

**Policy and Procedures
Of The
Broad and Gales Creek Community Association, Inc.**

Amended December 14, 2023

General Policies of Broad and Gales Creek Community Association, Inc.

1. Policy and Procedure Manual
 - a. The policies of this manual shall be reviewed in its entirety annually by the By-Laws Committee.
 - b. A policy may be added, deleted, or amended by a majority vote of the Board of Directors.
2. Responsibilities
 - a. If a reporting member of the Board of Directors is unable to attend a regularly scheduled meeting or special meetings by the Board, it is the responsibility of the absent member to provide a proper report for a substitute to deliver during the meeting. The substitute may participate in discussion but cannot introduce motions or cast a vote.
3. Meetings
 - a. Regular scheduled Board of Directors meetings are to be held on the second Thursday of each month at 7:00PM except for an Annual Meeting that is to be held on the second Thursday of November.
 - b. Special meetings of the Board of Directors may be called at any time by the President or Vice President in the absence of the President.
 - c. All meetings of the Board of Directors shall be open to any resident of the Broad and Gales Creek Fire District or invited guest(s) by any member of the Board of Directors except for any Board of Directors Closed Executive Session meetings to address personnel or other matters which involve the Integrity and/or the Reputation of the Association.
4. Financial Policies and Reporting
 - a. All Association checks and/or disbursements shall be validated by the President or Vice President in the absence of the President and the Treasurer whose signatures will be on file with the depository.
 - b. The Association debt ceiling shall not exceed (\$25,000.00) Twenty-Five Thousand Dollars total indebtedness; however, this ceiling may be exceeded by the purchase debt incurred for any major piece of firefighting equipment or for supporting buildings and grounds.

- c. Any Single Expenditure more than (\$2,500.00) Twenty-Five Hundred Dollars for durable goods, expendable supplies and/or services shall be subject to public contract negotiation and approved by the Board of Directors.
 - I. Exception to this policy.
 - 1. Exception may be implemented in the case of sole manufacturer and/or the necessity of duplication goods or supplies in inventory.
 - 2. Exception may be expenditures, approved by the Fire Chief, that falls under a budget line item that has been approved by the board. If the expenditure exceeds the budget line item limit, board approval must be obtained.
- d. All invoices and/or receipts must be approved by the Fire Chief, Board Treasurer, or Board President with a signature and line item before submitting to the Bookkeeper and Treasurer.
- e. All purchases must be verified with an invoice or receipt within two weeks of the transaction date. Payment cannot be submitted without an invoice and or receipt.
 - I. If an invoice or receipt cannot be provided, the Fire Chief must draft a memorandum explaining that the receipt was not received or lost before payment can be made.
 - II. Invoices and/or receipts may be sent via email to the bookkeeper, however, the body of the email must clearly state that the expenses are approved.
- f. Memorandum for missing receipts.
 - I. The Fire Chief, or any other approved staff to make purchases, must utilize an online form to report missing receipts. This form must be completed by the staff member that made the purchase; therefore, an evaluation must be made on staff that is approved to make purchases. This form can be completed on a computer or mobile device. Once the form has been completed, the bookkeeper will receive a notification. The bookkeeper will then send the memorandum to the Chief and the Treasurer for electronic signatures to approve and acknowledge the submission. The Chief will be required to take action with the employee that submitted the form. If the Chief does not agree that the expense is a valid business expense, he can reject the electronic signature request and “not approve” and take further action with the employee. Each month, after each account is reconciled, the bookkeeper will inform the Chief about which receipts are missing and will let him know if a memorandum was submitted for a missing receipt. This will allow the form from being overused.
 - II. The link to the form is: <https://forms.office.com/r/sLwTjiQyCv>
- g. Inventory of All Association Property that is not inventoried under the Fire Department Chief shall be established and maintained by the Secretary. Subject Inventory will be verified on an annual basis by the newly elected Board of Directors. This inventory shall be prepared in a uniform manner using prescribed

forms and will reflect all items of Association Property having a Unit Value more than (\$500.00) five hundred dollars.

- h. Any request of funds from the Fire Reserve Fund must be approved by the Board of Directors in advance of any transfer.
- i. The Treasurer shall prepare and analysis of budget expenditures for each regular scheduled meeting of the Board of Directors.
 - I. The Treasurer Report shall include:
 - 1. All expenditures for the month preceding the Board of Directors Meeting.
 - 2. All income for the month preceding the Board of Directors Meeting.
 - 3. Each line item shall clearly list receipts and income and not a generic “Miscellaneous” line item.
- j. Every Member of this Association who will be responsible for handling Association funds more than (\$100.00) One Hundred Dollars will be bonded by the Association.
- k. All Financial Records of this Association shall be reviewed by a Certified Public Accountant at the close of business on June 30 of each year. Results of the review will be presented to the Board of Directors by the Treasurer in a timely fashion.
- l. Payroll
 - I. Paid Day Staff Employees are 100% paid hourly and cannot volunteer for Broad & Gales Creek Fire Department. All hours tracked must be reported at an hourly rate and not a daily rate to ensure that they are not falling below minimum wage.
 - II. If any paid day staff on payroll responds to a call outside of their scheduled day shift, it is the responsibility of the Fire Chief to track and ensure that their time and wage does not fall below minimum wage.
 - III. If any Fire Member or Paid Day Staff Employee on payroll attends a training session, meeting, or any other event as a representative of Broad & Gales Creek Fire Department, that time must be tracked to ensure they are not falling below minimum wage.
 - IV. The Volunteer Incentive Payout will be \$5.00 per call and \$10.00 fuel reimbursement for a total of \$15.00.

5. Human Resources

- a. HR Duties of the Bookkeeper/New Hire Specialist as approved by the board.
 - I. Distribute North Carolina required notices for employment to each new hire.
 - II. E-Verify each new hire social security number.
 - III. Upload Form I-9 of each new hire within three days of the start date to the Department of Homeland Security, US Citizenship & Immigration Services.
 - IV. Retain personnel files and records of each employee and/or volunteer.
 - V. Post updated Labor Law Posters annually in a common area of the fire department.

6. New Hire Process

- a. The following documents must be delivered to the Bookkeeper/New Hire Specialist, as approved by the board, before the start date.
 - I. Employment Application
 - II. Signed Employment Eligibility Form I-9 with a starting date.
 - III. Must be verified by the Fire Chief with a physical ID and signed by the Fire Chief at the bottom of Section 2.

7. Contracted Services

- a. For tax purposes, Form W-9 must be obtained by all service-related vendors before any payment can be issued.
- b. If contracted services need to be made, proof of liability insurance is also required before any work can be started.

8. Contracts on File

- a. The Board Secretary will retain original signed copies of all current Fire Department contracts that require financial obligations.
- b. The Board Secretary will deliver a copy of all current Fire Department signed contracts that require financial obligations to the Fire Chief, Treasurer, and bookkeeper for audit.

9. North Carolina Non-Profit Policies

- a. Conflicts of Interest policies will mirror that of the state of North Carolina.
- b. Whistleblower Protection policies will mirror that of the state of North Carolina.
- c. Document “Retention and Destruction” per tax return documentation.

10. Real Property

- a. Community Building
 - I. The Broad and Gales Creek Community Association owns and maintains the Community Building located at 110 Cactus Street, Newport, NC 28570.
 - II. The building serves as a voting precinct for a Carteret County polling location.
 - III. The Community Building is available for rental per contract.
 - 1. Any active Board member of the Broad & Gales Creek Community Association and/or Broad & Gales Creek Fire Department is eligible for one free rental per year.
 - 2. Any previous Broad & Gales Creek Community Association Board member, Broad & Gales Creek Fire Department, or Broad & Gales Creek EMS member who has served 4 years in consecutive service is eligible for one free rental per year.
- b. Michael Joe Morton Memorial Park

- I. The Broad and Gales Creek Community Association owns and maintains the Michael Joe Morton Memorial Park adjacent to the Community Building located at 110 Cactus Street, Newport, NC 28570.
- II. The park is open to the public from sunrise to sunset.

Duties of Association Officers

1. Duties of the President
 - a. Preside over all Association Meetings and Official Functions
 - b. Represent the Association with external interests.
 - c. Appoint standing and special Committees as required.
 - d. Prepare and present a “State of the Association” message to the membership at the annual meeting.
 - e. Ensure that all By-Laws contained herein are complied with by Association Officers and the Membership.
 - f. Sign checks prepared by the Treasurer for disbursement.
2. Duties of the Vice President
 - a. Act as an Executive Assistant to the President in the event of the President’s absence.
 - b. Sign checks in the absence of the President prepared by the Treasurer for disbursement.
3. Duties of the Secretary
 - a. To record and maintain Minutes of all Association Meetings.
 - b. File and maintain security of all Association Papers, Correspondence, and Documents
 - c. Maintain an inventory of all Association Property having a unit value more than (\$500.00) Five Hundred Dollars
 - d. Assist the Board in all administrative matters.
 - e. Publicize Association Activities and Board of Directors Meeting Minutes.
4. Duties of the Treasurer
 - a. Maintain strict and accurate accounting of all Association Funds, both Accounts Receivable and Accounts Payable.
 - b. Prepare and submit a Financial Report for the preceding month to the Board of Directors at each Regular Monthly Meeting.
 - c. Assist in the preparation of the Annual Budget.
 - d. Prepare and submit a Financial Statement to the Membership at the Annual Meeting.
 - e. Prepare checks for disbursement of the B&G Fire Department and Association.
 - f. Track and manage payroll for the Fire Department.

- g. Submit financial records annually to an accredited Certified Public Accountant for audit by the close of business on August 31 to receive bank statements for the fiscal year ending June 30. Results of the audit will be presented to the Board of Directors, by the Treasurer, at the next regular scheduled Board of Directors meeting following receipt.
- 5. Board of Director Duties of the Broad and Gales Creek Fire Department Chief
 - a. Attend all Board of Directors meetings.
 - b. Present a monthly report at each regular scheduled Board of Directors Meeting on the status of the Fire Department and present business that requires Board approval.
 - c. Prepare a comprehensive operating/planning budget to reflect the next fiscal year requirements for operation, personnel, and maintenance cost for equipment acquisition and replacement and for anticipated major equipment purchases. This budget shall be presented to the Board of Directors during the regular scheduled February meeting, prior to the submission to the county manager for Board approval and inclusion in the Association budget.
 - d. The Fire Chief shall maintain a Property Inventory on prescribed forms of all departmental property having a unit value more than (\$500.00) Five Hundred Dollars. The secretary shall be provided a copy of the subject inventory during the July Board of Directors Meeting.
 - e. Provide Professional Development on Incident Reporting for Workers Compensation to members of the Broad & Gales Creek Fire Department. Any incident resulting in injury by any member of the Broad & Gales Creek Fire Department must report to the chief within 24 hours. This includes assigned duty, volunteer duty, training (on site/off site), or any other board sanctioned event approved by the Chief.
 - f. The Fire Chief shall notify the President or Vice President in the absence of the President of any fire member incident resulting in injury within 24 hours of chief notification.
 - g. The Fire Chief must account for all credit card receipts from the Broad & Gales Creek Fire Department. A tracking system must be utilized for anyone that uses the credit card by signing out and signing in with the receipt. The Fire Chief will turn in all receipts to the Treasurer at each regular scheduled board meeting. All receipts must be accounted for before the bookkeeper pays the monthly bill.

Standing Committees shall be appointed by the President based on needs of the Association and Community.

- 1. Buildings, Grounds, and Planning Committee.
- 2. By-Laws Committee.
- 3. Community Services Committee
- 4. Ad Hoc or Special Committees may be appointed on a timely basis for Fund Raising Events, Special Projects, and other Association Devises.

Code of Conduct for Board of Directors

WHEREAS the Board of Directors of the Broad and Gales Creek Community Association wishes to ensure that it and its individual members maintain a high standard of ethical and professional conduct in the performance of their responsibilities as Directors,

THEREFORE, BE IT RESOLVED THAT the Board hereby adopts the following Code of Conduct:

1. Board Members shall act in the best interests of the Association as a whole. Board Members serve for the benefit of the entire membership of the Broad and Gales Creek Fire District rather than any constituency, and shall, at all times, strive to do what is best for the Association as a whole and to promote and enhance the reputation and standing of the Association.
2. Board Members shall carry out their responsibilities in good faith with reasonable care, honesty, and due diligence. Board Members shall be informed, actively participate in Board discussions, regularly attend Board meetings and be responsible for setting the Associations strategic direction.
3. Board Members shall comply with governing documents and relevant law. Board Members shall use their best efforts, always, to make reasonable decisions that are consistent with the Articles of Incorporation, Bylaws, and other governing documents of the Association, and to be familiar with all such documents. Board Members shall comply with all applicable laws, rules, and regulations.
4. Board Members shall refrain from using their position on the Board for their personal advantage. Board Members are not to engage in self-dealing or exploit opportunities that become available to them because of their position on the Board if those opportunities fall within the scope of the Association's current or planned activities.
5. Board Members shall maintain confidentiality. Board Members shall always maintain the confidentiality of all legal, contractual, personnel, and similar confidential and non-public information entrusted to them or acquired during their service on the Board.
6. Board Members shall disclose conflicts of interest. Board Members shall disclose any perceived or potential conflict of interest in accordance with the Associations Conflict of Interest Policy.
7. Board Members shall behave professionally at meetings. Board Members shall conduct themselves at all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional, courteous,

respectful, and businesslike manner. Personal attacks against other Board Members, community members, Fire and EMS volunteers/employees, state or local government officials, or guests are not consistent with the best interests of the Association.

8. Board Members shall refrain from harassment. Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, community member, or staff.
9. Board Members shall refrain from making public statements on behalf of the Broad and Gales Creek Community Association unless authorized to do so.
10. Board members shall comply with all Association policies addressing their conduct. Such policies include the Conflict-of-Interest Policy, the Whistleblower Policy, and the Retention Policy.

Violation of the Code of Conduct:

Board Members should report violations of the Code to the President of the Broad and Gales Creek Community Association. Alleged violations will be investigated, and appropriate action taken in the event of a violation. Sanctions may be imposed by the Board commensurate with the degree of the violation and may include a cautionary admonition, a private letter of censure, a request for counseling or other remedial action, a request for resignation or such other action, including removal from office by vote of the Board, as the Board may deem appropriate.

Code of Ethics for the Broad and Gales Creek Community Association

The Association believes in the worth and dignity of each individual and in the value of citizenship in enhancing individual and community development. This statement provides a framework by which to community members and the institutions through which they work in attaining the highest degree of citizenship.

With respect to self, members of the Board of Directors and Fire staff:

- Represents personal and professional qualifications in a true and accurate manner.
- Maintains confidentiality of residents and colleagues except where disclosure is compelled by law or to serve a compelling professional need.
- Bases professional action and decisions upon sound, objective rationale without influence of favors, gifts, or personal or political advantage.
- Recognizes and accepts responsibility for individual actions, judgments, and decisions.
- Contributes to the growing body of specialized knowledge, concepts and services that characterize community.
- Strives for the advancement of citizenship, upholds its honor and dignity, and works to strengthen it in the community, state, and nation.

- Participates actively in the work of the community to define and improve standards of preparation and service.
- Establishes and maintains conditions of employment conducive to providing high-quality community services.
- Exercises professional judgment in presenting, interpreting, and critiquing ideas, including controversial issues.

With respect to others, the Board of Directors:

- Uses individual competence as a principal criterion in accepting delegated responsibilities and assigning duties to others.
- Provides statements about peers or staff in a fair, objective manner without embarrassment or ridicule.
- Evaluates community members and colleagues without regard to race, color, creed, sex, status or any other factor unrelated to the need for membership, allows any resident or member to participate in the community programs who can benefit from the programs and provides the same benefits or advantages to all members in the program.

Conflict of Interest Policy

Purpose:

The purpose of the Conflict-of-Interest policy is to protect the interests of this tax-exempt Association, (the “Association”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

1. Interested Person – Any board member, Fire or EMS officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest
 - a. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - b. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
 - c. A compensation arrangement with any entity or individual with which the Association has a transaction or arrangement, or
 - d. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures:

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. The remaining board or committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

Broad & Gales Creek Fire Department

SOG's, SOP's, Bylaws Carteret County Radio & ECC Field Ops

April 2022



Broad & Gales Creek Fire Department

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Broad & Gales Creek Fire Department

Standard Operating Procedures

General Rules

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents the following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.

General

1. Any accidents involving department vehicles shall be reported to a Chief Officer as soon as possible.
2. Any accidents involving an injury to a member shall be reported to the Chief as soon as possible.
3. Any accident involving an insurance claim, the member will submit to a drug and alcohol test.
4. Wheel chocks shall be used during pumps operations or while parked on a scene.
5. Officers are the only ones to communicate with communications on portable radios unless a non-officer is acting as command or has been instructed to do so by an officer.
6. All members are to report to the station for a call unless cleared to do otherwise by the Chief.
7. No personal equipment shall be used on calls unless approved by the Chief.
8. All turnout gear is to be kept at the station unless cleared by the Chief to do otherwise.
9. No member is to respond on another department's call unless this station has been dispatched mutual aid.
10. No turnout gear shall be worn by a member from another department on a scene unless authorized by the Chief.
11. No station vehicle is to leave the district, unless responding to a mutual aid call, without approval of a Chief Officer.
12. All members are encouraged to report/ suggest any safety issues, changes, or policies.
13. Earplugs, chaps, and eye protection when using a chainsaw in non-ventilating uses. Equipment is located in the Rescue unit.

In Department Vehicles

1. ALL N.C. MOTOR VEHICLE LAWS SHALL BE OBEYED. No speeding, running a stop light, or illegal passing shall be allowed.
2. Seatbelts shall be worn at all times when the vehicle is in motion.
3. Getting dressed out in turnout gear while in route to a scene is prohibited.
4. Helmets are not to be worn while vehicle is motion.
5. Emergency traffic is not to be ran with non-members riding in the vehicles.
6. Any department vehicle needing repair or service needs to be written in Emergency reporting and reported to the officer in charge of vehicle.

On Scene

1. Safety should be primary concern for all individuals on every scene. Each scene shall have a person responsible for safety.
2. Incident Command system should be used on all scenes.
3. Only trained personnel shall be allowed to participate in interior attacks.
4. Only trained personnel shall be operating fire apparatuses.
5. Wheel chocks shall be used during pump operations or while parked on a scene.

6. All arriving members shall report to the Incident Commander and or Ops for assignments.
7. No free lancing on any fire scene.
8. All members are to follow commands given by the division officer in their area. If a member is not comfortable completing an assigned task than they should notify their immediate officer for reassignment.
9. Full turnout gear shall be worn at all times when involved in direct firefighting activities. Forestry gear is acceptable for woods / brush fires.
10. Any member on or beside a roadway shall have on a reflective vest or coat.
11. Mutual aid companies should be utilized for a fill site.
12. Only department personnel shall be allowed to ride on or operate department equipment. Mutual aided department personnel are allowed if cleared by the Incident Commander.
13. All members are to conduct themselves in a profession manner when on any fire scene.
14. No horseplay allowed on any scene and any member acting reckless shall be removed from the scene.
15. Members are not allowed on any scene while in a state of intoxication or under the influence of any narcotics.
16. No pictures of any scene are to be taken by members for personal use. Pictures can be taken only if all victims have been loaded into an EMS unit and are being transported. This does not apply to pictures being taken for investigation purposes.
17. Members are to be seated in the middle of the hose bed while reloading hose.
18. Protective clothing shall be worn while dealing with exposure to bloodborne pathogens.
19. Lockout/tagout procedures shall be used when securing power/equipment on scenes.

At Station

1. No horseplay shall be permitted.
2. No use of departmental equipment for personal business without approval of the Chief
3. Vehicles are not to be taken out of the district unless responding mutual aid or with approval of a Chief Officer.
4. Station equipment will not be loaned out to another department or person without approval of the Chief Officer.
5. Lockout/tag out procedures are to be used when servicing or taking equipment out of service.
6. Any member caught purposely damaging department equipment shall be disciplined by the Chief or department membership.
7. Any member caught stealing will be suspended immediately and will face legal actions.

Training/ Work details

1. All members are encouraged to attend any training function, work details or departmental meeting at the station.
2. Department training forms or Emergency Reporting training log shall be filled out whenever a member takes any training class or whenever involved in a work detail.
3. All forms are to be turned in to the officer assigned training after they have been filled out.
4. Any certificates earned should be copied and the copy turned in for station records.
5. Any member who wants to attend a class or seminar outside the county shall receive
6. approval from the Chief before any department vehicle is used for transportation.
7. No member will be reimbursed tuition costs for a class unless they were approved by the chief before registering and proof of class completion turned in.
8. All members are encouraged to obtain all firefighting certifications available.
9. All members must obtain 36 hours per year to qualify for state benefits.
10. Any member taken a department vehicle away to a school shall not:
 - a. Allow any non-member to drive the vehicle.

- b. Drive after consuming any alcoholic beverages.
- c. Park at or in front of any adult only establishments.

After Calls & Training Sessions

1. All members are to report back to the station after calls and any training sessions away from the Station unless released by the officer in charge.
2. Trucks should be made ready to respond to a call if dispatched.
 - a. Refuel trucks if below half of a tank of fuel.
 - b. Booster tanks filled with water.
 - c. All tools used should be cleaned and placed back in the proper area.
 - d. Hoses used either re-bedded or rolled backwards for cleaning. Replace rolled hoses on the trucks with hose off the hose rack.
 - e. Airparks cleaned and filled with air.
 - f. Truck cabs swept out and all trash removed.
 - g. Windows rolled up, rinsed off, or wiped down.
3. Officer in charge or I.C. of a scene is responsible for ensuring all department reports are filled out correctly and all participating members have signed before turning in.
4. The officer in charge and driver/operator is responsible for ensuring all equipment and vehicles are ready for service before leaving the station.

Department Equipment

1. Department equipment shall be used only for its intended purpose.
2. No member shall use any department vehicle for personal use.
3. No hand tools, ladders or saws are to be taken off a vehicle for personal use.
4. Swimming pools are not to be filled using department equipment.
5. Only Chief Officers are allowed to loan any department equipment out to another Fire or EMS department.
6. Any equipment needing repair is to be taken out of service, maintenance request done in Emergency Reporting, and Chief notified as soon as possible.

Broad & Gales Creek Fire Department

Standard Operating Procedures

Duties of Members

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents the following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.
2. It shall be the duty of every member to report to the fire station upon receipt of any call. Ensure all appropriate equipment and vehicles are in route to the scene of the emergency and continue to discharge his/her duties as a firefighter under the direction of the officer in charge until he/she is excused or dismissed by said officer or officer at the station.
3. It shall be the duties of all members to observe and obey all traffic laws during the course of an alarm.
4. Any member not attending any of the following will be brought in front of the chief officers for review:
 - a. Four consecutive meetings.
 - b. Fifty percent of all training sessions.
5. Members will receive credit for attendance of monthly business meetings, training sessions, if they have spent seventy-five percent of the time at said departmental function.
6. All members are expected to conduct themselves in a professional manner whenever participating in any departmental functions or on any call.
7. Any and all equipment assigned to a member remains the property of the department and shall be returned in a good and undamaged condition (cleaned) on a member's resignation, suspension or dismissal from the fire department. Any damaged incurred shall be the responsibility of the member unless damaged by normal wear or tear while on an official performance of his/her duties or by an act of God.
8. No member shall participate in any fire department function, operate any fire equipment or department vehicles nor shall any member be on a fire scene while being intoxicated or under the influence of any narcotic.
9. No member shall be a member of any other fire department unless a membership of another department is due to employment or for certification purposes. New members shall be given ample time to resign from other departments. The time limit shall be set forth by the Chief.
10. Any member called or serving on active duty in the armed forces of the United States will continue to be considered a member for the purpose of accumulation of time as a member of the department. Upon release or discharge from active duty in the armed forces of the United States; said member shall notify the department of his/her availability.

Broad & Gales Creek Fire Department
Standard Operating Procedures
Accidents/Injuries

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents the following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.
2. All accidents and injuries are to be reported to the Chief as soon as possible.
3. Vehicles
 - a. Any vehicle accident involving a department vehicle shall be investigated by the law enforcement agency having jurisdiction if accident requires an insurance claim.
 - b. Members involved shall go to the hospital to be checked out for injuries if needed.
 - c. All members involved shall submit a written report as to what occurred.
 - d. If possible, pictures of the scene should be taken and submitted with the driver's report.
 - e. Any member involved in an accident requiring reporting to the insurance company shall submit to a drug test within eight (8) hours after the accident if possible.
4. Members.
 - a. Injuries involving members shall be reported.
 - b. Members shall be treated for any injury that occurs.
 - c. Members needing emergency care shall be taken to the nearest hospital or medical facility needed.
 - d. Members having the injury and any member witnessing the accident which caused an injury to a member shall submit a written report as to the events causing the injury.
 - e. Any member injured resulting in a Workman's Comp claim shall submit to a drug test within 4 hours after the injury if possible.
5. Property and equipment.
 - a. Any accident resulting in damage to property or equipment shall be reported.
 - b. Written reports as to the cause of the accident may be requested.

Broad and Gales Creek Fire Department
Standard Operating Procedures
Intoxication

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents the following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.
2. Any member who attempts to or does drive or operate any fire department vehicle or equipment while under the influence of alcohol or drugs may be suspended or expelled from the department.
3. Any member who while under the influence of alcohol or drugs, attends a meeting or function in the fire buildings, or attempts to render fire duty, may be suspended or expelled from the department.

Broad & Gales Creek Fire Department
Standard Operating Procedures
Suspension or Expulsion

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents the following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.
2. In the event that a member does not fulfill their obligations they will be called before the Chief and at his discretion, be placed on probation, suspended or recommended for dismissal. Length of probation and suspension shall be no more than 60 days. Dismissal recommendation shall be brought before the department at the next business meeting. The Chief may appoint members to help in these decisions.
3. Any member shall have the right to bring charges against any member for violations of any Standard Operating Procedures. Any charge shall be submitted to the Chief in writing.
4. Any member who has been suspended shall lose all rights and privileges of membership and may also have to turn in all equipment issued until members suspension is over.
5. Any member who is recommended for dismissal shall have the charges and any evidence brought in front of the general membership. The general membership must approve dismissal recommendation by a two-thirds vote of the membership present. If a member is dismissed from service, dismissal takes effect immediately after final vote. Appeals can be made to the Community Association Board of Directors.
6. The penalties that may apply to all members brought up on charges may be as follows:
 - a. Verbal reprimands and a letter placed in personal folder.
 - b. Member may be placed on 60 days probation and a letter placed in personal folder.
 - c. Suspended up to 60 days and letter placed in personal folder.
 - d. Dismissal from the department and a letter placed in personal folder.
 - e. Specialized Training or retraining.
7. Penalties shall be determined based against severity of the violation(s).
8. All members brought on charges shall be notified in writing of said charges and they shall be given at least two (2) weeks to defend themselves to the chief or general membership.
9. If any member fails to respond to charges brought against them, said member shall forfeit any rights to any appeals.
10. Any charges brought against the Chief or the Assistant Chief shall be brought in front of the Broad and Gales Creek Community Association.

Broad & Gales Creek Fire Department

Standard Operating Procedures

Accountability & Qualifications

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents the following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.

Accountability

1. Each member shall receive two (2) accountability tags with their department number.
2. Arriving members by POV shall turn in a red tag to the Incident Commander or Accountability Officer and black tag goes to assigned sector/division.
3. Members in department vehicles shall turn tag into the driver/operator and the black tag goes to the sector/division.
4. Driver operator shall turn the tags of their passengers to the IC/AO in a group.
5. Upon completion of assigned task member should collect their black tag to turn into officer of the next assignment/sector.
6. After call is complete, each member on scene shall collect black tag before leaving the scene.
7. Firefighter designation by helmet color.
 - a. Helmets: Broad & Gales Creek shall designate member qualifications by utilizing the following helmet color scheme.
 - i. Yellow: Yellow helmet designates member as a junior firefighter.
 1. Junior firefighters cannot be used for live firefighting activities or traffic control duties.
 2. Juniors can participate in rehab and scene cleanup activities.
 3. Juniors can participate in salvage and overhaul activities providing the IC has determined building is safe and no air-packs are needed.
 - ii. Orange: Orange designates a non-interior qualified firefighter.
 1. Firefighter can participate in any exterior operation while on scene.
 2. Firefighter can participate in any salvage and overhaul operation.
 - iii. Black: Black designates a certified/1403 qualified firefighter.
 1. Firefighter can participate in any fire scene operation.
 - iv. Red: Red designates a Lieutenant or Captain.
 - v. Blue: Department Chaplain.
 - vi. White: Chief Officer and Safety Officer.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Vehicle Responses

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow when responding to emergencies. These guidelines are subject to change as needed and failure to comply could result in disciplinary action by the Chief.

Response to Calls

1. Upon receiving any alarm (call), ALL members will report directly to the station. The only exception being the Chief Officers and any member receiving permission from the Chief.
2. Privately owned vehicles.
 - a. ALL N.C. MOTOR VEHICLE LAWS SHALL BE OBEYED. No speeding, running a stop light, or illegal passing shall be allowed.
 - b. Should only be driven to the scene if approved by the chief or the on-scene commander.
 - c. Use of red warning lights or flashers shall be in accordance with N.C. State Laws and only used if the department has been dispatched on a call. Members are not allowed to use warning lights if responding from farther away than an adjoining fire district.
 - d. All POV's driven to the scene shall be parked well away from the scene as to not block or hamper any operations on the scene.
3. Fire Department Apparatus
 - a. Only members who have been cleared to drive fire department vehicles shall do so.
 - b. All members riding in the vehicles shall be seated and belted in before truck leaves the station.
 - c. Red lights and sirens should be used at all times when responding to an emergency call.
 - d. Helmets are to be secure in the cab and not worn by the passengers.
4. Trucks should communicate via radio to county communications that the department is in service and in route to the scene. All trucks should call the scene command when at 3 minutes out to ask for an assignment.
5. Driver of the fire trucks shall stay with the truck while on scene unless relieved by another qualified member or otherwise instructed by the scene command.
6. Vehicle response per call in the following order:
 - a. Structure Fires: Engine1-, Engine-4, Tanker-1, Rescue-13, Tanker-2
 - i. Minimum of 4 personnel on the first engine out, if possible.
 - b. Brush and/or Woods Fires: Engine4-, Tanker-2.
 - c. Vehicle Fires: Engine-, Tanker-1.
 - d. Motor Vehicle Accidents: Engine-1, Rescue-13.
 - e. Alarm Activation: Engine-1.
 - f. Service Calls: Engine-1, Rescue-13.

- g. Boating Accidents: Rescue-13, Engine-1.
- h. Boat Fires: Engine-1, Tanker-1, Rescue-13.
- i. Rescues: Rescue-13, Engine-1.
- j. Ems Calls: Engine 1 or unit 1 if in an area where engine can be damaged or stuck
- k. Mutual Aid: EQ, Engine-4.
 - ii. Calls to the Beach Districts
 - 1. Structure Related: Engine-4, Tanker-1, Rescue-13, Unit 1 With air trailer.
 - 2. Brush/Woods Fire: Engine-4, Tanker-2.
- l. Any additional vehicle can respond upon request from the scene commander.
 - iii. * Any equipment requested should take precedence over this section
- m. EMS calls- Engine 1, use unit 1 only if in a bad area where engine might get stuck or damaged.
- n. Only qualified fire department personnel on scene should cancel the response of the department's trucks within the fire district. Any other cancellations should still be investigated by the department. Respond without lights or siren.
- o. ALL N.C. MOTOR VEHICLE LAWS SHALL BE OBEYED.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Hazardous Weather Response

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow when responding to emergencies. These guidelines are subject to change as needed and failure to comply could result in disciplinary action by the Chief. As with any call, safety of the membership takes priority overall.

Hurricanes

1. Calls will be answered by the department until wind speeds reach 55 miles per hour sustained. Any response after, will be at the Chief's discretion.
2. After the storm, damage assessment teams will be sent out to survey damage and reported back to the station.
3. Any major damage should be reported to the county by the senior officer.
4. Snow and Ice
 - a. Travel at a safe slower speed.
 - b. Allow extra distance for stopping.
 - c. Proceed with caution.
5. Flood
 - a. Use caution when traveling through flooded roads.
 - b. Never travel through moving water.
 - c. If you cannot see the road, do not go.

Broad& Gales Creek Fire Department

Standard Operating Guidelines

Mutual Aid Response/Ops

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow while on the scene of an emergency. As with any scene, safety of the membership takes priority overall. These guidelines are meant as just a guide and final operations are up to the incident commander. The incident command system shall be utilized on all scenes.
2. Vehicle Response
 - a. Mutual Aid calls:
 - i. Structure Related Surrounding Districts
 1. Engine-1, Tanker-1, R-13
 - ii. Beach Districts
 1. R-13, Engine-1, Unit 1 and air trailer.
 - iii. Brush/Woods Fire
 1. Engine-4, Tanker-2.
 - b. Arrival
 - i. Vehicles shall notify command of their arrival and request an assignment @ 3 Minutes out.
3. Operations
 - a. Members shall stay together with the crew they arrived with and complete assigned tasks.
 - b. Any member responding in a POV shall notify the department officer/member in charge of their presence on scene and assume a role within the department's assignment.
 - c. Only the officer/member in charge of Broad & Gales Fire Department shall communicate with Law Enforcement (LE) unless assignment requires otherwise.
 - d. No member shall be allowed to operate on scene without department supervision.

Broad & Gales Creek Fire Department

Standard Operating Procedures

Station SOP's

Purpose

1. In order to create a safer environment and to help reduce the potential for accidents following procedures shall be followed by the membership. Failure to comply with these procedures could result in disciplinary action by the Chief and or department.

Facility

1. Exterior doors are to remain locked when no one is at the station.
2. No doors are to be propped open unless it is needed to move objects through the Doorway except upstairs inside door at the top of the stairwell.
3. Garage doors are not to be left open when outside temps are below 60 degrees.
4. Rooms
 - a. Upstairs Lounge
 - i. No meals are to be eaten in the lounge. Drinks and snacks are allowed.
 - ii. Trash should be thrown away and not left lying around.
 - b. Kitchen
 - i. Dishes are to be washed, dried, and put away after each use.
 - ii. No food is to be left in the refrigerator without a name on it. Any food without a name will be thrown away.
 - iii. Counters, stove, and sink are to be cleaned after each use and all trash taken out.
 - c. Bunkrooms
 - i. Only members who have been given permission by a chief officer can sleep overnight at the station should be in the bunkrooms.
 - ii. No couples are to stay in the same bunk room if staying overnight.
 - iii. No food or drinks are allowed in the bunkrooms.
 - iv. Members staying must supply their own linen.
 - v. Members must schedule one week out prior to staying overnight.
 - vi. No more than 2 consecutive nights at a time and 4 nights in a week
 - d. Station equipment should be used by trained personnel only. Ask if you don't know.
 - e. Smoking is only allowed in the bay area by the exhaust fan. No tobacco use in any other areas of the station.
 - f. Unless on a call, training, or meeting, members should not be in the station after 11pm and not before 5am.
 - g. It's everyone's job to ensure station stays neat and clean. Empty full trash cans pick up trash and sweep if needed.
 - h. Any damage, problems, or malfunctions shall be reported to the Chief immediately.
 - i. Alcohol use is prohibited at the station.
 - j. No pornographic material is allowed on department computers, TVs, or projectors.
 - k. Nothing is to be hung/taped to the walls or doors without permission of the Chief.
 - l. Park only in designated parking spots.

Broad & Gales Creek Fire Department

Standard Operating Procedures

Incident Command

Purpose

1. In order to create a more consistent environment in which to operate this department, the following procedures will be implemented. These procedures are to help assist members in what actions they should follow when responding to emergencies. These procedures are subject to change as needed and failure to comply could result in disciplinary action by the Chief.
2. Introduction
 - a. The Carteret County Fire & Rescue Departments can increase the effectiveness of its fire control and rescue efforts through the implementation of certain standard operating procedures relating to fire ground operations. It is difficult for any fire department to operate with any consistent success and effectiveness without such directives. This S.O.P. describes the procedures and guidelines relating to NIMS incident command system, within the framework of local conditions, capabilities, and problems.
 - b. The effective functioning of fire department units and personnel at fires and other emergencies requires clear and decisive action on the part of the Incident Commander. This S.O.P. will identify the procedures to be used in establishing incident command and a command post. It also outlines the responsibilities for command functions and the associated duties of the individuals assigned to those functions at any time during an operation.
 - c. Command procedures are designed to accomplish the following:
 - i. Assign responsibility for command through a standard identification system.
 - ii. Ensure that strong, direct, and visible command will be established as early as possible in the operation.
 - iii. Establish an effective framework outlining the activities and responsibilities that will be assigned to the Incident Commander and other support personnel.
 - iv. Establish and provide a system for the orderly transfer of command.

Functional Areas of Organization

1. Within every organization there are five basic areas of organization, which include COMMAND, OPERATIONS, PLANNING, LOGISTICS, and FINANCE. No matter what the size of the organization, these five functions must be performed. These five major functions are referred to as the general staff; the general staff is defined as:
 - a. COMMAND: The COMMAND function manages the incident including establishing strategic goals and ordering and releasing resources. Resources are defined as the personnel and equipment used to control the incident. Command has the ultimate responsibility for the effectiveness of the suppression effort and the safety of the firefighters.
 - b. OPERATIONS: The OPERATIONS function directs all incident TACTICAL resources to

accomplish the goals and objectives developed by command. This means that tactics are the means used to carry out overall incident goals. The operations function assures that the personnel and equipment at the scene are used to perform effective suppression evolutions.

- c. PLANNING: Planning, as an incident function, is responsible for the collection and evaluation of information important to the incident on the fire. This leads to the development of an oral or written action plan. The information used to plan includes both pre-incident information and that which is gathered at the scene.
 - d. LOGISTICS: The Logistics function provides the services and supplies needed to support incident tactical operations. Logistics support may be as simple as returning the equipment on a single piece of apparatus to serviceable condition following a fire, or it may be as complicated as feeding hundreds of personnel. It occurs in some form on every incident.
 - e. FINANCE: Finance includes the meeting of departmental or other agencies fiscal or budget needs. It might mean merely documenting the amount of fuel used and completing a fire report. Or it can become very complex, such as purchasing, renting, or paying on more complex incidents.
2. In addition to the general staff, the Incident Command System (ICS) includes command staff functions that are responsible for the key activities not handled in other areas. They are part of the incident commander's immediate staff and report directly to the incident commander.
3. The additional functions within the command staff are:
 - a. INFORMATION: The Information Officer obtains a briefing from the incident commander and provides information to the press and media about the incident. He/she establishes an area away from the command post for the press so their activities will not interfere or distract from the incident commander's ability to deal with the emergency.
 - b. SAFETY: The Safety Officer is responsible for the seeing that safety procedures and safe practices are observed at the emergency scene. The safety officer also identifies hazardous or W1Safe conditions that are present and looks for potentially hazardous situations that may develop. When these are identified, the safety officer formulates measures to protect the safety of the personnel. The safety officer has the authority to stop or prevent unsafe acts at any time. The safety officer can and will shut down the entire operation if the conditions warrant this to be done. The signal to shut down the operation for an emergency will be "CODE RED" given over the radio and then followed by the constant blowing of all the trucks air horns. When this is done you are to report to level-I staging for roll call. His call sign will be "SAFETY ONE."
 - c. LIAISON: The Liaison Officer is the contact point for assistance, communication, and coordination, between the various agencies operating at the incident.
4. The command staff is responsible to the incident commander and is in no way affiliated with the general staff.
5. On an initial response, the incident commander will be responsible for all functions. However, as the incident grows, the command organization will be expanded. By breaking the incident into manageable divisions, no one supervisor will be operating beyond his span of control. With an optimum of five and a maximum of seven being the number of anyone supervisor can be expected to supervise. Control is much tighter and the chances of personnel becoming unaccounted for are drastically reduced. One of the primary advantages of the ICS is that it allows the Incident Commander to always know where his people are.
6. There are also several other different roles that can be present and participated in within the operation, depending upon the extent of the incident. These roles are described below:

- a. DIVISIONS: Division Officers are assigned by the Incident Commander or the operations officer to manage specific geographic or functional areas of the incident scene. They manage at the tactical level to achieve direct objectives within the overall strategic plan. Division officers are assigned based upon need. The Division officer goes to the assigned area, directs operations, and communicates progress and/or request additional resources from the Operations Officer or the Incident Commander.
 - b. COMMAND AIDS: Command Aids are personnel assigned to assist the Incident Commander by managing information and communications. They can keep track of personnel, assignments, and the locations and progress of companies, or use reference materials and plans. Another function that may be performed by command aids is that of fire ground reconnaissance or acting as the eyes and ears on the fire ground for the Incident Commander.
 - c. GROUPS: Groups of personnel assigned to complete the task on the fire ground. Groups include engine companies, ladder companies, rescue units, etc. Groups are always assigned to work under a Group officer. The Group officer supervises the work and is responsible for maintaining communications with the command structure.
 - d. TELE-COMMUNICATORS: Tele-Communicators provide the center communications function for the fire department. They receive calls from citizens requesting emergency services and then dispatch the appropriate units to the correct location. In addition, they continue to support the operation by providing a communications link and assist the command system by dispatching and coordinating the response of any additional resources requested by the Incident Commander.
 - e. SUPPORT PERSONNEL: Support Personnel represent areas of responsibility from within the fire and rescue services and from outside agencies that routinely respond to fire alarms. For example, they represent utilities, water supply, special equipment, technical consultation etc.
 - f. LAW ENFORCEMENT: Law Enforcement represents the agency with the authority and ability to directly control the location and activity of the general public at an emergency scene. This capability makes them a unique support agency for the Incident Commander through their ability to control and manage spectators, traffic, and other actions dealing with people. They should be integrated into the command system as a matter of routine.
7. For the ICS to work, it must be flexible enough to be applied to any incident, and it must also be applied to all incidents, regardless of size. It is easier to train personnel on one system that can be applied to every incident, rather than on a system for each type of incident. Furthermore, the application of the ICS to all situations, particularly the "small and routine" incidents will better enable the department to apply ICS to the "big one."
 8. Another advantage of the NIMS ICS is the establishment of the common terminology. These common terms apply throughout the system. They are used to identify organizational functions and the personnel assigned to each function. It is also used to identify resources designated by the type of equipment. "Command Post" and "Staging" are examples of the common terminology that is used to describe the facilities of the NIMS ICS.

Incident Commander

1. The INCIDENT COMMANDER shall be responsible for the following tasks, as may be required:
 - a. Assume an effective command location.
 - b. Transmit an initial on scene radio report.
 - c. Make an initial size-up of the situation.

- i. Evaluate the situation.
- ii. Develop a plan of attack.
- iii. Implement the plan. Assign specific units to specific tasks.
- iv. Report your actions over the radio to the telecommunicating and ensure that it is repeated.

Assumption of Command

1. The senior man on first arriving apparatus will be responsible for assuming command and remaining in command until relieved by a higher-ranking person, or until the incident is terminated. This assumption of command by the senior man is mandatory. However, this person may elect to transfer command to a senior individual when circumstances arise. Even if command is transferred to another individual, the first arriving person is responsible for all command functions until the senior individual is on the scene and assumes the role of Incident Commander.

Initial Radio Report

1. The first arriving Incident Commander shall give an initial size-up report upon arrival on the scene. This report should include the following information:
 - a. Unit number on the scene. IE: "Engine - Two on the scene."
 - b. Situation found. IE: "Working fire", "Smoke Visible", "Nothing Showing"
 - c. Size of building. IE: "One story", "Two story", "Three story"
 - d. Type of Construction. IE: "Wood Frame", "Masonry", "Mobile Home"
 - e. Type of Occupancy. IE: "Residential", "Commercial", "Storage"
 - f. Unit Number and first action taken: IE: "Engine Two will be establishing water supply at Emerald and Coast Guard Road", "Engine Two will be investigating."
2. Each size-up should be short and concise. "Engine Two on the scene, nothing showing, two story wood frame, residential, Engine Two will be investigating."
3. This size up information lets responding units know what type and size of the incident they have and what the first arriving unit is doing. The unit giving this initial size up will automatically be assuming command. These radio size-ups should be given on every incident to the extent necessary.

Confirmation of Command

1. The First arriving officer who will assume the role of the Incident Commander shall advise the telecommunicator of this fact by announcing this fact over the radio. For example, "FD-3 is on location, FD-3 has Command."
2. When the Incident Commander arrives on the scene, he loses his normal designation until he is relieved or reassigned. The standard call sign for the Incident Commander is "LOCATION" COMMAND for example "Bogue Inlet Command" or "Land's End Command."

Transfer of Command

1. The senior person the first arriving apparatus will assume and remain in command of an incident until relieved by a senior person within the following guidelines:
 - a. The senior person on the first arriving apparatus will AUTOMATICALLY assume command.
 - b. The first arriving officer may assume command AFTER transfers of command procedures have been completed.
 - c. Assumption of command by ranking officers is discretionary; however, transfer of command procedures must be followed. Immediate notification of such transfer of

command will be provided to the tele-communicator and the tele-communicator shall repeat the transfer of command over the radio. In cases where the Incident Commander is adequately handling the incident and is completely aware of the location and operating status of all on scene companies and is aware of the general status of the operation, it may be desirable for that Incident Commander to remain in the role. In these cases, ranking officers may assume supportive roles in the overall command function.

Procedures to Transfer Command

1. The transfer of command takes place as additional officers arrive on the scene. An orderly transfer of command is necessary to prevent on scene personnel from becoming confused as to "who's in charge?" The transfer of command will be regulated by the following procedures:
 - a. The transfer of command will be handled face-to-face unless conditions exist that permit only radio communications.
 - b. The commander being relieved will brief the assuming officer by providing the following information:
 - i. The general status of the situation.
 - ii. The effectiveness of control efforts.
 - iii. The deployment and assignments of operating companies.
 - iv. The appraisal of needs for additional resources needed.
 - v. Transfer is communicated to the tele-communicator.

Staging

1. The objectives of the STAGING procedure are to provide a systematic method for the effective utilization and placement of responding apparatus, personnel, and equipment prior to assignment at incidents. The effective utilization of this will:
 - a. Prevent excessive apparatus congestion at the scene.
 - b. Allow time for the Incident Commander to evaluate conditions prior to the assignment of companies and equipment.
 - c. Place apparatus in a convenient location close to the scene to facilitate more effective assignments by the Incident Commander.
 - d. Produce more effective communications by reducing radio traffic during the first critical stages of an operation.
 - e. Allow the Incident Commander to formulate and implement a plan without undue confusion and pressure.

Level-I Staging

1. This procedure will apply to all responses as follows:
 - a. The first arriving officer will assume command as indicated by the SOP. In the event that the officer is not on a pumper, the first arriving pumper will proceed directly to the scene. The first arriving officer will give the initial arrival report.
 - b. ALL other responding apparatus will stage in their direction of travel, uncommitted; at least one block from the scene until assigned or released by the Incident Commander. Off-duty and on-call personnel responding shall report to the scene if an apparatus has not arrived on the scene. If an apparatus is on the scene, they should report to the front of the first in apparatus and await assignment.
2. Level-I staging will be established at all incidents. The front of the first arriving engine will be the location of Level-I staging. Anyone reporting to a call will report to Level-I staging for assignment.

Level-II Staging

1. Level II staging applies to large fire ground operations requiring an on - scene reserve of apparatus, personnel, and equipment. It will involve a designated staging area, designated by the Incident Commander. The staging area should be away from the CP, and away from the actual scene to prevent unnecessary congestion, provide adequate space for assembly, and to provide for safe and effective movement.
2. When the staging area has been established, all unassigned companies will respond to and remain at the staging area until assigned. The announcement that a staging area has been established must be accompanied by the location of the staging area. This is to be repeated by the tele-communicator over the radio. Companies responding to the staging area will report to the staging officer. If no such officer has been assigned, then the first arriving officer at the staging area will assume the duties of staging officer and remain so until relieved.
3. Staged companies will restrict radio traffic. All traffic from the staging area will be routed through the staging officer to the Incident Commander. Companies in the staging area will remain with their crews intact. When requested by the Incident Commander, the staging officer will verbally assign staged companies to assignments as requested, also telling them where, and to whom to report.
4. The staging officer will have the following responsibilities:
 - a. Establish a safe and secure staging area.
 - b. Ensure that apparatus is parked in appropriate areas and are ready for immediate assignment.
 - c. Maintain a log of companies and manpower available in the staging area.
 - d. Coordinate with the Incident Commander what resources must be maintained in the staging area and coordinate this request with the tele-communicator.
 - e. Assume a position in the staging area that is highly visible and accessible.
 - f. Indicate the best direction of travel for incoming companies.
 - g. Maintain an accurate log of units in the staging area.

Divisions

1. As an operation grows in complexity, it becomes more difficult to manage. In order to overcome this problem, the fire-ground must be broken down into more manageable units. The four manageable units used in to identify the locations on the fire-ground are:
 - a. DIVISIONS: Divisions are referred to as the sides of the building. The side on which the first in engine is placed will be designated as division A, from there letters B, C, D clockwise around the building as shown in the diagram on page 7.
 - b. EXPOSURES: In addition to the need to identify the divisions on a fire ground it is also necessary to identify the exposures on an incident site. This is accomplished by assigning the exposures a number based upon the adjacent division. For example, if a building is next to the involved building on division A it is referred to as exposure All. See the diagram on page 7.
 - c. INTERIOR: The interior of the building is divided up into four squares Numbered 1,2,3,4. Starting at division A of the building the left-hand area will be interior 1. From there assigning the rest clockwise, the back-left area will be interior 2, right-rear area will be interior 3, and the right-front will be interior 4. See diagram on page 7. If only one crew is in the inside and is moving from area to area, then they can be referred to as just INTERIOR.

- d. FLOORS: Floors will be assigned to each level of the fire building starting at the ground level as floor one. The interior areas will be the same in multi-story buildings but will be preceded with the floor number for example 'floor 5, interior 2'. Roof area shall be designated as "Roof." See diagram on page 7.
2. The system of lettering divisions will always be the same regardless of the direction of the points on a compass. The location of the first arriving engine should constitute Division A's location. If the location of the first in engine is not "division A" this should be announced over the radio as soon as possible, in this case the front of the building will be division A. The lettering system will move clockwise from the first in engine (or division A) location as shown in the diagram below. As each incident grows there will become a need for division officers, these officers will be in charge of the activities in their division, they will be called by their division letter for example "Command to division B."

FLOORS

| | | |
|---|---------|----|
| / | ROOF | // |
| | FLOOR 5 | |
| | FLOOR 4 | |
| | FLOOR 3 | |
| | FLOOR 2 | |
| | FLOOR 1 | |
| | | // |

Communications

1. One of the keys to successful communications on the fire-ground is the method of relaying and giving orders as well as feedback indicating the understanding of those orders.
2. Some points to consider:
 - a. Give orders as objectives.
 - b. Minimize the details in orders.
 - c. Use face to face communication whenever possible.
 - d. Have the receiver repeat the order back. This should be considered as regular SOP.
 - e. Avoid superfluous conversations.
 - f. Officers will report when:
 - a. The objective is met.
 - b. The objective cannot be met.
 - c. A dangerous situation exists.

- d. Help is needed.
 - e. A change in location is underway.
 - f. A change in conditions has occurred.
- g. Responding units should stay off the air unless:
 - a. They are unable to respond to the call.
 - b. They must indicate a serious condition that needs attention.
 - c. They must acknowledge an assignment given to them by the Incident Commander. If an assignment is not given, they shall remain in staging.
- h. Leave tactical decisions to the division officer. Tell them what to do not how to do it.
- i. When calling a group or division officer, wait for an answer before Proceeding.
- j. When the signal "CODE RED" is given over the radio, the truck drivers are to start blowing the trucks air horns. This is to signal all personnel to shut down interior operations as quickly and safely as possible and to report to level one staging for roll call.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Scene Operations

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow while on the scene of an emergency. As with any scene, safety of the membership takes priority overall. These guidelines are meant as just a guide and final operations are up to the incident commander. The incident command system shall be utilized on all scenes.
2. Apparatus Operations should be done by qualified department personnel only.
3. Wheel chocks shall be used whenever trucks are parked, especially during pump operations.
4. Arrival
 - a. Upon arrival the senior fire department member or fire department officer shall assume command.
 - b. An initial scene size-up shall be done and broadcasted to county determine if mutual aid should be called in or cancelled.
 - c. Vehicles should be placed to provide the maximum amount of safety to personnel.
 - d. Upwind for fires or hazardous materials incidents if possible. No closer than 40 feet from a fire.
 - e. Reflective vest or coats shall be worn by all on scene personnel not directly involved in firefighting, extricating, or hazardous materials duties.
5. Motor Vehicle Accidents
 - a. Traffic shall be diverted away from the scene as much as possible.
 - b. If extrication is need only members in full turnout gear shall operate the equipment.
 - c. At least one 1-3/4 inch hose line or a 1 inch foam line should be deployed and manned when extricating a victim from a vehicle.
 - d. These guidelines are meant as just a guide and final operations are up to the incident commander.
6. Vehicle Fires
 - a. If on the roadway, traffic shall be kept least 300 feet from scene.
 - b. Firefighters shall be in full turnout gear with SCBA's.
 - c. Foam packs should be utilized.
 - d. These guidelines are meant as just a guide and final operations are up to the incident commander.
7. Brush/Woods Fires
 - a. All department vehicles shall remain on the road.
 - b. Any structures in danger of the fire shall be protected.
 - c. Vehicles shall be backed into dead end roads or driveways.
 - d. Fire should be allowed to bum to a natural or manmade barrier before extinguishing.
 - e. Use of foam is recommended to help control fire.

- f. These guidelines are meant as just a guide and final operations are up to the incident commander.
- 8. Boat Fires
 - a. Use of foam packs are recommended.
 - b. SCBA's need to be worn for firefighters in smoke conditions.
 - c. If firefighters are to enter the water, then lifelines or personal floatation should be utilized.
 - d. Coast Guard should be called if boat is in waterway.
 - e. These guidelines are meant as just a guide and final operations are up to the incident commander.
- 9. Rescues
 - a. Water Rescues
 - i. If a boat is needed one should be requested from county or neighboring department.
 - ii. If a member with a boat is available than the boat can be utilized.
 - iii. EMS personnel should accompany fire personnel to victims for first aid care.
 - iv. Personal floatation devices shall be used by emergency personnel during the rescue.
 - b. Search and Rescues
 - i. If search dogs are needed than the county should be contacted to provide dogs.
 - ii. Search teams should consist of at least two members and each team should have a radio to communicate with the command post.
 - c. High Level rescues and Confine Space Rescues
 - i. As this department is not equipped to handle this type of call for mutual aid.
 - ii. These guidelines are meant as just a guide and final operations are up to the incident commander.
- 10. Hazardous Materials
 - a. Always try to approach the scene up wind whenever possible.
 - b. Secure area around scene and identify materials.
 - c. Consult Emergency Response Guidebook for instructions.
 - d. Have Cherry Point Haz Mat team dispatched to handle incident or call Chemtrec at (800) 424-9300.
 - e. Gas spills
 - i. Secure area around spill and apply oil dry.
 - ii. If greater than 5 gallons, notify a Haz Mat team for assistance.
 - f. These guidelines are meant as just a guide and final operations are up to the incident commander.
- 11. Alarm Activations
 - a. Respond with engine 4 and four personnel to scene.
 - b. As soon as on scene, size up situation to see if mutual aid companies are still needed. Cancel if not.
 - c. Speak with owner/ key holder to establish why alarm activated.
 - d. These guidelines are meant as just a guide and final operations are up to the incident commander.

12. Structure Fires

- a. Upon arrival size up to determine if any additional equipment is needed.
- b. All members involved in fire suppression shall be in an air pack.
- c. If an interior attack is needed than two firefighters shall be on a safety line ready to enter (i.e., two in two out rule).
- d. Notify all utility companies to have them come and secure their equipment.
- e. Exposures shall be protected to prevent flame spread.
- f. Full turnout gear shall be worn at all times when involved in direct firefighting activities.
- g. These guidelines are meant as just a guide and final operations are up to the incident commander.

13. Landing Zones

- a. Notify county to relay landing zone area and coordinates for helicopter.
- b. An engine should be sent to that area to prepare for the landing and a designated landing zone officer appointed.
- c. If at night, cones with lights on the inside should be used to help mark the landing area.
- d. All personnel should be kept clear of the helicopter until cleared by the crew of the helicopter to approach.
- e. County is to be notified when the helicopter has landed and taken off.
- f. These guidelines are meant as just a guide and final operations are up to the incident commander.
- g. Members should be in full turnout gear and man a charged handline until the helicopter has left the area

14. Debris Removal

- a. After any major storm if the department is called to remove trees then all safety equipment shall be used.
- b. Chaps, hearing protection, eye protection, gloves and helmets when using chain saws are a must.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Mayday for Lost/Trapped Firefighters

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow when responding to emergencies. These guidelines are subject to change as needed and failure to comply could result in disciplinary action by the Chief.
2. Definitions
 - a. 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.
 - b. Personnel Accountability Report (PAR) - a term used to track and report the location, status, and welfare of personnel assigned to a given crew.
 - c. Rapid Intervention Team (RIT) - a crew specifically designated by the Incident Commander at an emergency scene, consisting of a minimum of three or more personnel. The RIT shall be primarily available for assistance or rapid rescue of Fire and Rescue personnel.
3. When to Call a Mayday
 - a. When personnel are lost, trapped or in trouble.
 - b. When personnel are separated from the rest of the crew and is unable to contact other members or find an exit of their own.
 - c. When personnel are low/out of air and unable to exit.
 - d. When the company officer, division/group supervisor, or other personnel who cannot account for a firefighter who is operating in a hazard zone.
 - e. By any personnel who witnesses or has confirmed that a firefighter is lost or in trouble.
4. Radio Communications
 - a. The firefighters shall not delay notification of distress. Call for help immediately by announcing "MAYDAY, MAYDAY, MAYDAY". Once law enforcement acknowledges the MAYDAY the firefighter shall cast the following information:
 - i. L-Location (Division 2)
 - ii. U-Unit Number (24E2 or 2416)
 - iii. N-Name (FF Smith)
 - iv. A-Assignment (checking for extension)
 - v. R-What rescue or resources need (ceiling fell/need manpower and equip)
 - b. Include other pertinent information if needed (injuries, status of air, etc.)
 - i. Example: "Mayday, Mayday, Mayday. This is FF Smith with 24E2. I am on Division 2 looking for extension and the ceiling has collapsed. I am trapped under debris and separated from my crew. I am ok except I am low on air."
5. Self-Survival Actions
 - a. Activate Pass Device (may turned off temporarily if it interferes with communications regarding rescue).

- b. Keep crews together.
- c. Follow hose line or lifeline out if possible.
- d. Search for a means of egress (door, window, hallways that lead out or exterior wall).
- e. Perform any self-rescue techniques that have been taught.
- f. Report any change in status or location to Incident Command.
- g. Monitor air supply.

6. Command Actions

- a. This is a list of guidelines of what actions shall be needed to be accomplished rapidly to increase survivability, but not necessarily in the order listed.
 - i. When the Incident Commander receives the Mayday, he/she shall immediately acknowledge the MAYDAY.
 - ii. When the Incident Commander receives the firefighter LUNAR report, he/she shall immediately acknowledge and repeat the LUNAR.
 - 1. Example: "FF Smith this is Command. I copy your Mayday and understand that you are on Division 2 and the ceiling has collapsed. You are trapped under debris and separated from your crew and low on air. The RIT has been deployed."
 - iii. Incident Command shall move all fire ground units except those affected and the RIT teams to another radio channel.
 - iv. Incident Action Plan shall restructure to support the rescue effort.
 - v. Request additional Fire and EMS units as necessary.
 - vi. Conduct a PAR check immediately.
 - vii. Assign a Safety Officer (if not yet assigned).
 - viii. Continue firefighting operations as necessary to protect trapped or missing firefighters. Withdrawal of personnel is a Command decision based on conditions and resources.
 - ix. Assign a Public Information Officer (PIO) to control media.
 - x. Prepare for the needs of family.

7. Clearing the Mayday

- a. When the missing/trapped firefighters have been found and/or rescued, Incident Command shall notify all fire ground units and Carteret County Communications.
- b. Command shall request Carteret County Communications to repeat this information on all operational channels.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

First Responder/ EMS Assistance Calls

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow when responding to emergencies. These guidelines are subject to change as needed and failure to comply could result in disciplinary action by the Chief.
2. **First Responder Calls:** When the fire department arrives on scene and initiates patient care.
 - a. Only EMS certified personnel are to treat patients.
 - b. Personnel Should write down patient's name, medical history, allergies, current medications, vitals, and chief complaint.
 - c. All information shall be pass on to the arriving EMS unit.
 - d. Fire department shall stay on scene until cleared by EMS.
 - e. Reports shall be written on a red report sheet, keyed into ER and ESO.
3. **EMS ASSIST:** EMS already on scene or arrives with the fire department and initiates patient care.
 - a. Fire Dept. assist with what the medic in charge needs such as moving patient, CPR, etc.
 - b. Reports are to be done on a regular report and keyed into ER.
3. **General Rules**
 - a. Paramedic or senior EMT oversees patient care.
 - b. F.D. members shall conduct themselves in a professional manner at all times.
 - c. No criticizing, complaining, or joking in front of the patient or their family.
 - d. If requested members can ride in or drive EMS Units at the request of the Medic.
 - e. Narratives shall be written on all calls covering what you've seen, heard, done. And patient condition.
 - f. Any issues on the call shall written out in a statement and given to the Chief.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Maintenance and Repairs

Purpose

4. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow when responding to emergencies. These guidelines are subject to change as needed and failure to comply could result in disciplinary action by the Chief.

*** IF ANY EQUIPMENT DEEMED UNSAFE OR NEEDING TO BE TAKEN OUT OF SERVICE NOTIFY A CHIEF OFFICER IMMEDIATELY***

2. Station

- a. Any repairs needed to be made to the station shall be reported to the Chief or assigned officer.
- b. A building repair order will be written and submitted to the building and grounds representative of the Broad and Gales Creek Community Association.
- c. Any repairs made to the station by the membership must be approved by the Chief before any reimbursement of expenses can occur.
- d. No modification to the station shall be made without the Chiefs or Community Association's approval.

3. Vehicles

- a. A repair order should be made in Emergency Reporting and the Chief and or assigned officer notified immediately.
- b. If a truck needs to be placed out of service, then raise the hood. notify an officer immediately.
- c. Only the department mechanic is allowed to make repairs to vehicles unless authorized by the Chief.
- d. Records of any repairs or service to any vehicles must be turned in to the Chief.
- e. All monthly/yearly routine service of a vehicle shall be done by the department mechanic only.

4. Power Tools/Equipment

- a. A repair order should be made in Emergency Reporting and an officer notified.
- b. Any tools being placed out of service shall be reported to an officer immediately.
- c. Only the department mechanic is allowed to make repairs to the power tools unless authorized by the Chief.
- d. Records of any repairs or service to any tool or equipment must be turned in to the Chief.
- e. All monthly/yearly routine service of a vehicle shall be done by the department mechanic only.

5. Electronics
 - a. All electronics needing repairs are to be reported to or given to the Chief or designate officer.
 - b. Only trained individuals are allowed to make repairs to any electronic device.
6. SCBAs
 - a. If an air pack that is in need of repair, the air pack shall be taken out of service immediately and a Chief Officer notified of the situation.
 - b. Only trained and certified personnel are allowed to make any repairs to air packs.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Fire Reports/ Testing reports/

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow while on the scene of an emergency. As with any scene, safety of the membership takes priority overall. These guidelines are meant as just a guide and final operations are up to the incident commander. The incident command system shall be utilized on all scenes.
2. Fire Reports
 - a. A Department field report shall be filled out for all dispatched incidents with all obtainable information filled out.
 - b. Upon completion of call print out a county CFS-Report and log call into Emergency Reporting.
 1. Narrative needs to be written and cover everything seen, done, and said
 - c. All responding personnel must sign the Field report.
 - d. Staple field report and CFS-report together and place into the assigned tray.
 - e. Reports collected will be stored in the Chiefs office for the current year.
 - f. Reports older than the current year shall be boxed, labeled, and stored for ten (10) years.
3. EMS-First Responder
 - a. Use red run report a
 - b. Need to collect patient information and insure the back is filled out
 - c. Narrative to include what was seen, done, said and patient condition
4. Training Reports
 - a. Should be completed and logged in to ER
 - b. Print signature sheet and have everyone sign
 - c. Turn completed form in to Asst. Chief or Chief
5. Hose/Hydrant Test
 - a. Blank templates shall be printed and test results written in the appropriate areas.
 - b. All completed tests shall be entered into Emergency Reporting then submitted to the Chief.
 - c. After review, the Chief shall give reports to the appropriate officers for filing in the assigned area.
 - d. Reports shall be kept for five (5) years.
6. Contracted Test
 - a. With any test done on equipment by an outside contractor, a handwritten result page shall be requested along with a computer printed report.
 - b. Reports will be given to the officer responsible for maintaining records for equipment and filled accordingly.
 - c. Records shall be kept for five (5) years.

7. Daily Check off sheets

- a. Daily check off sheets shall be completed by hand and slid under the Lieutenant's door.
- b. Sheets shall be logged in with appropriate truck.
- c. Sheets shall be kept for three (3) years.

Broad & Gales Creek Fire Department

Standard Operating Guidelines

Energy Control Program

Lockout/Tagout Procedure

Scope

1. This procedure covers the necessary safety precautions and procedures for victim rescue from energized or stored energy machinery and servicing or maintenance of machines and equipment in which the unexpected energization or start up, or release of stored energy could cause injury to employees.

Purpose

1. This procedure covers the minimum requirements for lockout and/or tagout of energy isolating devices to protect employees from hazardous energy including electrical, mechanical hydraulic, pneumatic, or other energy. It will be used as a facility wide general procedure for isolating all potentially hazardous energy (lockout/tagout) before employees perform any victim rescue or servicing and maintenance activities where unexpected energizations, start up or release of stored energy could cause injury.

Procedure

1. Only trained, authorized employees can lockout/tagout.
2. All affected and other employees working in or entering work areas where lockout/tagout is performed must be trained.
3. Determine all energy isolating devices requiring lockout/tagout to ensure effective control of hazardous energy.
4. Determine the type and magnitude of the energy and required controls.
5. Notify all affected employees of the plans to lockout/tagout.
6. Shutdown the equipment/process by normal procedures.
7. Locate the necessary energy isolating device(s) to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices.
8. Relieve all stored or residual energy and take appropriate measures to ensure it does not re-accumulate. Affix lockout/tagout device, as necessary.
9. Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work. After start buttons are activated, press the stop button.
10. Perform the servicing and maintenance or victim rescue.
11. To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, and remove all tools and equipment.
12. Notify affected employees.
13. Remove lockout/tagout devices (by authorized employee installing lockout/tagout devices).
14. Lockout/Tagout Device Removal by Employer

- a. When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the worksite, it can be done only by the department head or his/her designee.
- 15. Group Lockout/Tagout
 - a. When a lockout/tagout job involves numerous lockout/tagout devices and many employees, a group lockout/tagout procedure may be used only by the permission of the department head or his/her designee.

Broad & Gales Creek Fire Department

Bloodborne Pathogens

Exposure Control Plan

Facility name: Broad and Gales Fire Department

Date of preparation: October 25, 2013

Date of annual review: October 1, 2014 *(Where applicable; must not be more than 12 months following preparation or previous review date.)*

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

Purpose

1. The purpose of this exposure control plan is to:
 - a. Eliminate or minimize employee occupational exposure to blood and/or certain other body fluids; and
 - b. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and its Appendix A.

Exposure Determination

1. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials (OPIM). The exposure determination is made without regard to the use of personal protective *equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment)*. The exposure determination must list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:
 - a. First Responder Calls
 - b. Motor Vehicle Crashes
 - c. Fire Ground Operations
 - d. Hazardous Material Incidents
2. In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or OPIM, tasks or procedures that would cause these employees to have occupational exposure must also be listed in order to understand clearly which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows (or place in appendix):

| <u>Job classification</u> | <u>Task/Procedure</u> |
|---------------------------|-----------------------------|
| Fire Chief | Patient care/Direct contact |
| Assistant Fire Chiefs | Patient care/Direct contact |
| Captains | Patient care/Direct contact |
| Lieutenants | Patient care/Direct contact |
| Firefighter's | Patient care/Direct contact |

Implementation Schedule and Methodology

1. OSHA requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.
2. Compliance methods
 - a. Universal precautions will be observed at this facility in order to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious, regardless of the perceived status of the source individual.
 - b. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility, the following engineering controls will be utilized: *(List controls, such as sharps containers, biosafety cabinets, non-glass capillary tubes, safety lancets or syringes, needleless systems, dustpan and broom for picking up broken sharps, etc.)*
 - c. Sharps containers, gloves, biohazard trash bags, biohazard disposable suits and a broom and dustpan for picking up broken sharps.
 - i. The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: *(List schedule, such as daily, weekly, etc., and who has the responsibility for reviewing the individual controls, such as department supervisor, nursing director, etc.)*
 - d. Above controls will be inspected daily by the on-duty engineers and individual controls reviewed by the chief.
 - i. The process for evaluating existing controls and potential changes in engineering controls and work practices involves consultation with non-management direct-care employees as follows: *(Describe the process, the products/devices and/or work practices evaluated, and how employees are involved in evaluation and selection.)*
 - e. All members shall be allowed to offer any suggestions as to products or practices used in handling any biohazard as it relates to policies and procedures.
 - i. Hand washing facilities shall be made available to employees who incur exposure to blood or OPIM. These facilities must be readily accessible after incurring exposure. *(If hand washing facilities are not feasible, the employer must provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, the hands are to be washed*

with soap and running water as soon as feasible. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks, and responsibilities to ensure maintenance of these alternatives.)

f. On duty senior engineer/Senior Officer on scene

- i. _____ (Name of position/person, e.g., "supervisors") shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

g. On duty senior engineer/ senior officer on scene

- i. _____ (Name of position/person) shall ensure that if employees incur exposure to their skin or mucous membranes, those areas shall be flushed with water as soon as feasible following contact.

3. Needles

- a. Contaminated needles or other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. OSHA allows an exception to this prohibition if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible, and the action is required by the medical procedure. If such action is required, the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. At this facility, recapping or removal is permitted only for the following procedures: *(List the procedures and specify either the mechanical device to be used or that a one-handed technique will be used.)*
- b. Needles should not be handled by Fire Department members only certified EMS personnel shall handle needles.**
- c. Where feasible, sharps with engineered sharps injury protection *(such as self-sheathing needles or needleless systems)* will be used.

4. Work Area Restrictions

- a. In work areas where there is reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where there is blood or OPIM. Mouth pipetting/suctioning of blood or OPIM is prohibited.
- b. All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM. At this facility, the following methods will be employed to accomplish this goal: *(List methods, such as covers on centrifuges, use of dental dams if appropriate, etc.)*

5. Specimens

- a. Specimens of blood or OPIM will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The container used for this purpose will be labeled or color-coded in accordance with requirements of the OSHA standard. *(NOTE: The standard provides an exemption for specimens from the labeling/color coding requirement, provided that the facility uses universal precautions in the handling of all specimens and the containers are recognizable as containing specimens. This exemption applies only while the specimen is to remain in the facility. If the employer chooses to use this exemption, it should be stated here.)*

- b. Fire personnel are not permitted to collect specimens.
 - c. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.
 - d. If there is outside contamination of the primary container, the primary container will be placed within a secondary container that prevents leakage during handling, processing, storage, transport, or shipping of the specimen.
- 6. Contaminated Equipment
 - a. Senior Officer in charge of the scene _____ (*Name of position/person*) is responsible for ensuring that equipment which has become contaminated with blood or OPIM shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.
- 7. Personal Protective Equipment (PPE)
 - a. PPE Provision
 - i. The Chief _____ (*Name of position/person*) is responsible for ensuring that the following provisions are met.
 - 1. All PPE used at this facility will be provided without cost to the employee. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time while the protective equipment will be used. (Indicate how clothing will be provided to employees, such as who has responsibility for distribution. You may also list procedures that would require use of PPE and the type of PPE required; this could also be listed in an appendix to this program.)
 - 2. PPE shall be kept on the emergency apparatus with any EMS supplies.
 - b. PPE Use
 - i. Officer in charge _____ (*Name of position/person*) shall ensure that the employee uses appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined to use PPE when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to the safety of the employee or co-worker. When an employee makes this judgment, the circumstances shall be investigated and documented to determine whether changes should be instituted to prevent such occurrences in the future.
 - c. PPE Accessibility
 - i. The Chief _____ (*Name of person/position*) shall ensure that appropriate PPE in appropriate sizes is readily accessible at the work site or is issued (without cost) to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.
 - d. PPE Cleaning, Laundering and Disposal

- i. All PPE will be cleaned, laundered, and/or disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.
 - ii. All garments that are penetrated by blood or OPIM shall be removed immediately, or as soon as feasible. All PPE shall be removed before leaving the work area. When PPE is removed, it shall be placed in an appropriately designate area or container for storage, laundering, decontamination, or disposal.
 - e. Gloves
 - i. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - ii. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use, provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or shows other signs of deterioration or when their ability to function as a barrier is compromised.
 - f. Eye and Face Protection
 - i. Masks, in combination with eye protection devices such as goggles or glasses with solid side shields, or chin length side face shields must be worn whenever splashes spray, splatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. The following situations at this facility require such protection:
 - 1. EMS assists
- 8. Regulated Waste
 - a. Disposable Sharps
 - i. Disposable sharps shall be discarded immediately (*or as soon as feasible*) in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. this applies to all contaminated sharps, regardless of whether they are designed with sharps injury prevention features.
 - ii. During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can reasonably be anticipated to be found (*e.g., laundries*). The containers shall be kept upright throughout use and replaced routinely, and not be allowed to overfill.
 - iii. When moving containers of contaminated sharps from the area of use, the containers shall be closed prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
 - iv. The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or

shipping. The second container shall be labeled or color-coded to identify its contents.

b. Other Regulated Waste

- i. Other regulated waste shall be placed in containers that are closeable and constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The waste container must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- ii. NOTE: Disposal of all regulated waste shall be in accordance with all applicable federal, state, and local regulations.

9. Laundry Procedures

- a. Laundry contaminated with blood or OPIM will be handled as little as possible. Such laundry shall be placed in appropriately marked bags (biohazard labeled or color-coded red) at the location where it was used. The laundry shall not be sorted or rinsed in the area of use.
 - i. NOTE: *If your facility uses Body Substance Isolation (BS) in the handling of all soiled laundry (all laundry is assumed to be contaminated), no labeling or color-coding is necessary if all employees recognize the hazards associated with handling this material.*
- b. Laundry from this facility will be cleaned at _____
 - i. NOTE: *If your facility ships contaminated laundry offsite to a facility that does not utilize Universal Precautions in the handling of all laundry, the contaminated laundry must be placed in bags or containers that are labeled or color-coded. One possible solution is to include a requirement in the contract laundry's "scope of work" that the laundry will utilize the equivalent of Universal Precautions.*

10. Hepatitis B Vaccination

- a. Chief Officer _____ (*Name of position/person*) is in charge of the Hepatitis B vaccination program. (*Where appropriate: "We contract with North Greenville Fitness to provide this service."*)
- b. Hepatitis B (HB) vaccination will be made available after the employee has received the training in occupational exposure (*see "Information and Training" section*), and within 10 working days of initial assignment to all employees who have occupational exposure unless: the employee has previously received the complete HB vaccination series; antibody testing has revealed that the employee is immune; or the vaccine is contraindicated for medical reasons.
- c. Participation in a pre-screening program shall not be a prerequisite for receiving HB vaccination.
- d. For employees who complete the HB vaccination series, antibody testing will be made available at no cost to the employee, one to two months after completion of the series, as recommended by the US Public Health Service.
- e. Employees who decline the HB vaccination shall sign the OSHA-required declination form indicating their refusal. Any employee who initially declines HB vaccination, but later decides to accept vaccination while still covered by the standard, shall be provided the vaccination series as described above.

- f. If, at a future date, the US Public Health Service recommends a routine booster dose of HB vaccine, such booster doses shall be made available.

11. Post-Exposure Evaluation and Follow-up

- a. All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported to the Chief. (Persons or positions responsible for investigation of exposure incidents.)
- b. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:
 - i. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred. If the incident involves percutaneous injury from a contaminated sharp, appropriate information should be entered in the sharps injury log. *(Must also be entered on the OSHA 300 form).*
 - ii. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law; *(Employers may need to modify this provision in accordance with local laws. Modifications should be listed here.)*
 - iii. The source individual's blood shall be tested as soon as feasible, and after consent is obtained, in order to determine HBV and HIV infectivity. If consent is not obtained, the Chief _____ *(Name of position/person)* shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the blood (if available) shall be tested, and the results documented.
 - iv. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's HBV/HIV status need not be repeated.
 - v. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- c. Collection and testing of blood for HBV and HIV serological status will comply with the following:
 - i. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - ii. The employee will be offered the option of having her/his blood collected for testing of the employee's HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV status.
- d. Any employee who incurs an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be provided by Carteret General Hospital _____ *(Insert name of clinic, physician, or department).*

12. Information Provided to the Healthcare Professional

- a. The Chief _____ *(Name of position/person)* shall ensure that the healthcare professional (HCP) responsible for the employee's Hepatitis B vaccination is provided with a copy of the OSHA Bloodborne Pathogens standard (29 CFR 1910.1030).

- b. The Chief _____ (*Name of position/person*) shall ensure that the HCP who evaluates an employee following an exposure incident is provided with the following:
- i. A copy of the OSHA Bloodborne Pathogens standard; (The standard outlines confidentiality requirements, but the employer should ensure that the HCP is aware of these requirements.)
 - ii. A description of the exposed employee's duties as they relate to the exposure incident.
 - iii. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - iv. Results of the source individual's blood testing, if available.
 - v. All medical records relevant to the appropriate treatment of the employee, including vaccination status.

13. Health Care Professional's Written Opinion

- a. The Chief _____ (*Name of position/person*) shall obtain and provide the employee with a copy of the evaluating HCP's written opinion within 15 days of completion of the evaluation. For HBV vaccination, the HCP's written opinion shall be limited to whether vaccination is indicated for an employee, and if the employee has received such vaccination.
- b. For post-exposure follow-up, the HCP's written opinion shall be limited to the following:
- i. A statement that the employee has been informed of the results of the evaluation; and
 - ii. A statement that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which may require further evaluation or treatment.
- c. NOTE: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

14. Labels and Signs

- a. _____ (*Name of position/person*) will ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM, and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol shall be used. Labels shall be fluorescent orange or orange-red and shall be affixed as close as feasible to the container by string, wire, adhesive, or other method which prevents loss or unintentional removal. Red bags or containers may be substituted for labels.
- b. Labels for contaminated equipment shall comply with the previous paragraph and shall state which portions of the equipment are contaminated.
- c. The following are exempted from the labeling requirement:
- i. Containers of blood products that have been released for transfusion or other clinical use; and
 - ii. Containers of blood or OPIM that are placed in a labeled container for storage, transport, shipment, or disposal; and
 - iii. Regulated waste that has been decontaminated.

15. Information and Training

- a. The Training officer _____ (*Name of position/person*) shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that training is repeated within 12 months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. Training will be interactive, and will cover the following:
 - i. A copy of the standard and an explanation of its contents.
 - ii. A discussion of the epidemiology and symptoms of bloodborne diseases.
 - iii. An explanation of the modes of transmission of bloodborne pathogens.
 - iv. An explanation of the organization's bloodborne pathogens Exposure Control Plan (*this program*), and the method for obtaining a copy.
 - v. The recognition of tasks that may involve exposure.
 - vi. An explanation of the use and limitations of methods to reduce exposure, such as engineering controls, work practices, and personal protective equipment (PPE).
 - vii. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE.
 - viii. An explanation of the basis of selection of PPE.
 - ix. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
 - x. Information on the appropriate actions to take and persons to contact in case of an emergency involving blood or OPIM.
 - xi. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
 - xii. Information on the evaluation and follow-up required after an employee exposure incident, particularly incidents which involve needle sticks or contaminated sharps.
 - xiii. An explanation of the signs, labels, and color-coding system used to identify biohazards, regulated waste, and other potential BBP hazards.
- b. The person conducting the training shall be knowledgeable in the subject matter.
- c. Employees who have received training on bloodborne pathogens in the 12 months preceding the effective date of this policy shall receive training only in provisions of the policy that were not covered in their previous training. Additional training shall be provided to employees when there are changes in tasks or procedures that affect occupational exposure.

16. Recordkeeping

- a. Medical Records
 - i. The Chief _____ (*Name of position/person*) is responsible for maintaining medical records as indicated below. These records will be kept at the chief's office _____ (*specify location*). (*NOTE: If you contract for post-exposure follow-up and Hepatitis B vaccination evaluation, make sure the contract language includes provisions for recordkeeping that are consistent with the requirements of 29 CFR 1910.1020.*)
 - ii. Medical records shall be maintained in accordance with OSHA standard 29 CFR 1910.1020. These records shall be kept confidential and must be maintained

for the duration of employment plus 30 years. The records shall include the following:

1. The employee's name and social security number.
2. A copy of the employee's HBV vaccination status, including the dates of vaccination OR a signed declination form.
3. A copy of all results of examinations, medical testing (including post-vaccination antibody testing), and follow-up procedures.
4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, documentation of the route(s) of exposure, and circumstances of the exposure.

17. Training Records

- a. The Training Officer _____ (*Name of person/position*) is responsible for maintaining BBP training records. These records will be kept training files of each member/staff _____ (*specify location*).
- b. Training records shall be maintained for 3 years from the date of training, and shall document the following information:
 - i. The dates of the training sessions.
 - ii. An outline describing the material presented.
 - iii. The names and qualifications of persons conducting the training.
 - iv. The names and job titles of all persons attending the training sessions.

18. Sharps Injury Log

- a. For cases that involve percutaneous injury from contaminated sharps, _____ (*name of person/position*) is responsible for maintaining a sharps injury log. Information shall be entered on the log so as to protect the confidentiality of the injured employee. At a minimum, log entries shall document the following:
 - i. The type and brand of device involved in the incident.
 - ii. The department or work area where the incident occurred.
 - iii. An explanation of how the incident occurred.
- b. The sharp injury log is required in addition to the OSHA 300 log.
- c. Availability
 - i. All employee records shall be made available to the employee in accordance with 29 CFR 1910.1020.
 - ii. All employee records shall be made available to the Assistant Secretary of Labor for Occupational Safety and Health (OSHA) and the director of the National Institute for Occupational Safety and Health (NIOSH), or their representatives, upon request.
- d. Transfer of Records
 - i. If this facility is closed and/or there is no successor employer to receive and retain the records for the prescribed period, the Director of NIOSH shall be contacted for final disposition.

19. Evaluation and Review

- a. The officers _____ (*Name of person/position*) is responsible for annually reviewing this program and its effectiveness, and for updating this program as needed. This review shall include and document.
 - i. Consideration and implementation, where feasible, of commercially available safer medical devices designed to eliminate or minimize occupational exposure.
 - ii. Input from non-management direct care staff who are potentially exposed to injury from contaminated sharps on identification, evaluation and selection of engineering and work practice controls.

20. Outside Contractors

- a. (*While the written exposure plan does not have to address information obtained from and/or provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.*)

Hepatitis B Vaccine Declination

1. I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Employee's Name (print)

Employee's Signature

ECP Administrator Signature

Date

Establishment/Facility Name: _____ Year: _____

Sharps Injury Log

| Date/Time | Report No. | Type of Device (Syringe, needle, etc.) | Brand Name of Device | Work Area where injury occurred (Lab, etc.) | Brief description of how injury occurred and what part of body was injured |
|-----------|------------|--|----------------------|---|--|
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Retain until: __/__/____ (which is five years after the end of the current calendar year).

You are required to maintain this Sharps Log if the requirements to maintain an OSHA 300 log form applies to your company. See 29 CFR 1904 for details. The purpose of this Sharps Log is to aid in the evaluation of devices being used in healthcare and other facilities and to identify problem devices or procedures requiring additional attention and/or review. This Sharps Log must be kept in a manner which preserves the confidentiality of the affected employee(s).

Re: 29 CFR 1910.1030 (h)(5).

Broad & Gales Creek Fire Dept

Personal Protective Equipment (PPE) Hazard Assessment

| Location/Jobs | Potential Hazards | Body Parts | Required PPE |
|--|--|--|--|
| Indicate Department, Job Title, Equipment. Location or other identification of the task for which PPE is required: | 1. Sharp/ Abrasive Objects 2. Flying Particles 3. Falling Objects 4. Acidic/ caustic Chemicals 5. Toxic Chemicals 6. Chemical Absorption 7. Temperature Extremes 8. Sparks/ Hot Particles 9. Light Radiation 10. Chemical Gases/ Vapors 11. Wet/Slippery Surfaces 12. Electrical Hazards 13. Biohazards 14. Noise 15. Vehicular Traffic 16. Fall from heights 17. Other (describe) | 18. Head 19. Face 20. Eye(s) 21. Ear(s) 22. Respiratory System 23. Trunk 24. Arm(s) 25. Hand(s) 26. Finger(s) 27. Leg(s) 28. Foot/Feet 29. Toe(s) 30. Other (describe) | A. Hard Hat/Bump Cap B. Safety Glasses C. Chemical Splash Goggles D. Face Shield E. Welding Helmet F. Ear Plugs G. Ear Muffs H. Personal Fall Protection (list) I. Gloves (list type) J. Shoes/ Boots (list type) K. Respirator (list type) L. High Vis Vest/Clothing M. Gauntlets (list type) N. Apron (list type) O. Coat/Coverall P. Other (list type) |
| | *Potential Hazards | *Body Part(s) | *PPE Required |
| <i>Example: Disinfection</i> | <i>Caustic chemicals</i> | <i>Hands</i> | <i>Heavy duty latex glove</i> |
| Firefighting Structure | 2, 3, 6, 7, 10, 11, 12, 16 | All minus 30 | A, B, D, I, J, K, P ** |
| Firefighting Brush/Wood | 2, 3, 7, 10, 11 | All minus 30 | A, B, I, J |
| Extrication | 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14, 15 | All minus 30 | A, B, I, J, L, O **** |
| Traffic Control | 15 | ALL minus 22 & 30 | J, L ***** |
| Water Rescue | 11, 7, 17 Drowning | All minus 30 | J, A, P ***** |
| Spills/Leaks | 4, 5, 6, 7, 10, 11 | All minus 30 | A, B, C, D, I, J, K, O ***** |
| Medical Responses | 13 | 30 Infectious Disease | I, K, B, D, P ***** |
| Debris Removal | 1, 2, 3, 8, 11, 12, 14, 16 | All minus 22 | A, B, F, I, J, WITH CHAPS |

**Insert description or corresponding #.*

Certification

This hazard assessment has been performed to determine the type of PPE required for each affected employee. The assessment included a walk-through survey, specific job analysis, review of accident statistics, review of safety equipment selection guidelines, and selection of appropriate required PPE.

Assessment Certified by (Supervisor): _____ Date: _____
 Broad & Gales Creek Fire Department

Broad & Gales Creek Fire Department
By-laws Certification of Employee Training on the
Proper Use of Personal Protective Equipment

Instructor: Tony Matthews

Date: 11/04/2013

Training Topics Covered

1. Company/employee responsibilities.
2. Work area hazards.
3. How PPE will protect.
4. When PPE should be worn?
5. What PPE should be worn?
6. How to don, doff, assure proper fit, adjust, and wear PPE properly.
7. Limitations of the PPE.
8. Proper care, maintenance, cleaning (sanitation).
9. Reporting and replacement of worn damaged PPE.
10. Useful life.
11. Proper disposal of PPE.

Broad & Gales Creek Fire Department

Personal Protective Equipment (PPE)

Employee Training

The following employees have received training on their assigned PPE and have demonstrated an understanding of that PPE:

| Department | Printed Name | Signature |
|------------|--------------|-----------|
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Broad & Gales Creek Fire Department

Personal Protective Equipment (PPE)

Hazard Assessment Explanation of Required Equipment

| | |
|-------|---|
| ** | (I) Gloves Structural NFPA 1971 Approved (J) Boots Structural NFPA 1971 Approved (K) SCBA (P) Turnout Gear Structural NFPA 1971 Approved (P) Hood Structural NFPA 1971 Approved |
| *** | (I) Gloves Wildland NFPA 1977 Approved (J) Boots Wildland NFPA 1977 Approved (O) Coveralls Wildland NFPA 1977 Approved (I) Gloves Structural NFPA 1971 Approved (J) Boots Structural NFPA 1971 Approved (P) Turnout Gear Structural NFPA 1971 Approved |
| ***** | (J) Boots Safety Toe Non-skid Oil Resistant Sole |
| ***** | (J) Boots Deck Type Nonskid Sole Footwear, Dive Boots (P) USCG Approved Personal Flootation Device |
| ***** | (I) Gloves Structural NFPA 1971 Approved (J) Boots Structural NFPA 1971 Approved or Chemical Specific Protection (K) SCBA (P) Turnout Gear Structural NFPA 1971 Approved (P) Hood Structural NFPA 1971 Approved |
| ***** | (I) Gloves NFPA 1999 Approved for Medical Use (K) N95 Or Equivalent Determined by Need (P) Splash Protection Determined by Need |

FYI

QUESTION: The chief of my fire department just put a directive out banning the wearing of any kind of gloves at accident scenes except for our firefighting gloves. He said it was because they were the only N.F.P.A. approved glove and was not opening himself up to any lawsuits. Are there any other compliant gloves that give you more dexterity for extrication use? Do your hands have to meet N.F.P.A. compliance at accident scenes? If you could give me any answers or point me in the right direction, I would greatly appreciate it.

REPLY: Unfortunately, your Chief is justified in requiring NFPA-compliant gloves for extrication scenes. There are several references within the NFPA standards regarding glove use during extrication and EMS activities.

NFPA 1500

Standard on Fire Department Occupational Safety and Health Program, mentions the requirement for gloves when firefighters are working near sharp objects in paragraph 5-5.5:

5-5.5

The fire department shall provide gloves that meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting, during operations where sharp or rough edges are likely to be encountered during emergency medical care operations.

NFPA 1581

Standard on Fire Department Infection Control Program, states the same thing, leaving little doubt about what type of glove NFPA desires extrication personnel to wear. It even includes the word 'extrication' in the Standard.

NFPA 1581, 5-2.8

Structural fire-fighting gloves shall be worn by members in any situation where sharp or rough surfaces or a potentially high heat exposure is likely to be encountered, such as patient extrication.

Until manufacturers such as Ringers Glove can create a structural firefighting-compliant extrication glove that meets the NFPA 1971 Standard and remains flexible and good-fitting, your Chief is justified in requiring structural gloves for rescue. It's not the easiest glove to wear and the current models of extrication gloves are all much better fit, but if you are complying with the Standard, then structural is the only type of glove that complies.

Broad & Gales Creek Fire Department

By-laws

Whereas the former constitution and by-laws of the Broad & Gales Creek Fire Department have long been in need of revision, we the members of the Broad & Gales Creek Fire Department, do hereby repeal the said former and all previous constitutions and by-laws in their entirety and, in order to maintain discipline, define duty, and adopt the following code of laws for the government of the department.

ARTICLE I

NAME AND ORGANIZATION

SECTION 1

The Department shall be known and designated as the Broad & Gales Creek Fire Department.

SECTION 2

The purpose of the Broad & Gales Creek Fire Department shall be to provide manpower for fire protection and assist the community in any other emergency when called upon.

SECTION 3

The Broad & Gales Creek Community Association is the parent organization of the fire department. The fire department will answer to the Community Association.

SECTION 4

If a problem arises that cannot be handled within the ranks of the fire department, the Association will step in and whatever action taken by the Association will be final, being in the best interest of the Community.

SECTION 5

If a fire member is brought up on charges, that member may appeal to the Broad

and Gales Creek Community Association. The Association word will be final.

SECTION 6

The Board of Officers of the Fire Department shall consist of the Chief, Assistant Chief, Captain, 2 Lieutenants, Secretary, Treasurer and Safety Officer.

ARTICLE II

MEMBERSHIP

SECTION 1

Any able-bodied individual of good character and standing shall be eligible for membership in the department, providing he/she can meet the requirements set up in the application and who is 18 years of age and be a resident living within 8 miles of the Broad & Gales Creek Fire Department front door.

SECTION 2

Application for membership shall be made in writing on application forms furnished by the department. The applicant will agree to uphold and abide by the department constitution and By-Laws and agree to enroll in a firefighting certification class (*if available*) and to complete certification.

SECTION 3

New applications for membership shall be presented to the department at the first meeting after the application has been turned in and will be tabled for 30 days and should be voted on at the next business meeting.

SECTION 4

If an application for membership has been received and there is no meeting for two (2) months, it is assumed that applicant is a member and probation will start immediately, providing the Chief and Officers deem application eligible and favorable.

SECTION 5

All new applicants shall be subject to investigation by the Chief or his appointees.

Investigation of applicant shall consist of:

1. Confirmation of residence.
2. Confirmation of any other requirements set forth by Department By-laws.

SECTION 6

No person shall be eligible for membership in this department if he/she had been expelled from this or any other fire department, or has resigned in poor standing, or is currently on probation or parole for committing a felony. Letters of personal references and references from other fire departments from which the applicant has been a member should be received before membership can take place. Such references shall be read at the meeting prior to balloting, upon request from the floor.

SECTION 7

Any person who has formally belonged to this department, and at the time of his/her resignation and was a member in good standing, may be elected to membership without serving the regular six-month probationary period, but must submit a formal application for membership and meet all other requirements. Upon receipt of application at any regular meeting, may be voted upon by a majority vote.

SECTION 8

Voting of candidates to membership may be held at any regular meeting. A candidate shall be elected if two-thirds of the ballots cast are in favor of acceptance. Should the applicant not be elected, he/she will not be able to resubmit an application for a period of six months.

ARTICLE III

JUNIOR FIREFIGHTERS

SECTION 1

Any applicant between the ages of sixteen (16) and eighteen (18) years old shall be eligible for the Broad & Gales Creek Junior Firefighter program.

SECTION 2

All junior firefighters shall be able to participate in any in house training except training concerning live fires and hydraulic tools.

SECTION 3

All junior firefighters shall adhere to all rules set forth by the officers of the department and the by-laws. Also, junior firefighters must adhere to any guidelines as set forth by the State Fire Marshall's office.

SECTION 4

If a member is in school, they must have and keep a "C" average.

ARTICLE IV

HONORARY I DISABLED MEMBERS

SECTION 1

Member must serve five (5) consecutive years of active service to the Broad & Gales Creek Fire Department in good standing.

SECTION 2

Upon application, member may be placed on the honorary list by a majority vote of members present at any regular meeting.

SECTION 3

Honorary members shall have no vote in the affairs of the fire company and shall not answer any alarms.

SECTION 4

If an honorary member wants to become an active member again, he/she must fill out another application and when presented at the next regular meeting, a vote will be taken for active membership without a probationary period. Vote will be by majority.

SECTION 5

Any member, who sustains a permanent debilitating injury, may receive a disability life member status upon a majority vote.

ARTICLE V

OFFICERS

SECTION 1

The elected officers of this department shall consist of the following: Chief, Assistant Chief, Captain, and 2 Lieutenants.

SECTION 2

No member of this department shall hold two offices in the above offices at the same time.

SECTION 3

All nominations for officers shall be made at the regular meeting in December. All candidates shall be chosen from active members. Any member may request in writing to be nominated for any office if said member is not available to attend the meeting; however, said nomination must still come from the floor. All newly elected officers shall assume their positions after the close of the meeting.

SECTION 4

Qualifications for officers shall be as follows:

- A. Chief, Assistant Chief.
 - 1. Be certified Level 2 firefighter.
 - 2. Be qualified as an engineer on all fire apparatus within the Broad and Gales Creek Fire Department.

3. Have served as a Lieutenant with the Broad & Gales Creek Fire Dept. for at least one year.
4. Must be a member in good standing with the Broad & Gales Creek Fire Department for at least five years.
5. Must reside in the Broad & Gales Creek Fire District.

B. Captain

1. Be certified Level 2 firefighter.
2. Be qualified as an engineer on all fire apparatus within the Broad & Gales Creek Fire Department.
3. Have served as a Lieutenant with the Broad & Gales Creek Fire Department for at least one year.
4. Must reside in the Broad & Gales Creek Fire District.

C. Lieutenants

1. Be certified or enrolled in firefighter certification course.
2. Be qualified as an engineer on all fire apparatus within the Broad & Gales Creek Fire Department.
3. Been an active member in good standing for at least one year.
4. Shall reside within six (6) miles from the Broad & Gales Creek Fire Department front door.

SECTION 5

Any elected officer who resigns or is unable to complete his/her term of office for any reason, may not be nominated for any office in the department for at least one year. This party may request a review from an investigation committee due to circumstances beyond his/her control and at the advice from this committee may be able to run for office.

SECTION 6

If an officer leaves his/her position, all lower officers shall move up providing they meet the qualifications of the office, and the Chief shall appoint an active member to the lowest position not filled.

SECTION 7

The term of office for all duly elected officers shall be one year beginning right after the December meeting. All officers will be elected at the December meeting. The candidate receiving the highest number of votes shall be declared elected. All ballots not bearing a name of a candidate shall be declared void.

ARTICLE VI

RESIGNATION

SECTION 1

Any member, who can no longer fulfill his/her duties as a member, may resign. Resignation must be accepted providing all issued property is returned to the department. Resignations will be accepted in good standing. If all property has not been returned, the resignation shall be accepted not in good standing.

SECTION 2

Any member, who is in good standing at the time of his/her request for resignation is submitted, shall be recognized as having resigned in good standing. Such member shall be eligible to reapply for membership at any time.

SECTION 3

Any member not in good standing at the time of his/her request for resignation shall be recognized as resigning not in good standing. Such member shall not be eligible to reapply for membership.

ARTICLE VII

LEAVE OF ABSENCE

SECTION I

If for any reason a member in good standing is unable to perform his/her duties of membership as specified herein, such member may request a leave of absence. Such request must be made in writing to the Chief.

SECTION 2

Any member granted a non-medical leave shall be excused from all duties. Such leaves shall not be approved for a period of less than one (1) month or more than six (6) months and be renewed for only one (1) additional six (6) month period.

SECTION 3

On submission of a letter from a physician, a member shall be granted a medical leave of absence for the duration of his/her incapacity and will return to active duty upon notification from a physician of his/her ability to return to active duty. During such leave, the member shall be excused from all duties of membership.

ARTICLE VIII

MEETING PROCEDURES

SECTION I

The Chief or designated representative shall preside at all meetings. The Chief shall not vote on any question except in equal division when the vote shall decide the question and be governed by parliamentary procedure. The Chief shall be entitled to vote on all matters, which require more than a simple majority.

SECTION 2

It shall be the duty of the Chief to call a special meeting when deemed necessary for the interest of the department or at the written request of five (5) members in good standing.

SECTION 3

The regular meeting shall be conducted on the first Monday of the month at 19:00 hours. When the date of the meeting falls on a legal holiday, such meeting should be held on the following Monday.

SECTION 4

Ten (10) members shall constitute a quorum. If the membership gets below twenty (20) a quorum will be 50% of active members on the roster. This quorum shall have the power to transact business at any regular or special meeting.

SECTION 5

In all non-majority votes, fractions shall be rounded to the nearest whole number. (ie; 37-112=38, 37-114=37)

SECTION 6

Order of business:

1. Roll call.
2. Reading of minutes, questions, and approval.
3. Treasurers report.
4. Association report
5. Report of committees.
6. Unfinished business.
7. New business.
8. Elections of members.
9. Election of officers (December meeting).
10. Applications for membership.
11. Adjournment.

ARTICLE IX

DEPARTMENT FINANCE

SECTION 1

It is desirable that accounts be established for the purpose of receiving funds and paying of bills necessary to maintain the department. All funds withdrawn from these accounts are to be signed and countersigned by a second authorized signature.

ARTICLE X

AMENDING THESE BY-LAWS

SECTION 1

The By-laws shall not be altered or amended except at a regular or special meeting by a two-thirds (2/3) vote of membership present. In all cases, a written notice of such proposed changes or amendments shall be posted for one (1) month, previous to being acted upon.

SECTION 2

The By-Laws cannot be set aside except by an affirmative vote of three-fourths (3/4) of the membership present.

AMENDMENTS

Foregoing by-laws were adopted in March 1964 and amended October 1988, February 1991, May 1996, December 1999, October 2002, December 2002, September 2006, and October 2010.

Chief: _____

Assistant Chief: _____

Captain: _____

Secretary: _____

Chairman By-Laws: _____

Date Accepted by Membership: _____

Broad & Gales Creek Fire Department

Shift work program

Purpose

1. To ensure Fire Department can respond to call during normal business hours.

Goal

1. Find people to cover for the Fire Department 10 hours per day Monday through Friday.

Requirements

1. Members
 - a. Be qualified to operate all department vehicles and equipment.
 - b. Have a valid N.C. driver's license with ability to obtain a Class B within 6 months.
 - c. Level 2 Certification within 6 months of start of shift duties. Driver's Op Cert within 1 year pending availability of classes.
2. Part Time Employees
 - a. Driver Op certification
 - b. Valid N.C. driver's license Class B preferred.
 - c. Level 2 firefighter certification

Duties

1. Respond to all emergency calls dispatched.
2. Create or revise Department Pre-plans.
3. Perform hydrant maintenance and hydrant testing.
4. Hose Testing and cleaning.
5. Clean and maintain all department vehicles and equipment.
6. Assist with record keeping.
7. Perform minor maintenance tasks to equipment.
8. Complete any task assigned by the chief.

Hiring

1. Anyone wishing to apply for a position shall submit an application to The Chief.
2. Once applications are turned in, the Chief will review and pick candidates for an interview.
3. The Chief and two others shall interview prospected candidates for the positions to be filled.
4. The Chief shall notify all people as to whether they are chosen for a position.
5. Department members volunteering to cover daytime only need to inform the Chief.

Broad & Gales Creek Fire Department

Paid Staff Daily Duties

Every Day

1. Raise the Flag.
2. Truck Checks - All Trucks.
3. Equipment check - Operate all gas-powered tools and check fluid level.
4. Any assigned task.
5. Lower flag

Assigned Tasks

Monday

1. Clean Bays.
2. Detail Engine
3. Drive Engine 3 minimum 20 miles.

Tuesday

1. Clean sitting area.
2. Detail Engine
3. Drive Engine 4 minimum 20 miles.

Wednesday

1. Clean Kitchen.
2. Detail Rescue 13.
3. Drive Rescue 13 minimum 20 miles.

Thursday

1. Clean admin hallway.
2. Detail Tanker 1.
3. Drive Tanker 1 minimum 20 miles.

Friday

1. Detail Unit 1.
2. Clean Bathrooms.
3. Wash Tanker 1.

First Monday of each month, a monthly inspection of all fire and EMS fire extinguishers are to be done and logged on each card with a report submitted of any issues found through emergency reporting.

Please document all activities and any problems on Emergency Reporting. For assistance, contact Chief Tony Matthews

Broad & Gales Creek Fire Department

Paid Part-time General Rules

Purpose

1. In order to create a more consistent environment in which to operate this department, the following guidelines will be implemented. These guidelines are to help assist members in what actions they should follow when responding to emergencies. These guidelines are subject to change as needed and failure to comply could result in disciplinary action by the Chief.
2. All paid staff answer directly to the Chief. Assignments and scheduling come through the Chief.
3. Start time shall be 7am Monday through Friday with a finish time of 5pm. Allowances will be made for those coming off a shift at another job.
4. A daily log of start/stop time shall be kept on Emergency Reporting with each person clocking in with the time clock.
5. Assignments will be given via calendar on emergency reporting or designate officer.
6. Assignments shall be completed by the end of your shift, or a reasonable explanation shall be given to the Chief as to why they were not completed.
7. All maintenance issues shall be reported on emergency reporting.
8. Availability for schedules shall be submitted to the Chief no later than the 20th of each month for the upcoming month. Failure to do so will result in the possibility of not being scheduled to work.
9. All Department SOG's/ SOP's and policies set forth shall apply to the paid staff. Failure to comply will result in staff member being removed from the schedule.
10. All paid staff members are expected to help train/teach any volunteer asking for help on department vehicles and/or equipment.
11. Only the Chief can assign, change, or alter any task or job given to on duty paid staff members.
12. Staff should assist any officer requesting help with ISO related projects.
13. Non-member visitors should be accompanied by a member while in the station.
14. Visitors are allowed during breakfast, lunch and after 3pm unless there for a meeting.

Broad & Gales Creek Fire Department

Membership Incentive Program

Purpose

1. To reward the members of the fire department for their hard work and dedication by offering a pay per call incentive.

Pay Scale

1. \$5.00 per call with \$10.00 fuel reimbursement for a total of \$15.00 per call.

Requirements

1. Must maintain 36 hours of training documented at the department from the previous year.
2. Must attend at least 50% of department meetings and training.
3. Must sign all appropriate reports.
4. Other issue may arise to cancel members not receiving incentives. If in doubt, ask the Chief.

Miscellaneous

1. Members are not to leave off calls early unless excused.
2. Members are not allowed to sign for any other member.
3. Members must make sure all equipment and trucks are back in service before leaving to ensure credit for the call.
4. Junior, probationary, or suspended members are not eligible for incentive.
5. The Chief shall have to approve all incentive payouts.

Adopted by the Broad & Gales Creek Community Association December 14, 2023.

The foregoing Policy and Procedures were adopted on November 11, 2021, by the Association membership at the Annual Meeting on November 11, 2021, and amended at the regular board meeting January 13, 2022, August 11, 2022, March 9, 2023, April 13, 2023, May 11, 2023, July 13, 2023, and December 14, 2023.

Authenticated By:

| | | | |
|----------------|-------|------|-------|
| President | _____ | Date | _____ |
| Vice President | _____ | Date | _____ |
| Secretary | _____ | Date | _____ |
| Treasurer | _____ | Date | _____ |