/11

The Nixa Fire Protection District operates a BAUER mobile breathing air compressor and cascade unit on the Rescue truck. The compressor and cascade provide breathing air to firefighters who operate in an IDLH atmosphere. There are two options for operation of the compressor. The unit can be operated via an onboard generator or on a shore line located at Station 2. Either is an acceptable option.

217.1 MOBILE OPERATION, 04/06/11

The apparatus should be placed outside the incident and away from smoke and contaminate filled air. Effort should be made to locate the vehicle on a level surface, both side to side and front to rear.

1. Park the apparatus and place the truck in neutral.
2. Set the park brake and chock the wheels.
3. Engage the generator PTO from the operators console area, a red light will illuminate.
4. Activate the fast idle via the console mounted switch. It is a two stage switch and requires activation, then return to off, then reactivation.
    a. Proper engine RPM for generator operation is approximately **1800 rpm**.
    b. A yellow light on the PTO switch indicates an over speed condition. **DO NOT USE**. Disengage and try again.
5. Open the driver and passenger side compartment over the rear wheels.
    a. The compressor must have the air flow to keep cool and for proper air intake.
    b. Check the oil prior to each use on the driver side of the truck, or rear of the compressor. Record on the *OPERATORS LOG*.
6. Open the front passenger side compartment to access generator controls.
7. Change the transfer switch on the generator control panel from **OFF** to **GEN.**
8. The lower gauge on the generator control panel must indicate 60 Hertz or there is an issue. **DO NOT USE GENERATOR**.
9. Access the circuit breaker panel and turn on the MAIN breaker.
10. Turn on the circuit breaker indicated for the compressor.
11. Move to the compressor control panel and look for a lit LED on the control panel. This indicates you have power to the control panel.
12. Check the NYAD BAS-550 Air monitoring panel. It should be zeroing out. This unit monitors the quality of air that goes into the cascade and ultimately the firefighters SCBA. Proper operation is imperative for the safety of personnel!
    a. If unit fails to zero, check the location of the vehicle. It may be located in a hazardous atmosphere and should not be operated.
    b. Report any problems via discrepancy **DO NOT USE COMPRESSOR.**

13. Record the Date, Hour meter start, and operator name on the *OPERATORS LOG*.
14. Turn on the compressor at the control panel and you are ready for operation.
15. Select the filling option for the job you are performing.
    a. Fill from bank-fills SCBA and other small tanks from onboard air while the compressor replaces that air.
    b. Fill from compressor-fills cascade cylinders and other large tanks directly from the compressor.
16. At approximately 4500-4600 psi, record the Oil Pressure, 1st, 2nd, 3rd, and 4th stage pressures from the compressor control panel on the *OPERATORS LOG*.
17. Compressor will run until the preset shutoff level of 5100psi is reached.
18. After unit shuts down, record the Hour meter stop on the *OPERATORS LOG*.
19. Turn off the power at the compressor control panel.
20. Turn off the compressor circuit breaker in the circuit breaker panel.
21. Turn off the Main breaker in the circuit breaker panel.
22. Move the transfer switch from **GEN**. to **OFF**.
23. Disengage the high idle.
24. Disengage the PTO.

All electrical load should be removed and isolated from the generator prior to starting and stopping the unit. This can be done by turning off all breakers and the main breaker individually. The main breaker can be turned on and individual breakers turned on to bring items on line as needed.

217.2 STATION OPERATION, 04/06/11

The apparatus should be placed in the center or South bay of Station 2 to access shoreline.

1. Park the apparatus and place the truck in neutral.
2. Set the park brake.
3. Open the driver and passenger side compartment over the rear wheels.
    a. The compressor must have the air flow to keep cool and for proper air intake.
    b. Check the oil prior to each use on the driver side of the truck, or rear of the compressor. Record on the *OPERATORS LOG*.
4. Open the front passenger side compartment to access generator controls.
5. Connect the shore line located on the South wall to the generator control panel.
    a. Lock the retaining ring to secure the shore line.
    b. Turn on the power to the shoreline via the wall mounted box.
6. Change the transfer switch on the generator control panel from **OFF** to **SHORE.**

7. Access the circuit breaker panel and turn on the MAIN breaker.
8. Turn on the circuit breaker indicated for the compressor.
9. Move to the compressor control panel and look for a lit LED on the control panel. This indicates you have power to the control panel.
10. Check the NYAD BAS-550 Air monitoring panel. It should be zeroing out. This unit monitors the quality of air that goes into the cascade and ultimately the firefighters SCBA. Proper operation is imperative for the safety of personnel!
    a. If unit fails to zero, check the location of the vehicle. It may be located in a hazardous atmosphere and should not be operated.
    b. Report any problems via discrepancy **DO NOT USE COMPRESSOR**.
11. Record the Date, Hour meter start, and operator name on the *OPERATORS LOG*.
12. Turn on the compressor at the control panel and you are ready for operation.
13. Select the filling option for the job you are performing.
    a. Fill from cascade-fills SCBA and other small tanks from onboard air while the compressor replaces that air.
    b. Fill from compressor-fills cascade cylinders and other large tanks directly from the compressor.
14. At approximately 4500-4600 psi, record the Oil Pressure, 1^{st}, 2^{nd}, 3^{rd}, and 4^{th} stage pressures from the compressor control panel on the *OPERATORS LOG*.
15. Compressor will run until the preset shutoff level of 5100psi is reached.
16. After unit shuts down, record the Hour meter stop on the *OPERATORS LOG*.
17. Turn off the power at the compressor control panel.
18. Turn off the compressor circuit breaker in the circuit breaker panel.
19. Turn off the Main breaker in the circuit breaker panel.
20. Move the transfer switch from **SHORE** to **OFF**.
21. Turn off the power at the wall mounted box.
22. Disconnect the shoreline and return to the wall.

217.3 BREATHING AIR COMPRESSOR-DOCUMENTATION, 04/06/11

The *OPERATORS LOG* will be located at the compressor control panel in a clear binder. It will include a box for Date, Hour Meter Start, Hour Meter Stop, Operator Name, Oil Check, Oil Pressure, 1^{st}-5^{th} stage pressure readings, Comments/Notes, and Maintenance/Repairs. The *OPERATORS LOG* should be completed each time the compressor is run. If any discrepancy issues are found, note on log and report on a district discrepancy form. The *OPERATORS LOG* is a source of communication between the district and the maintenance company. Documentation will be maintained for five years.

217.4 BREATHING AIR CYLINDER FILL LOG, 04/06/11

Safety of the personnel is paramount and the *Breathing Air Cylinder Fill Log* will help maintain an adequate level of safety. First, and foremost, before any cylinder is filled the operator should look for the date of the most recent hydrostatic test. Listed below are the requirements for hydrostatic testing on cylinders. The hydro date gets recorded on the *Breathing Air Cylinder Fill Log*. If the hydro date is not current, **DO NOT REFILL THE CYLINDER.** If you are uncertain on a hydro date, **DO NOT REFILL**.

• Steel	Every five years	No end of service life
• Aluminum	Every five years	No end of service life
• Composite	Every three years	15 year service life

The next item that should be located and documented is the cylinder fill pressure. It will be stamped on the neck of the cylinder on steel or aluminum cylinders, or on the label of composite cylinders.

A cylinder serial number should also be located and documented on the *Breathing Air Cylinder Log.* It will be located on the cylinder in the same general area. When recording the serial number, also record the department that the cylinder belongs to.

When all cylinder information has been documented, the cylinder can then be filled. Using the appropriate fill hose for the cylinder based on recorded pressure, set the pressure relief device to correspond. The cylinder should be filled at a maximum of 1500psi per minute.

Special Note: When filling DOT cylinders on cascade systems other than the onboard unit, one cylinder should be opened at a time. This allows the compressor to reach the appropriate pressure in a timely fashion and go through a cool down process before increase to the next stage pressure.

The *Breathing Air Cylinder Log* will be located with the *OPERATORS LOG* on the compressor control panel in a clear binder. It has a space for documentation of Fill Date, Name of Person Filling, Cylinder Serial Number/Department, Final PSI, and Last Hydro Date.

The *Breathing Air Cylinder Log* will be located at the station mounted cascade operator panel in a clear binder. All of the same documentation requirements apply to this unit.

NIXA FIRE PROTECTION DISTRICT

Procedure	**Title**	**Page**
300	**Emergency Medical Services (EMS)**	**1 of 1**

SECTION	TITLE
307	Medical Control Plan
308	Termination of Resuscitation
309	Patient Classification
310	MCI Plan Procedure
311	Medications and IV Fluids
312	Medical Equipment
313	Moving and Lifting Patients
314	Continuous Quality Improvement
315	Patient Refusal procedure
316	Blood for Alcohol Analysis
317	Withholding Resuscitation/DNR
318	Medical Intervention
319	Ambulance Cancellation

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/01/04-10/29/11	307	Medical Control Plan	Page 1 of 1

307.0 MEDICAL CONTROL PLAN

Unless specifically approved otherwise by online medical control, no patient will ever be transferred from the care of the Nixa Fire District to any other agency such as ground ambulance service, emergency response agency, air ambulance service, or hospital emergency room that has personnel with a lesser level of EMS training or competency than what the Nixa Fire District has provided or is providing at the scene or during transport.

Patients generally have a right to expect equal or higher levels of training and care competency as they are transferred through the EMS system.

Medical Control shall be provided by the receiving hospital whenever possible. If contact cannot be made or an on-scene destination is not clear – Mercy Emergency Trauma Center will be the default Medical Control, unless local disaster procedures dictate other procedures.

307.1 TRANSFER OF CARE

Transfer to ground ambulance- A face-to-face report will be provided and all information related. EMT/Paramedics will be allowed to ride in with the ground ambulance when requested by the transporting agency to assist with patient care. Fire District personnel will assist with the transporting agency protocols.

Air Ambulance- Nixa Fire Protection District EMT/Paramedics will assume and be responsible for patient care until a face-to-face verbal report is provided to the flight crew to include patient history, current status, treatment provided. Fire personnel and flight personnel should work together in providing patient care during the transition. Available documentation will also be transferred with the patient i.e. EKG's, blood drawn for lab, patient information etc.

Multiple patient incident- Nixa Fire Protection District personnel will continue patient care until that care can be transferred to an appropriate in-coming ambulance. A face-to-face report to include all related information shall occur before patient care is transferred.

TERMINATION OF RESUSCITATION

OVERVIEW

Studies show that patients in Asystole or PEA who do not respond to ACLS procedures within the first fifteen to twenty minutes will not benefit from further resuscitative efforts. This procedure will outline the framework within which prehospital care providers and the attending medical control physician may discontinue resuscitative efforts prior to transportation of the patient.
**This procedure will be utilized only when a District Paramedic is on the scene of a cardiac arrest, and the transporting ambulance has not taken over patient care.

908.1 PROCEDURE

Assess ABC's (Airway, Breathing, and Circulation).If breathing and pulse (palpable or auscultated) are absent for ten minutes or less, start ACLS procedures.

All trauma arrests, drownings, poisonings and hypothermia cases are excluded from this policy. These patients will undergo continued resuscitation and prompt transport.

Apneic, pulseless patients in asystole, pulseless electrical activity or persistent ventricular fibrillation after twenty minutes of ACLS will be considered for termination of resuscitative efforts. Prehospital personnel will review the known history and ongoing interventions with the medical control physician. The physician may then direct the paramedic to terminate resuscitation efforts.

If law enforcement officials are not present, the local police will be contacted by the paramedic and informed of the death. Any intravenous catheters, endotracheal tubes or other devices used during resuscitation will be removed and disposed of in an appropriate fashion with coroner approval. Prehospital personnel may leave the scene once law officials, or fire district chaplain have arrived and appropriate family needs are attended to.

All cases of prehospital termination of resuscitation will be reviewed by medical control. A copy of the incident report will be forwarded to the medical director and physician who provided medical control within 72 hours of the call. The report should be complete and include a summary of the history, interventions and discussion with medical control.

908.2 Trauma Codes

In the case of multi-casualty incident, Principles of Simple Triage and Rapid Transport

(START) will be followed.

In the case of a workable trauma scene, with adequate care providers for each victim, resuscitation will be initiated in all patients with signs of life, at the time of ALS arrival. Signs of life will include any of the following: spontaneous respiration, palpable pulse, and/or and rhythm on the monitor excluding Asystole. Resuscitation will continue, with "load and go" transport or air transport when available. Termination of a trauma code in the field is the prerogative of the **Mercy On-line Medical Control Physician only.** The following factors should be considered before terminating a trauma code in the field:

- Estimated transport time to the nearest hospital
- Mechanism of injury, blunt vs. penetrating
- Duration of signs-of-life, duration of resuscitative efforts, extent of resuscitative efforts
- Family expectations, witness and first responder concerns, proximity of a local hospital

In cases of rigor mortise, decapitation or dependent lividity, no resuscitative efforts should be initiated. Medical control should be contacted.

PATIENT CLASSIFICATION SYSTEM

CODE BLUE
Patient in Cardiopulmonary Arrest.

RED (CLASS I TRAUMA PATIENT)
Life-threatening Injuries or Illness and/or unstable vital signs.

B/P <90; pulse <60 or >100 with clinic signs of shock
Unstable airway.
Unstable blunt chest injuries; respiratory rate >30 or <10.
Penetrating chest injuries.
Penetrating abdominal injuries.
Penetrating trauma to the head or neck
Severe uncontrolled bleeding.
Neurologic injuries including prolonged LOC Glasgow coma scale <8 (or deteriorating) lateralizing signs and acute paralysis.
Life-threatening medical emergencies with unstable vital signs and/or clinical signs of shock.

YELLOW (CLASS II TRAUMA PATIENT)
Potentially life-threatening injuries or illnesses, but vital signs presently stable.

Falls of 15 feet or more,
Groin to mid - thigh
Death of another passenger in the same vehicle
Ejection from a vehicle.
Vehicle passenger space invaded by 1 foot or more.
Pedestrian struck by a vehicle.
Class 1-type injuries over 24 hours old; patient presently stable.
Extrication time >20 minutes.

GREEN (CLASS III TRAUMA PATIENT)
No obvious life-threatening injuries; vital signs stable.

MEDICAL PATIENT
All medical patients should be classified as (Stable/Unstable) depending on vital signs. To establish stability of vital signs, at least two (2) sets need to be taken.

Glasgow Coma Scale

The Glasgow Coma Scale or GCS is an assessment tool aimed to give a reliable, objective way of evaluating the consciousness of a person for both initial and continued assessment. A patient assessed against the criteria of the scale, each of which is given a point value, will have a resulting score between 3 and 15. A patient with a score of 3 will be comatose or desceased and a patient with a score of 15 will be fully alert and appropriate displaying no deficits.

Eye Opening
4—Spontaneous eye opening, actively looking about
3—Opens eyes to verbal stimuli
2—Opens eyes to painful stimuli
1—No eye opening or movement

Verbal Response
5—Oriented to self, place, event. Appropriate responses
4—Confused, disoriented to self, place, or event
3—Uses inappropriate words
2—Attempts to speak but words are incomprehensible
1—No verbal response

Motor Response
6—Obeys commands
5—Localizes pain
4—Withdraws from painful stimuli
3—Decorticate posturing or abnormal extension of extremeties in response to pain
2—Decerebrate posturing or abnormal flexion of extremeties toward the core in response to pain
1—No motor response

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/01/04-04/26/06	310	MCI/Triage	Page 1 of 3

Multiple patient / Mass Casualty Plan

Scope

This procedure establishes a standard structure and guideline for the operation of Fire Department units at multi-patient/mass casualty incidents. The system may be applied to any multi-patient or mass casualty incident regardless of the number of patients or incident size. This procedure shall be integrated into the overall incident management system and may include major transportation incidents, explosions or fire with multiple injuries, hazardous materials incidents with exposure victims and structural collapse incidents.

Procedure Statement

This procedure is to integrate the multi-patient/mass casualty procedures within the framework of the incident management system. It is the responsibility of the first-arriving company officer to implement these procedures on EMS incidents requiring two dedicated ambulances or greater.

For the purposes of this procedure, a "multi-patient incident" is defined as any incident with fewer than twenty (25) patients. A "mass casualty incident" is defined as any incident involving 25 to 100 patients. A "disaster" is defined as any incidents involving more than 100 patients.

Procedure

The first-arriving company officer at the scene of a multi-patient or mass casualty incident shall establish Command. The initial Incident Commander (IC) shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated. Command is responsible for the completion of the tactical objectives. The general tactical objectives are:

- Provide for the safety, accountability and welfare of rescue personnel and victims.
- Stabilize the incident and provide for life safety.
- Remove endangered occupants and treat the injured.
- Ensure the functions of triage, extrication, treatment and transportation are established as needed and performed appropriately.
- Conserve property.

In addition, the EMS TACTICAL benchmarks to be completed during any multi-patient/mass casualty incident include:

- Completion of a "Triage Report" (Broadcast report)
- Declaration of "All RED PATIENTS (Immediate) Transported"
- All patients transported, or refused care.

The Incident Management System is used to facilitate the completion of the tactical objectives. The IC is the person who drives the Command system towards that end. The IC is responsible for building a command structure that matches the organizational needs of the incident to achieve the tactical priorities.

When possible, patients should be treated and transported in the following priority order:

1. "RED" (Immediate) Patients
2. "YELLOW" (Delayed) Patients
3. "GREEN" (Minor / Walking wounded) Patients

Basic Operational Approach

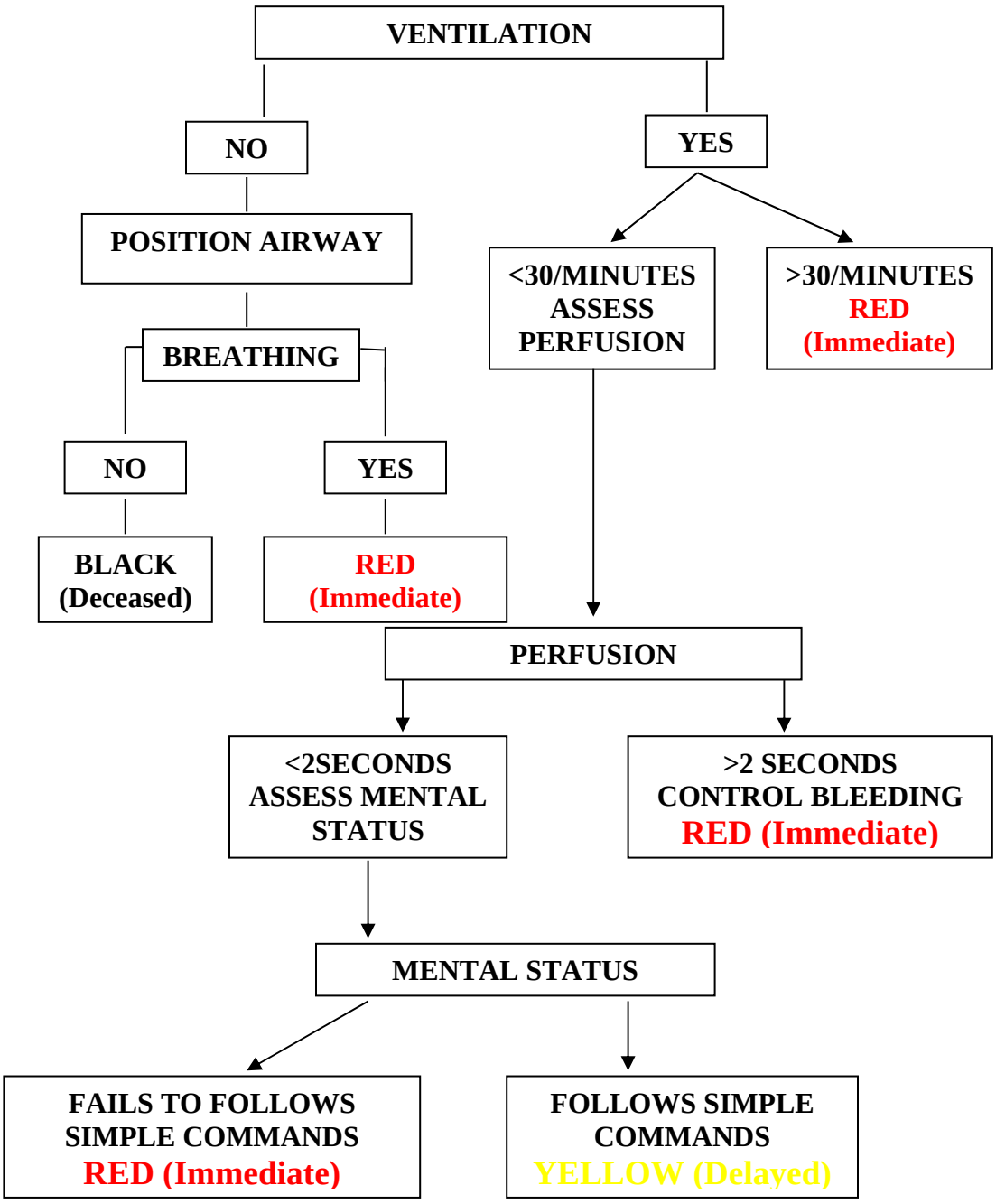
The initial actions of the first arriving officer shall be directed toward scene size-up, requesting appropriate resources and initial organization of the scene. Initial actions include:

1. Give an on-scene report and assume command. Coordinate with incoming ambulance to initiate triage.
2. Perform a rapid hazard assessment and establish a safe zone to operate. Initiate traffic control and provide a safe work/treatment area.
3. Provide for occupant protection (charged hand line).
4. Call for additional resources.
5. Radio a Triage Report to Dispatch.
6. Stabilize hazards and/or remove patients to a treatment area.
7. Assign crew(s) specific task(s) to accomplish.
8. Assign task (triage, extrication, treatment, and transportation) or by location (north, south, east, west).
9. Initiate patient assessment and treatment functions.
10. Coordinate patient transportation.

START Triage

Instruct all patients who are able to ambulate to move to a certain area - triage as (GREEN) minor.
For remaining patients:

START ALGORITHM



NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/01/04-12/04/12	312	Medical equipment	Page 1 of 3

MAINTENANCE AND OUT OF SERVICE FOR IMPROPER OPERATION

The district shall have a maintenance program for all bio-medical devices utilized for patient care.

The Provider/Care Giver using the device shall be responsible for the immediate removal from service any bio-medical devices suspected of malfunctioning. If the automated defibrillator or monitor/defibrillator is not functioning, the apparatus shall be out of service for medical responses with said malfunctioning device until replaced or removed.

Any malfunctioning bio-medical device shall not be placed into service until properly serviced or repaired by the manufacturer or manufacturer's authorized service program or by a local hospital.

Any suspected malfunctioning bio-medical device that may have affected patient care shall be reported to the officer in charge of the scene and to the Battalion Chief. This report shall include, but not be limited to, date of use, type of device, model number, serial number, patient's name, run number, description of the incident, description of affect on the patient's care, description of all actions taken at the time of reporting and agency's name. If appropriate, the Food and Drug Administration shall be notified.

The periodic preventative maintenance on all bio-medical devices shall meet or exceed the criteria recommended by the manufacturer of the device. They shall also meet state regulations as to Bio - Medical equipment care.

Glucometers on front line apparatus will be tested on a weekly basis during the apparatus detailed check and documented. Glucometers on back up apparatus and staff vehicles will be tested a minimum of once a month per the manufactures recommendations.

Individuals performing scheduled maintenance or repair shall possess the necessary credentials recommended by the manufacturer.

Records documenting compliance with this policy shall be subject to review and inspection by the EMRA Manager for the district. Records on all Bio - Medical equipment will be kept on file at Headquarters.

312.1 STORAGE

All Bio - Medical equipment will be stored on the apparatus per the criteria recommended by the manufacturer of the device

Devices that are out of service for repair or maintenance will be placed in the Battalion office at HQ when waiting for repair or maintenance

312.2 REPLACEMENT

Replacement will be based on:

- As needed basis
- As technology changes with new standards for Bio - Medical devices
- A minimum review of all Bio - Medical equipment every 5 years after the purchase of the device

312.3 USAGE

All Bio - Medical device will only be used for the purpose for which they were manufactured for and by following the protocols.

912.4 ROTATION OF LIFEPAK BATTERIES

In an effort to maintain equipment readiness, assure adequate power supply, and extend battery life expectancy the following procedure should be followed.

The batteries for our LifePak monitors are the LifePak NiCd and when properly maintained should have a useful life of up to 5 years according to the manufacturer.

Batteries are changed on the back of the unit behind the long storage pouch. Battery wells are marked #1 and #2. Battery well #1 is generally used for patient monitoring and battery well #2 is generally for patient defibrillation. The battery wells correspond with the battery indicators shown on the screen of the LifePak unit. When changing the batteries, they should be inspected for signs of damage or leakage. Any damaged or leaking batteries should be removed from service and a discrepancy form completed.

To install batteries:

1. Inspect the battery pins in the battery wells for signs of damage.
2. Align the battery so that the battery clip is over the pins in the battery well.
3. Insert the end of the battery opposite the battery clip into the battery well.
4. Firmly press the other end of the battery well until it clicks into place.

To remove the battery, press the battery clip in and lift the battery out of the battery well.

To maximize battery life in the Lifepak defibrillator/monitors:

- After use, replace both batteries with fully charged batteries; or, if the device was only used briefly, remove the battery in well #1 for recharging, move the battery in well #2 to the well #1 position, and install a fresh, fully charged battery in well #2.
- You may wish to charge batteries every week, even when device usage is light, and rotate all batteries in active use so they are used with equal frequency.

As a general guideline, batteries should be rotated in the above manner when they reach ½ power on the monitor screen, on the battery fuel gauge, or have been used for an extended time. Batteries should also be rotated on the assigned truck check day each week.

To assure adequate supply of power, a third battery should be kept inside the EMS cabinet on the assigned apparatus for rotation into the monitor. When batteries are rotated in the above manner, this would be the battery inserted into battery well #2. The freshly charged battery would then become the back up in the EMS cabinet and the low battery returned to the charger.

Batteries showing power on the “fuel gauge”, but not appearing on the monitor display, should be placed in the charger and conditioned. The charger should automatically go to the condition cycle, based on communication with the battery pack, or can be manually selected by pressing the “condition” button under the battery on the charger.

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/01/04-10/11/06	311	Medications and IV Fluids	Page 1 of 2

311.0 MEDICATIONS AND IV FLUIDS

311.1 STORAGE

All medications and IV Fluids will be stored per the manufacture in the jump kits.

Stock supplies of some medications and IV Fluids will be stored in Station 1 or Station 4 in a medical cabinet.

311.2 USAGE

Medications and IV Fluids will only be used for the purpose that they were manufactured for and per the district protocols.

311.3 INSPECTION

All medications will be inspected once a month on the last day of the month for:

- Damaged containers
- Expired dates
    - Medications that need replacement will be ordered 30 days prior to expiration by the EMRA Manager.
- Tampering of the container, if tampering is noted a Station Officer and Battalion Chief will be notified.
    - The medications will be removed of service and put under lock until the EMRA Manager can do an investigation.
    - The Medical Director and the Chief will be notified.
    - The EMRA Manager will make a written report on the investigation to the Medical Director and the Chief.
    - If the investigation notes violations of the law the Bureau of EMS and local law enforcement will be notified.

IV Fluids will be inspected once a month on the last day of the month for:

- Damaged containers
- Expired dates
    - Medications that need replacement will be ordered 30 days prior to expiration by the Operations Officer
- Tampering of the container, if tampering is noted the Station Officer and Battalion Chief will be notified.
    - The medications will be removed of service and put under lock until the EMRA Manager can do an investigation
    - The Medical Director will be notified

- The EMRA Manager will make a written report on the investigation to the Medical Director and the Chief.

311.4 REPLACEMENT

Medications:

- All replacement orders will go through the EMRA Manager and the Medical Director.
- Replacement will be as needed.
- An Rx will be on file for each medication for PRN replacement for one year.
- The Medical Director may at any time replace or stop the Rx order for any medication.
- Medication will also be replaced by the ambulance service for the amount of medications used.

IV Fluids:

- Replacement will be as needed
- Fluids will also be replaced by the ambulance service for the amount of Fluids used.
- IV Fluids carried will be based on the Protocol and the possible monthly usage.

MOVING AND LIFTING PATIENTS

Personnel should use proper body mechanics when moving or lifting patient or working at any scene.

- Make sure your back is locked.
- Use your legs to lift by having your legs apart and back upright.
- Extend arms down each side of the body.
- Adjust your orientation and position until the weight is balanced.
- Reposition your feet as necessary.
- With arms extended downward lift using the legs (keep you're back locked).

Always get help lifting even if they are non-Fire district personnel i.e.: a bystander.

When moving or lifting on LBB there should be four personnel, one on each corner.

When carrying patients up or down stairs, a spotter should be used to backup the bottom person carrying the load.

The district will move patients with the following devices:

- LBB
- KED
- Ambulance cot
- Basket stretcher
- Scoop stretcher
- Folding stretcher

Moving patients without devices:

- The Firefighters drag
- One person walk assist
- Firefighters carry
- Pack strap carry

Emergency Drags:

- Emergency clothes drag
- Blanket drag
- Arm drag
- Arm to arm drag

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/01/04	314	CQI Program	Page 1 of 3

314.0 GENERAL GUIDELINES

The district shall maintain a Continuous Quality Improvement (CQI) program to monitor, review, evaluate and improve the delivery of prehospital and trauma care services. The program shall involve all system participants and shall include, but not be limited to the following activities:

- Prospective - designed to prevent potential problems.
- Concurrent - designed to identify problems or potential problems during patient care.
- Retrospective - designed to identify potential or known problems and prevent their recurrence.
- Reporting/Feedback - all CQI activities will be reported in a manner to be jointly determined. As a result of CQI activities, changes in system design may be made.

The district shall maintain a CQI Committee. Membership of the QI Committee is limited to the Fire Chief, EMRA Manager, Paramedic and Medical Director. The CQI Committee shall meet as necessary.

- The Reporting Systems are tools for the CQI Committee.
- The CQI Committee shall review all Class 1 Trauma, Unstable Medical, Cardiac arrests, All patients Transported by Air, and all ALS calls where drugs are used.
- The Reporting System transmitted or conveyed to CQI Committee from EMS providers is for the express purpose of analysis by members of the CQI Committee.
- No copies of Reporting Systems records shall leave CQI Committee custody, and all unessential copies shall be destroyed.
- All correspondence addressed to the CQI Committee will be stamped "Confidential," remain unopened and personally handed to the addressee.
- Any outgoing CQI correspondence will be stamped "Confidential".
- All CQI records shall be stored in a locked cabinet at Headquarters, and dedicated for CQI Committee use.

314.1 CONTINUOUS QUALITY IMPROVEMENT

- Prospective:
    - Comply with Federal, State and District rules, regulations, laws and codes applicable to EMS.
    - Plan, implement and evaluate the EMS system.

- Approve ALS Service Provider's Peer Review Programs.
- Approve and monitor all EMS training programs.
- Establish policies and procedures to assure medical control, which may include, but not be limited to, dispatch, basic life support, advanced life support, patient destination, patient care guidelines and CQI requirements.
- Facilitate implementation by system participants of required CQI Programs.
- Design system wide reports for monitoring identified problems and/or trends analysis.
- Approve standardized corrective action plan for isolated and trend deficiencies with Fire EMS and hospital based ambulance personnel.

- Retrospective:
  - Evaluate system providers for retrospective analysis of prehospital care.
  - Evaluate identified trends in the quality of prehospital care delivered in the system.
  - Establish procedures for implementing the Certificate Review Process (CRP) for prehospital personnel.
  - Monitor and evaluate the Incident Resolution Process.
  - Conduct MCI critiques.

- Reporting/Feedback:
  - Evaluate data submitted from system participants and make changes in system design as necessary.
  - Provide feedback to system participants when applicable or when requested on CQI issues.

314.2 EMS PERSONNEL

- Prospective:
  - Participate on EMS advisory committees, as requested by the CQI Committee
  - Education:
    - Provide orientation of new fire/EMS personnel to the EMS system.
    - Provide and participate in CE activities to further the knowledge base of the field personnel.
    - Provide and participate in certification courses and the training of prehospital care providers.
    - Establish procedure for informing all field personnel of system changes.
  - Evaluation:
    - Develop criteria for evaluation of field personnel to include, but

not limited to:

- EMS reports form.
- Evaluation of new fire/EMS personnel.
- Routine audit/review.
- Problem-oriented cases.
- Action plans for individual first responder deficiencies.

- Certification:
  - Establish procedures, based on policies, regarding:
    - Initial accreditation/certification.
    - Reaccredidation/rectification.
    - Documentation of attendance at defibrillation skills proficiency demonstration sessions. (AED, Hands free ALS)
    - Mechanisms for personnel to make up missed skills proficiency demonstration sessions.

- Retrospective Analysis:
  - Develop a process for retrospective analysis of field care, utilizing the EMS Report Form or other available documentation, to include, but not limited to:
    - High-risk.
    - Problem-oriented calls.
    - Those calls requested to be reviewed by Medical Director.
    - Specific audit topics established through the CQI Committee.
  - Develop performance standards for evaluating the quality of care delivered by field personnel through retrospective analysis.
  - Comply with reporting and other CQI requirements, as specified.
  - Participate in prehospital research and efficacy studies as requested.

- Reporting/Feedback:
  - Develop a process for identifying trends in the quality of field care.
    - Report as specified by the district.
    - Design and participate in educational offerings based on problem identification and trend analysis.
    - Make approved changes in internal policies and procedures based on trend analysis.

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
04/26/06- 04/01/09	315	Patient Refusal	Page 1 of 2

Purpose

To provide guidelines for documentation and assessment of patient that questions their need for treatment, transport, or their right to refuse either.

Procedure

All individuals encountered on any Medical Assist, Motor Vehicle Accident, Lift Assists, etc. are considered to be patients until a medical assessment or a reasonable interview indicates otherwise. Medical assessment shall include evaluations necessary to determine a mechanism of injury and/or presenting chief complaint. If they have a chief complaint, injury, or mechanism of injury a PRC form should be completed.

If the ambulance resources are stressed by multiple calls, or multiple patients, it is acceptable to assist by completing a Nixa Fire Protection PRC form. Please document in your report the reason for obtaining a PRC when an ambulance was enroute, diverted or had multiple patients.

Those individuals encountered who have no obvious injuries, complaints or mechanism of injury and do not request an ambulance are not considered patients. These type responses are classified as "no care needed" and will be documented in our reporting system. The responding ambulance can be notified at that time. A "Refusal of Medical Care" form would not be necessary in this situation. If the accident or situation is found to be non-injury and an ambulance is not needed they can be disregarded through our dispatch.

Example: Response to an unknown call—"slumped behind the wheel." On arrival the person is found to be sleeping. Upon questioning, no complaints or problems are expressed and the person did not request medical attention.

In Motor Vehicle Collisions where significant mechanism of injury exists, i.e. rollover, T-bone and others where significant forces or intrusion into the vehicle are noted, all occupants are considered to be patients. A completed "Refusal of Medical Care" will be completed if an ambulance is not enroute or disregards. Every attempt should be made to have an ambulance evaluate and obtain their service refusal form.

All patients should have medical decision-making capacity. This includes the understanding of the nature of their condition, the risks/benefit of the treatment, and the risks/benefit of refusing care. Documentatoin will include all areas noted on the Refusal form, and the following in the patient section of our reporting system.

- Physical Examination findings
- Vital signs

- Factors that may effect a patient's ability to reason (drugs/alcohol)
- The Nixa FPD EMS treatment recommended

An ambulance will be requested for the following reasons:

- Patient or family requests an ambulance evaluation or transport.
- Any of the "Medical Decision-making Capacity" questions are "YES"

If in doubt, fill out a Patient Refusal of Care form.

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/29/06	316	Blood for Alcohol Analysis	Page 1 of 1

OVERVIEW

To guide paramedic in the applications of procedures when asked to draw blood by law enforcement officials for reasons other than primary patient care.

Paramedics may draw blood in the field as requested by law enforcement officials. If the patient is alert and oriented, his/her consent is necessary before the procedure is performed. In the event the patient is unresponsive, dead, or otherwise unable to give consent, then the consent will be implied and the procedure can be performed as requested by law enforcement.

Blood will be drawn by the Fire District paramedic at the scene of an incident only, on a dispatched call for medical assistance. We will not respond to the police department or sheriff's office for the sole purpose of drawing blood. Nixa Fire Protection District paramedics will draw blood for blood alcohol determination only.

316.0 PROCEDURE

After the paramedic is requested to draw the blood, consent must be received (informed or implied (1)). Universal precautions must be observed. Sterile, intact containers, needle, must be used in the blood draw procedure. Law enforcement official will supply the vacutainer tube. Skin should be prepped with BETADINE only. Alcohol wipes must NOT be used at the injection site (2). Drawing from the IV site is allowable if the site was NOT prepped using alcohol wipes. After the procedure is complete, it is necessary that the paramedic carefully document the procedure in the district report, including the arresting officers' name and badge number.

Patient care is the primary concern of the paramedic and the patient's rights and well being are top priorities.

(1) Informed consent is necessary to initiate invasive therapy.
(2) Alcohol or alcohol based swabs would invalidate the test in court.

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	
10/29/06	317	Withholding Resuscitation / Do Not Resuscitate	Page 1 of 2

OVERVIEW

While the Nixa Fire Protection District strives to combat illness, injury and disease through our Emergency Medical Services, we also recognize that death ultimately comes to all persons. It is our hope that these guidelines will assist EMTs and Paramedics when an emergency decision must be made to withhold resuscitation. This will also define the circumstances when Nixa Fire Protection District personnel may honor Do Not Resuscitate orders in the pre-hospital setting.

317.0 PROCEDURE

It is a policy of the Nixa Fire Protection District that cardio-pulmonary resuscitation is instituted immediately in the event of acute cardiac or respiratory arrest. We will also honor the documented wishes of patients not wanting to be resuscitated. CPR will be initiated by the EMT/Paramedic if two conditions are fulfilled by the patient:

A) If there is a possibility that the brain is viable, and
B) If there are no legal or medical reasons to withhold resuscitation.

A decision not to resuscitate a patient must be based on acceptable medical standards. The reason to withhold resuscitation should be sufficiently solid so that, should the decision be subject to question, it can be medically supported.

There are few reliable criteria by which death can be defined immediately. Decapitation, rigor mortis, tissue decomposition, and extreme dependent lividity are reliable criteria. <u>When these are present, resuscitation should not be started.</u>

There may be documents in the home that explicitly or implicitly refuse CPR:

> "DO NOT RESUSCITATE" (DNR) or "NO CODE" orders may be presented by the family. Such orders have been clearly supported in court cases. DNR orders must be written by the physician and must contain the medical justification for the order and acknowledgement that the patient or family has authorized the order. The DNR order must be signed by the physician and dated. It must be a permanent order. The following guidelines should be used when considering the validity of a DNR form:
>
> 1) Medical control should be contacted for authorization to honor the documentation (on-line medical control, or primary care physician).

2) DNR documentation must have been completed and signed by the patient or patient's guardian, the patient's physician and must be dated within the last 365 days.
3) The original documentation must be with the patient or presented to the EMT/Paramedic at the time of the EMT/Paramedic's arrival on scene.
4) If BLS (Basic life support) has been initiated when documentation is presented, the paramedic should contact medical control for authorization to discontinue resuscitation.
5) A copy of the fire report and associated documentation (EKG's, supplement) should be sent to the on-line medical control physician or primary care physician before the end of the shift.

The family may present an advance directive. An advance directive allows a competent person to make a decision concerning treatment that might prolong the dying process or to appoint an agent to convey their treatment wishes if they are incapacitated. An advance directive is a legal document in effect when the patient lacks decisional capacity. An advance directive can further stipulate that a terminal disease must also be present before the directive has force or the agent has authority. An advance directive may be revoked verbally be the patient at any time.

If there is any doubt about the applicability of a DNR order or advance directive, resuscitation should be initiated.

There may be situations where a patient has neither a DNR nor the advance directive, but the patients' wishes conveyed by the family may be honored due to the patient's terminal condition. (Hospice)

A patient with a terminal disease, who might be treated routinely, should be informed about the existence of advance directives and where to get more information.

When any doubt exists concerning a patient's viability or medical condition, or about the validity or applicability of DNR orders or advance directive, resuscitation should be initiated immediately. If family members request resuscitative efforts despite the presence of an advance directive, resuscitation should be initiated immediately.

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	**Procedure #**	**Title**	
10/29/06	**318**	**Medical Intervention**	**Page 1 of 1**

OVERVIEW

Occasionally a physician unknown to the EMT/Paramedic will appear at the scene of a medical crisis and offer to take over management of the resuscitation. This procedure will outline the procedure for turning medical direction over to that physician.

318.0 PROCEDURE

The EMT/Paramedic is to verify this person's identity. Preferably some from of ID identifying him/her as a Medical Doctor licensed to practice medicine in the state of Missouri.

Advise the physician we have a Medical Director and are following written orders for treatment.

Inform the physician he must sign a Medical Intervention form before care will be turned over to them. They must also understand that the Prehospital providers will not comply with orders that exceed their scope of practice or training. That physician must also stay with the patient and continue care during transport to the destination facility or until such time as patient care is relinquished to another equally qualified individual.

See "Physician on Scene" form

In case of disagreement between an Intervener Physician and an On-Line Medical Consultant, the Fire District EMT/Paramedic is to follow the orders of the On-Line Physician.

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised	Procedure #	Title	Page
7/12/2012	319	EMS Cancellation / Reduction	1 of 2

PURPOSE:

The purpose of this procedure is to define the parameters by which Christian County Fire personnel may cancel or downgrade an EMS response by Christian County Ambulance.

The canceling or downgrading of an EMS response will conform to the following guidelines.

PROCEDURE:

Cancellation of the Ambulance by on-scene Fire Personnel

On-scene Fire Personnel may cancel an Ambulance Response when:

- No patient or person is found at the location of the incident. (No Patient Found)

- Upon determination that the incident does not involve an injury or illness. (No Care Needed)
  - Non-injury accident
  - No obvious injury or complaint from persons involved.
  - No mechanism of injury (i.e. low impact accident)
  - Person on scene not found to match dispatch criteria (i.e. “person slumped over the wheel”)

- Determination of Obvious Death (DOA)
  - Decapitation
  - Total incineration
  - Decomposition
  - Total destruction of the heart, lungs, or brain, or separation of these organs from the body.
  - Rigor mortis or post-mortem lividity without evidence of hypothermia, drug ingestion, or poisoning
  - A valid Out-of-Hospital DNR

- Fire service will obtain Patient Refused Care form. (Fire Service PRC)
  - In the rare occasion the on-scene fire personnel are able to obtain their department PRC consent form. This may be considered in the event of a large weather event, multiple calls for service, known higher priority calls for EMS service in the county, or other events that are overloading the Christian County Ambulance system.

On-scene Fire Personnel may recommend the responding ambulance reduce priority when:

- On-scene Fire Personnel determine that the illness and injury does not match dispatch criteria and that the difference between Priority 1 (lights and siren) and Priority 2 response times would not likely have an impact on patient outcome.
- The patient is conscious, alert, and orientated.
- No life threatening injury or uncontrolled bleeding.
- Patient is triaged "GREEN" under START Triage criteria.

Steps to cancel or reduce the responding ambulance:

- Contact the responding ambulance on the appropriate fire frequency.
- Confirm the responding ambulance is responding to the right incident.
- Communicate to the ambulance the reason for their cancellation or reduction in priority. (DOA, PRC, NCN, No Patient Found)

  Examples:
  "Cox 510 from Nixa Command"
  "Nixa Command this is Cox 510"
  "Cox 510 confirming you are responding to Nixa for a MVC?"
  "Nixa Command that is correct"
  "Cox 510 you can cancel due to NCN, non-injury MVC"

  "Cox 512 from Ozark Command"
  "Ozark Command this is Cox 512"
  "Cox 512 confirming you are responding to 123 Ozark St. for a Cardiac Arrest?"
  "Ozark Command that is correct. Do you have any patient information?"
  "Cox 512 you can reduce priority. Patient is CAO, patient fell, complaining of sore ankle"