

201 ACCIDENT PREVENTION AND EMPLOYEE HEALTH AND SAFETY

PURPOSE

San Juan Fire District 3 believes in the importance of the individual employee. The prevention of occupational injuries and illnesses is of such a consequence to this belief that it is given a top priority at all times.

This accident prevention program emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable. This shall be accomplished through the cooperative efforts of supervisors and employees.

Safety orientation for new employees, timely and appropriate training, a management/employee safety and health committee, a self-inspection program, and personal protective equipment and clothing will be some of the tools used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of personnel, and subsequently, the fire district.

201.2 SAFETY STANDARDS

1. The department and its employees comply with the applicable State of Washington Department of Labor and Industries safety and health standards. The standards include:
 - a) WAC 296-24 General Safety and Health Standards.
 - b) WAC 296-62 General Occupational Health Standards
 - c) WAC 296-305 Safety Standards for Firefighters
2. Copies of these standards are available for review by any employee wishing to view them at the Fire District office.
3. San Juan Fire District #3 also seeks, when possible, to comply with NFPA 1500 Fire Department Occupational Safety and Health (a recommended standard), and other recommended standards.

201.3 SAFETY OFFICER

1. The District Assistant Chief shall serve as the fire department safety officer.
2. The safety officer shall serve as standing chair of the safety committee.
3. The safety officer is responsible for reviewing the following:
 - a) accident investigations.
 - b) safety training.
 - c) safety and health recordkeeping.

201.4 SAFETY AND HEALTH COMMITTEE

1. A safety and health committee will be established to assist in the detection and elimination of unsafe conditions and work procedures.
2. The following guidelines will be followed to select members:
 - a) The committee shall be comprised of the Safety Officer and Training Officer representing management, and three volunteers representing the employees.
 - b) The terms of employee-elected members shall be a maximum of one year, effective January first. Should a vacancy occur on the committee, an election for replacement shall be held on the first drill night of the following month, with nominations open until 7:00 PM of the drill night.
 - c) Employees shall elect fellow workers to represent them on the committee. Nominations shall be accepted by the safety committee during November. A ballot shall be presented to all employees on the second Monday in December.
3. The frequency of meetings shall be determined by the committee, but it will meet at least quarterly.
4. The date, hour, and location of meetings shall be determined by the committee.
5. The attendance and subject discussed shall be documented and maintained on file by the Safety Officer. Minutes shall be posted on safety bulletin boards at each station.
6. The safety committee shall:
 - a) Assist in accident investigations to uncover trends.
 - b) Review accident reports to determine means of elimination.
 - c) Solicit and evaluate employee suggestions.
 - d) Review job procedures and recommend improvements.
 - e) Monitor the safety program effectiveness.
 - f) Promote and publicize safety.
7. The following forms are available to assist in documenting activities of safety and health committee meetings:
 - a) WA Dept. of L&I Form "Safety Meeting Minutes"
 - b) WA Dept. of L&I Form "Supervisor's Report of an Accident"
 - c) BVFF Fire accident report. On line form
 - d) BVFF Report of accident SF 5580
 - e) VFIS "Vehicle Accident/Loss Investigation Report"

201.5 SAFETY AND HEALTH ORIENTATION

1. Orientation of new employees will begin the first day of employment on the new job. This program will provide an introduction of Fire District Three policies and rules and will include a thorough safety briefing.
2. The Department Safety Officer or his/her designee will thoroughly instruct him or her in job safety and health requirements. Safety orientation check lists are provided for this purpose. The check list must be completed by checking each item as it is covered. The check list shall be signed by the Training Officer and employee, and placement into the employee's file. The employee responsibility list contained in this document will also be reviewed with the employee by the Training Officer.
3. The orientation program shall include but not be limited to the following:
 - a) A description of the Fire District's total safety program.
 - b) How and when to report injuries, including instruction as to the location of first-aid facilities.
 - c) How to report unsafe conditions and practices.
 - d) The use and care of required personal protective . (see SOP 101)
 - e) The proper actions to take in the event of emergencies including the routes of exiting from areas during emergencies. (see SOP 206)
 - f) An on-the-job review of the practices necessary to perform the initial job assignments in a safe manner.
 - g) Identification of the hazardous substances used by the department, along with the instructions on the safe use and emergency action following accidental exposure. This will include:
 - i) Physical and health risks of the hazardous chemicals,
 - ii) The symptoms of overexposure,
 - iii) How to determine the presence or release of hazardous chemicals in his/her work area,
 - iv) How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
 - v) Steps the District has taken to reduce or prevent exposure to hazardous chemicals.
 - vi) Procedure to follow if employees are overexposed to hazardous chemicals.
 - vii) How to read labels and review MSDS's to obtain hazard information.
 - viii) Location of the MSDS file and written hazard communication program.
(note: vii and viii will normally be completed during the Hazardous Materials - First Responder Awareness training).

201.6 EMPLOYEE RESPONSIBILITY:

As an employee of San Juan County Fire District Three, I am responsible to:

1. Observe all District safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job related injury, illness or property damage to my supervisor and promptly seek treatment.
3. Report hazardous conditions and unsafe acts promptly to my supervisor.
4. Not to report to work under the influence of alcohol or drugs nor to consume them on the job.
5. Refrain from fighting, horseplay, or distracting my fellow workers.
6. Perform my assigned duties unless instructed otherwise.
7. Operate only the equipment for which I am authorized and properly trained.
8. Observe safe operating procedures for their equipment.
9. Walk at all times while on the job.
10. Follow proper lifting procedures at all times.
11. Ride on a vehicle only in a designated seat with a seat belt in place.
12. Be alert to see that all guards and other protective devices are in place prior to operating equipment.
13. Always wear proper personal protective clothing as applicable to the job being performed.
14. Actively support and participate in the District's efforts to provide a safe and healthy working environment.

201.7 HAZARD COMMUNICATION PROGRAM

1. The Safety Officer is responsible for monitoring the District MSDS program. He/she will obtain the necessary MSDS's and will see that any new information is passed on to affected employees.
2. Each employee responsible for receiving or purchasing chemicals or hazardous substances shall verify the container is properly labeled. Employees shall not re-container any substance.
3. Copies of MSDS's for all hazardous chemicals used in the department will be kept in the District Offices.
4. Any employee wishing to view an MSDS for any substance used by the employee may do so at any time during normal business hours. If an MSDS is not available, the employee should immediately contact the Safety Officer.
5. Prior to introducing a new chemical hazard into District, each affected employee of the District will be given information and training as outlined above for the new chemical hazard.
6. The Following is a list of all Known hazardous chemicals which may be used by District employees. Further information on each chemical may be obtained by reviewing MSDS's located at the District Office:

WD-40	Mirror Glaze
Liquid Wrench	Isopropyl Alcohol
Standard Gasoline	Battery Acid
Roscoe Smoke Fluid	Compressed air (grade D)
Standard Diesel	Simple Green
LPS	Windex
Isoamyl Acetate	Quartet Re-markable
Mita Toner	Backfire Fusseses
Battery cleaner	Hiway Fusseses
Aarmorall	Sodium Bicarbonate
Gum out	Winsol
Ace windshield washer fluid	
Ace antifreeze	
Monamonium phosphate	
Christolube	
Sicomet 99	
Loctite 540	
Loctite 680	
Scott Lens Prep II	

201.8 OCCUPATIONAL INJURY AND ILLNESS RECORD KEEPING

1. The safety officer will insure the appropriate records for occupational injuries and illnesses are kept, to include the following:
2. Maintain a Log and Summary of Occupational Injuries and Illnesses on OSHA form 300. Reportable cases include:
 - a) Every occupational death
 - b) Every occupational illness
 - c) Every occupational injury that involves:
 - i) Unconsciousness
 - ii) Inability to perform all phases of the regular job
 - iii) Inability to work on a regular job
 - iv) Temporary assignment to another job
 - v) Medical treatment other than first aid
3. Keep copies of all reports generated when an employee is injured on the job.
4. During the Month of February, post the completed Summary portion of the OSHA 300 form for the previous year.
5. Maintain records for five years following the year to which they relate.
6. Enter each reportable injury and illness on the job as early as practicable, but no later than six working days after receiving the information that a reportable case has occurred.
7. In addition to the OSHA 300, a supplementary record for each occupational injury or illness (OSHA 301) will be maintained. Other reports, such as worker compensation forms, are acceptable alternatives for the OSHA 301 if they contain the information required by the OSHA 301.

201.9 FIRST AID TRAINING, FIRST AID KITS

All firefighters shall be currently certified at the first aid level or higher.

1. Each department vehicle shall have a first aid kit containing:
 - a) scissors, EMT type
 - b) tweezers
 - c) BP cuff and stethoscope
 - d) CPR mask
 - e) 3 rolls tape
 - f) 6 sterile 4"x 4"
 - g) 4 combination pads
 - h) 2 triangular bandages
 - i) 1 eye pad
 - j) 4 roller gauze
 - k) 1 burn sheets
 - l) 1 multi trauma dressing
 - m) S, M, and L disposable gloves
 - n) 1 SAM splint
 - o) 1 bio-hazard bag

2. Each station shall have a dedicated first aid kit containing:
 - a) scissors, EMT type
 - b) 2 rolls tape
 - c) 6 sterile 4"x 4"
 - d) 4 combination pads
 - e) 2 triangular bandages
 - f) 4 roller gauze
 - g) 1 multi trauma dressing
 - h) S, M, and L disposable gloves

SOP 202 SAFETY ZONES

PURPOSE: To establish a safety perimeter at fires or other emergency scenes.

202-1 HOT ZONE

1. A "hot zone" shall be automatically established at working structure fires, haz mat incidents and all other incidents where respiratory protection may be needed outside

of a structure. It shall include a minimum of a 15 foot zone around the area or object involved.

2. This perimeter may be increased by the Incident Commander at any time.
3. Personnel in the "Hot Zone" shall be in full PPE appropriate to the potential hazard, to include the highest level of respiratory protection potentially required.
4. Entrance to the "Hot Zone" shall be made only by personnel assigned to duties requiring entrance into the hot zone, and shall be in accordance with SOP 203 Accountability.

202-2 WARM ZONE

1. The warm zone may be established as needed. The warm zone is a control area for managing access to the hot zone, staging of personnel, decontamination, or exposure protection.
2. Personnel assigned to the "Warm Zone" shall be in PPE equal to or one level below that of the hot zone.
3. Personnel transporting equipment into the "Warm Zone" shall meet the protection standards for the "Cold Zone".

202-3 COLD ZONE

1. Any area outside the "Warm Zone" shall be called the "Cold Zone".
2. No immediate hazard is anticipated in the Cold Zone and no specific level of PPE is dictated.

203 ACCOUNTABILITY

Purpose:

An accountability system is used to insure responder safety by tracking individuals and crews at an incident

References: WAC 296-305-05001, NFPA 1500 6-3

203-1 Concepts

1. Each firefighter working on an emergency scene will be assigned to a crew or to staging awaiting a crew assignment. The crew will be identified by a helmet shield on the firefighter helmet. All of the crew members will be logged on a passport. A staging officer may be assigned to track the assignment of crews.

2. The crew will enter together, work together, and exit together, and will stay in contact with each other while assigned. Should one crew member need to leave the hot zone the whole crew will leave together.

203-2 Hardware

1. Each firefighter will be issued nametags, which they will keep on the rear underside of the helmet.
2. Each engine will have passports, capable of holding up to four nametags. The passports are labeled 311, 312, 321, 322, ect.
3. Each seat on the apparatus will have a helmet shield pre-positioned for the firefighters use.
4. Additional passports and helmet shields will be carried on each engine, on the heavy rescue vehicle and in the command vehicles.

203-3 Initial Response

1. The apparatus officer will circulate the passport to each member on board and collect their nametags; the crewmembers will attach the corresponding helmet shield to their helmet.

2. The company officer helmet shield is white, the driver/operator's blue and the crew members orange.

3. On arrival on scene the officer will hand over the passport to the IC or IC Aide when orders are given. Should command not yet be established the first in officer shall establish command and attach the passport(s) on the apparatus pump panel.

203-4 Expansion

The initial Incident Commander retains responsibility for managing accountability, as an incident grows in complexity a Command Aide may be appointed. The Command Aide will assume accountability responsibilities. At a further complex incident a Staging Officer may be assigned.

1. As additional personnel arrive, they will form into crews. A minimum crew is two, and maximum is four.
2. Each firefighter will don a helmet shield.
3. Each firefighter will leave a nametag attached to the passport. The passports will initially be left at the engineers compartment of the first in engine.
4. As crews exit the hot zone, the crew leader should retrieve their passport from the engine if accountability has not been set up.

203-6 Staging Officer

203.7 Passport Management

1. Unassigned crews will await assignment in the staging area.
2. While in staging, the company officer will retain the crew's passport.
3. As needed the staging officer will direct the crew leader to the Command Aide for assignment.
4. When an assignment is received, the crew leader will surrender the passport to the Command Aide.

5. Upon completion of the assignment, the crew will be reassigned. If reassigned on the fire ground the IC Aide will retain the passport, if assigned to rehab or staging the crew leader will retrieve the passport.
6. When a crew is assigned to rehab, the crew officer will surrender the passport to the rehab officer.
7. Upon completion of rehab the crew leader will retrieve the passport from the Rehab officer and the crew return to staging.

203.7 Personal Accountability Reports

1. The Incident Commander, Safety Officer or IC Aide may request a Personal Accountability Report (PAR) at any time during operations.
2. When a PAR is requested, each crew leader will physically verify that each member of the crew is present and accounted for.
 - a. The crew leader must be in visual or physical contact with each crew member.
 - b. The crew leader should also verify the status of each crew member's supply of air if SBCA are in use.

SOP 204 REHAB

POLICY:

204-2. RESPONSIBILITIES

1. Incident Commander: The Incident Commander shall consider the circumstances of each incident, and make provisions for rest and rehabilitation as appropriate.
2. Officers: Officers and crew leaders shall maintain an awareness of the condition of each member within their span of control and ensure that adequate steps are taken to provide for each member's safety and health.
3. During any emergency incident or training, all members shall advise their supervisor (officer) when they believe their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew or the operation in which they are involved.

204-3. ESTABLISHMENT OF REHAB SECTOR.

- a) The Incident Commander shall establish a "Rehab Unit" when conditions warrant.
- b) A member shall be placed in charge and shall be called the "Rehab Unit Leader".

2. The Rehab Unit Leader reports to the Logistics Section Chief when one has been appointed. Rehab unit reports to IC otherwise.

GUIDELINES:

When appointed, the Rehab Unit Leader should first determine whether a rehab area has been established.

4. Personnel:

- a) During periods of hot weather, members are encouraged to drink adequate amounts of water or supplemental liquids.
- b) Members should also remain aware of the health and safety of other members of their crew.

3. Location:

- a) The Rehab Unit Leader should select a suitable location for the "Rehab Area". The area should be safely located away from incident hazards.
- b) The Rehab Area should provide suitable protection from environmental stress. During hot weather, it should be in a cool shaded place, and during cold weather, it should be a warm dry place.
- c) Rehab should be away from exhaust fumes and traffic.

204-4. RESOURCES.

1. The Rescue unit :
 - a) fluids (water, activity beverages)
 - b) food
 - c) medical supplies (BP cuffs, stethoscopes, O₂, cardiac monitor, thermometer)
 - d) Each apparatus will be kept supplied with fluids and first aid kits for initial supply of Rehab.
 - e)

204-5 GUIDELINES

1. Rehab should be established:
 - a) when climatic conditions warrant.
 - b) when incidents are expected to be long in duration.
 - c) when incidents are expected to require 3 or more engine companies.
 - d) when incidents are expected to be labor intensive.

2. Climatic conditions that will automatically indicate a need for Rehab include Heat stress index over 90°F or wind chill index below 10°F.(see tables 1-1, 1-2)
3. A critical factor in reducing heat stress is replacement of water and electrolytes. During heat stress situations, emergency responders should consume 1 quart of fluids per hour. Alternating electrolytes and water is recommended.
4. When incidents extend past three hours, the department will try to provide food for persons in Rehab. Soup, broth or stew are recommended as they are digested quickly. Fruit is also suitable. Use of American Red Cross volunteers is advised.
5. The department also maintains a supply of MRE's (meals: ready to eat) for use in outer island response, during disasters, or when other food is not available.
6. Firefighters using SCBA will be limited to two bottles, or 45 minutes of work, prior to mandatory Rehab. Evaluation of fatigue levels will be the criteria for release from Rehab, but should not be less than 10 minutes. As firefighters are released from Rehab, they should report to Manpower.
7. Upon reporting to Rehab, each member should have a pulse measurement taken. If the pulse rate exceeds 110 beats per minute, a temperature should be taken. If the temperature exceeds 100.6°F, the member should remove SCBA and turnouts, and receive immediate medical evaluation.
8. No member shall be released from Rehab with a pulse exceeding 90 beats per minute.
9. The Rehab Officer shall keep track of members entering and leaving Rehab. No one will be permitted to leave Rehab until released by the Rehab Officer.

ACCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Purpose: The department strives to provide the safest working conditions possible. By learning from accidents and near miss events that happen, we can avoid them in the future.

205.1 ACCIDENT REPORTING

1. Any employee who is involved in an accident or near miss involving department owned vehicles shall report the accident to his/her supervisor as soon as possible, and not later than 24 hours following the accident.
2. Any employee who is involved in an accident on near miss involving a private vehicle, while on duty with the department shall report the accident to his/her supervisor as soon as possible, and not later than 24 hours following the accident.
3. Any employee who is injured while on the job will report the injury to his or her supervisor as soon as possible, and not later than 24 hours following the injury.
4. If a supervisor receives a report of an accident or near miss, he or she may report that injury to the duty officer.

- a) Supervisors are encouraged to assess conservatively the severity of an incident for reporting purposes.
 - i) When in doubt the employee and supervisor should notify the duty officer and/or safety officer.
- 5. If symptoms of an illness or injury are not apparent at the time of the incident, the employee shall report the symptoms to his/her supervisor within 48 hours of the onset of symptoms.
- 6. Employees are encouraged to report even apparently minor accidents and near misses.

205.2 ACCIDENT AND NEAR MISS DOCUMENTATION

1.

205.2 PRELIMINARY INVESTIGATION

- 1. The safety officer, or his or her designee will perform the initial investigation of each reported accident.
- 2. The investigator shall conduct a preliminary investigation to determine the need for a comprehensive investigation.
- 3. Investigation of minor accidents may be conducted through a phone interview with the affected employee.
- 4. Investigation of accidents that cause injury requiring assistance beyond first aid, or damage to equipment or property in excess of \$100.00, near miss incidents with high potential for injury, and any incident having a possibility of resulting in claims against the fire district or its employees shall be considered serious accidents.
- 5. Serious accidents shall be investigated on site by the investigator.

205.3 INVESTIGATION METHODS

1. If an accident results in the death or probable death of an employee, or results in the hospitalization of two or more employees, the Washington State Department of Labor and Industries shall be contacted immediately.
 - a) In Mount Vernon 1 (360) 416-3034
 - b) or toll free: 1-800-321-6742
2. Equipment involved in a fatality or probable fatality shall not be moved until the accident has been investigated by a Dept. of Labor & Industries investigator, except where removal is necessary to prevent additional injury. If equipment needs to be moved to extricate a victim, the equipment should be moved only as far as is required to get the victim out
3. San Juan Fire District #3 shall provide whatever assistance is necessary to Department of Labor and Industries investigators.
4. If arson is suspected in an incident that results in death or probable death to an employee, or serious injury to an employee, the Region 3 Arson Task Force should be contacted for assistance.
5. The investigator of a serious accident should include within his/her investigation:
 - a) Interviews with victims. The interview should include: name, location of incident, time and date of incident, description of incident.
 - b) Names of witnesses.
 - c) Statements of witnesses.
 - d) Inspection of the equipment involved.
 - e) Inspection of any property involved or affected.
 - f) Photographs.
 - g) Video recordings.

205.4 SAFETY COMMITTEE INVOLVEMENT

1. The safety committee shall review all accident reports. The review may occur at a regularly scheduled meeting, or at a meeting convened to review any serious accident.
2. The safety committee is responsible for recommending corrective measures to prevent further accidents.

SOP 206 TRAFFIC CONTROL

206-1 Operations on the Roadway

1. Safety of the responders is the highest priority. Safety of patients and the general public must also be considered.
2. The passenger in the first arriving apparatus is IC and Safety Officer until such time as he or she passes command to a later arriving officer.
3. Address scene safety before beginning operations.
4. Close as many lanes of traffic as necessary to provide for responder safety.
5. Always assume that the oncoming driver can not see you.
6. Responders must wear reflective clothing and helmet at all times.
7. During warm weather a reflective vest may be substituted for a bunker jacket.

206-2 Parking at scene

1. Park engine in fend off position, at a 45° angle to the side of the road when possible, on the same side of the road as the incident.
2. Park with the pump panel oriented towards the scene, (down stream from traffic).
3. Insure apparatus is parked far enough back from scene to avoid risk if apparatus is struck from behind.
4. In general the first responding ambulance will park closest to the scene, R314 will be next back inline, and the responding engine back from R314
5. Direct additional vehicles to a staging point as possible
6. If staging in unavailable, all vehicles should park on one side of the road, preferably the same side as the accident.
7. POV's at the scene should use flashers

206-3 Lighting and Vehicle Visibility

1. During the day leave headlights and all emergency lights on.
2. From dusk till dawn, once control of the scene is established, turn off headlights and reduce emergency lights to "blocking", as possible on apparatus.
3. If apparatus does not have "blocking" (intermediate level) emergency lighting then turn off light bar and activate flashers

206-4 Traffic Control Devices

1. When placing and retrieving cones do not turn your back to traffic.
2. Place cones upstream of scene. In 25 mph speed zones begin cone placement 65' back, in 45 mph zones begin cone placement 100' back.
3. These distances must be increased in cases of curves or topographic changes in the roadway.
4. From dusk till dawn illuminate cones with flares or other lighting devices.
5. An aisle of cones should be established along the centerline bordering the work zone when one lane of travel is closed.

206-5 Traffic Control:

1. TAC4 is the default channel to be used by firefighters assigned to traffic control.
2. On scene radio designators should reflect the relative cardinal points of the scene; (“Eastbound traffic control this is west bound traffic control”)
3. Direct traffic from the shoulder of the road, keeping an emergency escape route at all times.
4. Use a traffic paddle during daylight and a traffic paddle and handheld red signal light at night.
5. Hold paddle at arms length from the body to insure visibility.
6. Direct traffic with your hand away from your body to present a clear and visible signal.
7. Use the following signals for Stop/slow/go:

STOP:

Stand on the shoulder, stop sign facing traffic with arm outstretched and palm toward the traffic until the first car is stopped, then move to center of the road.

SLOW:

Slow sign facing traffic, arm outstretched and palm down, move hand and arm up and down in a pumping motion. Stand on the shoulder facing the traffic.

GO:

Slow sign facing traffic, arm in a sweeping gesture, then end the sweep by directing traffic. Stand in the lane when traffic uses the left lane, and on the shoulder when traffic uses the right lane.

SOP 207 After Action Review

Purpose

The purpose of an AAR is not to criticize action taken during a response but to identify what worked and what may have been done better. This information will be used to improve success in future responses.

207-1 Definition

An after action review, (AAR) is a formal facilitated discussion among responders to a particular incident. It differs from a “tailboard” in its formalized structure and organizational intent.

1. The AAR should answer
 - i. What should have happened
 - ii. What did happen
 - iii. Why are there differences
 - iv. What should be done next time
2. An AAR is intended to identify opportunities to improve performance, not to place blame.
3. An AAR is different from a critical incident stress debriefing, (CISD).

207-2 When an AAR should be conducted.

1. An AAR should be conducted as soon as possible after the following incident types:
2. Fire response of two or more alarms
3. Any mutual aid response to a neighboring fire district
4. Any event during which a department member is seriously injured
5. Any event involving a fatality
6. An AAR may be conducted at the request of any representative of the authority having jurisdiction

207-3 Facilitator

1. The AAR should be facilitated by an individual not immediately involved in the response under review.
2. When not possible the AAR should be facilitated by a senior representative of the authority having jurisdiction.

207-4 AAR Format

1. Review the building or site layout through site visit or photographic documentation
2. Construct chronology of significant events
3. What were contributing construction or design features
4. What were fuel and or topographic influences
5. Were there difficulties in access
6. Communications
 - a. Was dispatch information as timely and complete as possible
 - b. Was a size up properly communicated
 - c. Was communication hardware sufficient
 - d. Were tactical channels used appropriately
 - e. Was radio discipline applied
 - f. Were interagency communications effective
7. Equipment
 - a. Did apparatus respond in a safe and timely manner
 - b. Were additional apparatus requested in a timely manner
 - c. Were apparatus properly positioned
 - d. Were there any malfunctions on equipment
8. Personnel
 - a. Were sufficient personnel on scene
 - b. Was crew integrity maintained
 - c. Was crew leadership effective
 - d. Were crews assigned tasks appropriate to their skills
 - e. Did crews perform tasks effectively
9. Operations
 - a. Was command identified and maintained

- b. Was ICS system expanded appropriately
 - i. Were staging operations appropriate
 - ii. Were logistical operations appropriate
 - iii. Were public information operations appropriate
- c. Were initial attack operations appropriate
- d. Were ventilation operations appropriate
- e. Were salvage operations appropriate
- f. Were overhaul operations appropriate
- g. Were water supply operations appropriate
- h. Were SOPs followed
- i. Did weather effect operations

10. Safety

- a. Was an effective safety officer appointed
- b. Were back up and RIT teams available
- c. Was structural integrity monitored
- d. Were any of the 10 & 18 violated
- e. Were personnel accounted for at all times

11. Conclusions

- a. What went right
- b. What may be done better
- c. What training opportunities were identified
- d. What action items have been identified
- e. Who should address them
- f. In what time frame

208 ELECTRICAL HAZARDS AND SAFETY

PURPOSE:

To establish the departments guidelines for operations involving electrical meters and supply lines, and establish safe operational guidelines.

Reference

WAC 296-305-05001 (19), WAC 296-24-965 (3), WAC 296-305-01509 (d)

208-1 Operations

1. Do not disconnect (pull) electrical meters. If power is required to be shut off, do it at the main breaker on the panel. Pulling the electrical meter may not shut off power.
2. Be alert to the possibility of auxiliary power, such as generators. Disconnecting electrical service to the building may not shut off power.
3. Do not cut electrical supply wires or any other energized electrical wires.
4. If power must be shut off to a building, and it is not possible to shut off the main breaker, have OPALCO personnel shut the power off.
5. Shut off energized electrical equipment before working on it.
6. Do not use solid hose streams where a possible electrical hazard exists.
7. Exercise extreme caution when using ladders around electrical hazards.

8. Avoid parking any apparatus immediately underneath overhead wires.
9. Treat all wires as “live” and of high voltage.
10. When downed wires are encountered, establish a hot zone of one span (from power pole to power pole) in either direction.

208-1 Notification

1. The Duty Officer should remind dispatch to alert OPALCO on any response to a structure fire or any vehicle accident or other incident that may involve energized electrical equipment.