

ALBUQUERQUE FIRE ACADEMY

INTERN BOOK

FOR

FIREFIGHTERS 2ND CLASS

**ALBUQUERQUE FIRE DEPARTMENT
TRAINING AND SAFETY DIVISION**

**FIRE FIGHTER SECOND CLASS
INTERN BOOK**

NAME

MAN#

PHONE NUMBER

BATTALION AND SHIFT

REQUIREMENTS:

You will be required to successfully complete the following items prior to your Eleventh Month Evaluation:

1. Complete all the mandatory training listed in the Intern Book.
2. Read and review Department Fire Ground SOG, Rules of Conduct, Medical Protocols, Staffing Management Guidelines, and Local Union/COA Contract.
3. Receive an average of 80% or better, on both the Seventh and Eleventh Month Evaluations.
4. Complete at least twenty-five (25) run reports with a descriptive narrative in the Action Taken portion. Each report should be of a different call highlighting your skills used on that call.
5. Intern Book shall be completed and turned into the Training and Safety Division on the morning of your Eleventh Month Evaluation.
6. Training Officer / Battalion Commanders Final Statement of competency.

Failure to successfully complete the requirements of probation may result in termination. Probation may be extended at the discretion of the Division Commander of Training and Safety.

FIRE FIGHTER 2ND CLASS GUIDELINES

Now that you have completed the formal part of your training, you will be assigned to a Battalion Commander as your Training Officer. They will monitor your progress through the remainder of your probationary period. This will be on-the-job training where you will function as a member of a fire company.

GUIDELINES:

1. Your Intern Book should be neatly kept in a three ring binder.
2. Have your Intern Book with you at all times while on duty, so that it can be reviewed by your Training Officer / Battalion Commander, or Fire Academy staff.
3. You will be responsible for assuring that training logs are filled out properly and complete.
4. Falsifying information or signature will be cause for discipline up to and including termination.
5. Actively participate in all calls.
6. Learn as much as you can because one day you will be leading a Firefighter 2nd Class.
7. When in doubt, ask questions and follow your Training Officers direction.
8. If you do get in trouble, notify your Training Officer / Battalion Commander and a member of the Fire Academy staff.
9. If you have any questions, you may call or visit the Fire Academy.
10. Monitor your sick leave usage.
11. Wear the appropriate uniform, follow the grooming specification, don't get sloppy.
12. Utilize proper phone etiquette.
13. Use good judgement when having visitors at the station. No late night visitors.
14. Be considerate to other members sleeping habits.
15. You will be allowed to trade shifts on a **LIMITED** basis. You may trade **ONLY** with other Fire Fighters that are equally qualified (ex. Non-certified Fire Fighters).

ALBUQUERQUE FIRE ACADEMY

July 3, 2008

TO: Training Officer
FROM: Cadet Training Coordinator
SUBJECT: INTERN BOOK OF THE FIRE FIGHTER 2ND CLASS

Thank you for participating in the training and development of the Fire Fighter 2nd Class (FF2/C). As a cadet they have spent approximately sixteen (16) weeks at the Fire Academy learning the basic skills. Under closely monitored situations, they have performed satisfactorily and completed the formal, classroom portion of the training. Now, they are in your hands. We would like you to guide them, monitor them, praise them, correct them, mentor them and train them to meet the standards of this department.

They will have twice as much time and interaction with you and other firefighters than we did at the Fire Academy, so you will have a greater impact on the FF2/C than we did. Their attitude, work ethic, and job performance will be greatly affected by you and the crews they work with during the FF2/C first year in the field. The habits that they develop will remain with them for the next twenty years, so you will have a lasting impact on the Albuquerque Fire Department.

What do we expect of you as a Training Officer?

As a Training Officer, you will be responsible for the FF2/C development and continued education. They will come to you with new information and book knowledge, but with little or no experience. It will be your job to see that they apply their formal training to adapt to the practical every day needs of the job. In doing so, you may learn from the FF2/C as well.

You will be required to monitor the progress of the FF2/C through the completion of the Intern Book. You will need to arrange and coordinate with other officers to give the required classes. You should evaluate the FF2/C regularly, but a formal mid-term and final evaluation will be done in the seventh and eleventh month evaluations. In these evaluations you should identify both strong and weak points, identify areas that need improvement, make an action plan to accomplish these objectives and make a final recommendation. **Documentation is vital!**

If you encounter a problem, deal with it immediately, but please advise the Academy staff as well. Finally, encourage them to maintain their physical fitness and to come to the Fire Academy to practice their skills.

TRAINING LOG FORMS

The Training Log forms are provided for documentation of classes that are conducted in the field for

Firefighters 2nd Class during their probationary period. Seventh Month Evaluation meets the July training requirements.

The following are the minimum subject matter for these training classes. This should not deter the Company Officer from additional training they feel would be beneficial to the intern.

ENGINE COMPANY

Hose Evolutions (4 person) ref: AFD Operating Procedures

- 1-3/4 inch bypass, 2-1/2 inch supply
- 2-1/2 inch bypass, 5 inch supply
- Standpipe operation, 5 inch supply

Self Contained Breathing Apparatus

ref: Jones and Bartlett, Fundamentals of Fire Fighter Skills

- Maintenance
- Care
- Donning

Fire Service Ropes and Knots

ref: AFD Operating Procedures

ref: Jones and Bartlett, Fundamentals of Fire Fighter Skills

- Elements of a Knot
- Overhand Knot
- Becket Bend
- Clove Hitch
- Bowline
- Figure of "8" Knots
- Hoisting various tools

Basic Pump Operations

ref: AFD Operating Procedures

ref: IFSTA, Pumping Apparatus Operator Handbook, 2nd Edition

- Basic Hydraulic Calculations
- Pump Engagement
- Pump Panel Orientation

Give a Station Tour

LADDER COMPANY

Orientation to the Ladder

- Thermal Imaging Camera
- Saws - chain saw/rotary saw, use, maintenance, blade types, changing procedures
- Tools - hand and power/hydraulic

Ground Ladder Practices (24 foot extension)

ref: Jones and Bartlett, Fundamentals of Fire Fighter Skills

- Line over the ladder
- Roof ladder placement
- 1 and 2 person carry and raise - beam and flat

Ventilation

ref: Jones and Bartlett, Fundamentals of Fire Fighter Skills

- PPV
- Vertical
- Horizontal
- Safety Aspects

Salvage and Overhaul

ref: Jones and Bartlett, Fundamentals of Fire Fighter Skills

- Single edge snap throw
- Double edge snap throw
- Balloon edge snap throw
- Catch all
- Water chute
- Inspection Procedure

Forcible Entry

ref: Jones and Bartlett, Fundamentals of Fire Fighter Skills

- Tool identification/uses
- Door size-up (residential, commercial, etc.)
- Window size-up
- Forcing techniques
- Breaching walls/floors

RESCUE COMPANY (material based on NM EMS Academy Objectives and Guidelines)

Orientation to the Rescue

- Equipment

- Supplies
- IV/BGL/nebulizer/monitor

Patient Assessment and Vital Signs

Medical Emergencies

Trauma Management

- Bleeding
- Shock
- Immobilization

Reproductive and Childbirth Emergencies

Extrication Equipment

Airway Management

FIRE INSPECTION

Prepare a Pre-Fire Plan that includes diagram or sketch of a building.

WILDLAND FIREFIGHTING

Orientation to the brush truck.

Operate portable pump.

RUN REPORT

UNIT ID: _____ OFFICER: _____ DATE: _____

TYPE OF CALL: _____

(CHECK ONE) FIRE EMS

ACTION TAKEN:

=====

RUN REPORT

UNIT ID: _____ OFFICER: _____ DATE: _____

TYPE OF CALL: _____

(CHECK ONE) FIRE EMS

ACTION TAKEN:

=====

RUN REPORT

UNIT ID: _____ OFFICER: _____ DATE: _____

TYPE OF CALL: _____

(CHECK ONE) FIRE EMS

ACTION TAKEN:

ENGINE COMPANY

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

FIREFIGHTER 2ND CLASS

TRAINING LOG

NAME: _____

MAN #: _____

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

FIREFIGHTER 2ND CLASS

TRAINING LOG

NAME: _____

MAN #: _____

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Hose Evolutions

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

FIREFIGHTER 2ND CLASS

TRAINING LOG

NAME: _____

MAN #: _____

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

FIREFIGHTER 2ND CLASS

TRAINING LOG

NAME: _____

MAN #: _____

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: SCBA

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ropes and Knots

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Basic Pump Operations

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Station Tour

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: _____

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

LADDER COMPANY

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ground Ladders

DATE:

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Orientation to the Ladder

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Ventilation

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Salvage and Overhaul

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Forcible Entry

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Aerial Operations

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: _____

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

RESCUE COMPANY

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Orientation to the Rescue

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Patient Assessment

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Medical / Trauma Emergencies

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Reproductive and Childbirth Emergencies

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Extrication Equipment

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Airway Management

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

WILDLAND FIREFIGHTING

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____

MAN #: _____

SUBJECT: Orientation to Brush Truck

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: Operate Portable Pump

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

=====

SUBJECT: _____

DATE: _____

STATION: _____

OFFICERS INITIALS: _____

COMMENTS:

**FIREFIGHTER 2ND CLASS
TRAINING LOG**

NAME: _____ MAN #: _____

SUBJECT: Monthly Meeting OFFICERS INITIALS: _____

DATE: _____

GOALS / COMMENTS:

=====

SUBJECT: Monthly Meeting OFFICERS INITIALS: _____

DATE: _____

GOALS / COMMENTS:

=====

SUBJECT: Monthly Meeting OFFICERS INITIALS: _____

DATE: _____

GOALS / COMMENTS:



ALBUQUERQUE FIRE DEPARTMENT FIRE ACADEMY 11 MONTH EVALUATION

EVALUATION REFERENCES:

Jones & Bartlett Fundamental of Fire Fighter kills
AFD Standard Operating Procedures
DOT 2004 Emergency Response Guide

REVISED: July 3, 2008

Eleven Month Evaluation Proctor Packet

The information contained in this packet will assist the proctor in evaluating the Firefighter Second Class. It is imperative that the evaluation format be followed to ensure consistency for each session. Please try to follow the time frames as closely as possible.

EVALUATION ITINERARY (SAMPLE)

0830 - 0915	Written Examination
0920 - 1000	1.5 Mile Run (West Mesa High School)
1010 - 1140	Hose Evolutions
1140 - 1210	Lunch
1215 - 1300	Ropes and Knots, Hose Handling, and SCBA
1300 - 1345	Ladder Evolutions
1345 - 1430	Physical Agility Test
1430 - 1445	Break
1445 - 1545	EMT and Hazardous Materials Scenarios

THE FOLLOWING IS A BREAKDOWN OF EACH PORTION OF THE TEST. IT INCLUDES SPECIFIC INSTRUCTIONS FOR THE PROCTOR.

AFD WRITTEN EXAMINATION

This is a 100 question true/false, multiple choice, fill in the blank test. The firefighter will have **45** minutes to complete the exam. The exam may be given in any available classroom. Once completed, the test is to be graded. Passing score is **80%**.

If 80% is not achieved, the Eleventh Month Evaluation is not to be continued and the firefighter is to be taken to see the Director of Training and Safety.

Upon successful completion of the exam, have the firefighter dress out in PT gear for the run.

1.5 MILE RUN

The run will be held at West Mesa High School when track is available. Allow 5 minutes to stretch and warm-up. The run must be completed in **12 minutes 10 seconds**. The firefighter must say their last name and lap completed as they cross the start/finish line. Six laps is equivalent to 1.5 miles. Immediately return to the Fire Academy.

ROPES, HOSE HANDLING AND SCBA

Follow the evaluation sheets for these tests. For ropes and knots, the firefighter will demonstrate hoisting of two tools/appliances. You may choose from:

Fire Extinguisher	Pike Pole
Roof Ladder	Smoke Ejector
Tool Box	Axe
Hoselines (Charged or Uncharged)	

When performing the single donut roll, two methods are available. Ask the firefighter which method they are going to demonstrate. The packet describes the two methods.

The SCBA is a timed event. The firefighter will have **45 seconds** to don the SCBA, hook up the regulator and don all personal protective equipment. Personal protective equipment includes bunker coat, hood, helmet and gloves (any time over 45 seconds i.e. 45:01 will constitute a failure).

LADDER EVOLUTIONS

Follow the evaluation sheets for these tests. The main issue is **safety**. The firefighters are required to wear helmet and gloves. Bunker gear is not required. On the two man evolutions, each firefighter is graded separately according to their position on the ladder.

HOSE EVOLUTIONS

The 2-1/2 inch supply, 1-3/4 inch bypass must be demonstrated twice; each firefighter must perform the #3 and #4 position. All evolutions will be demonstrated with **DRY LINES**. Full bunkers are not required for these evolutions, helmet and gloves is a minimum. As the proctor, focus on the overall efficiency of the evolution.

EMT AND HAZ-MAT SCENARIOS

These scenarios should be performed in the same classroom the Written Exams were given. The firefighter will perform one of the four EMS and one of the four HAZ-MAT Scenarios located in the evaluator's packet. The HAZ-MAT Scenario will require the Emergency Response Guide

EMS Scenario:

Read **ONLY** the Overview to the Firefighter. As the firefighter progresses through the scenario, give him/her the information they ask for regarding scene safety, resources, chief complaint, ABC's etc.

HAZ MAT Scenario:

Advise the firefighter they have been assigned to Squad 1 for this shift. A call comes in for an incident out on Interstate 40 westbound at Nine-Mile Hill. Ask the firefighter "What would you do?". Once the firefighter has stated: approach from uphill/upwind, identify hazard by placard, isolate area involved, give the firefighter the **ID NUMBER** found on the placard. From this point, the firefighter must use the ERG to complete the scenario.

HOSE HANDLING AND HOSE ROLLS

Hose Rolls:

1. Self locking double donut roll: After completing the roll, the firefighter must adjust the shoulder loop so that when carried, the roll is hip high.
2. Single donut roll: The firefighter may use one of two methods for this test.
 - Method 1:
 - A) The hose is laid flat, in a straight line.
 - B) Firefighter will start the roll 5 to 6 feet from the center toward the male coupling.
 - C) Firefighter should have one roll around the male coupling.
 - Method 2:
 - A) Firefighter must grasp either coupling end and carry it to the opposite end. The looped section must lie flat, straight and without any twists.
 - B) Firefighter will start the roll on the male coupling side about 2 feet from the bend and roll toward the male coupling.
 - C) Firefighter should have one roll around the male coupling.
 - D) Firefighter should have one roll around the male coupling.

ALBUQUERQUE FIRE ACADEMY 11 MONTH EVALUATION

NAME: _____ FD ID# _____ DATE: _____

UNIT: _____ PERSONNEL TESTED WITH: _____

INSTRUCTOR/PROCTOR: _____ INSTRUCTOR/PROCTOR: _____

FAIL	PASS		TASK AND STEPS
			Written test score (80% minimum): _____
			1.5 Mile Run time (12:10 maximum): _____
			Physical Agility time (6 minutes maximum): _____
FAIL	PASS	VALUE	ROPES AND KNOTS
			Elements of a knot.
			Becket Knot
			Clove Hitch
			Bowline
			Figure Eight on a bight
			Hoisting: _____
			Hoisting: _____
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)
			HOSE HANDLING AND HOSE ROLLS
			Uncouple hose using foot/tilt method.
			Staircase Carry
			Shoulder Fold Carry
			Self Locking Double Donut
			Single Donut Roll – Method 1 or Method 2
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)
			BREATHING APPARATUS
			Properly don the SCBA within the 45 second time limit wearing full protective equipment. NOTE: Time will stop when all equipment on, breathing air, hands clapped.
			TOTAL TIME: _____

LADDER EVOLUTIONS

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
24 FOOT EXTENSION LADDER, ONE PERSON			
			Proper lifting technique: Pivot into ladder. Balance point. Proper carry.
			Raise: Fly in, foot ladder, extend fly, lock dogs.
			Pull butt away from building.
			Position tip correctly.
			Check climbing angle.
			Secure halyard, clove hitch.
			Roll ladder to fly out position, foot ladder.
			Roll ladder to fly in position, foot ladder.
			Untie the halyard.
			Move butt of ladder into building.
			Lower: Fly lowered smoothly, foot ladder and lock the dogs.
			Check for obstructions. Gives "all clear" .
			Lower onto shoulder at balance point.
			Carry and ground ladder properly.
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

LADDER EVOLUTIONS

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
			24 FOOT EXTENSION LADDER, TWO PERSON, BUTT POSITION
			Proper Commands: "two person, low shoulder carry", "prepare to lift", "Lift" Verbalize raise "parallel or perpendicular/ flat or beam"
			Proper Lifting Technique
			Carry: hand protecting end of ladder.
			Placement: butt proper distance from building / tip for objective.
			Bring ladder to vertical. Proper foot work.
			Hoist fly and Lock dogs.
			Lower ladder into building.
			Secure halyard, Buck ladder until dogged at tip.
			Untie halyard.
			Bring ladder to vertical.
			Retract fly: hand over hand; foot the ladder.
			Check for obstructions, gives " all clear ".
			Lower ladder, count rungs for tip person
			Proper carrying technique: ladder lowered to the ground
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)
			24 FOOT EXTENSION LADDER, TWO PERSON, TIP POSITION
			Proper Lifting Technique
			Proper technique for raising to vertical. Fly out, hands on beams
			Foot ladder while fly extended.
			Foot ladder while lowering into building; hands on beams or rungs
			Position tip correctly
			Check climbing angle
			Climb smoothly with a tool: slide hands along beams
			Dogging ladder: leg lock , ladder secure
			Ladder removal: bring ladder to vertical; foot ladder while fly retracted
			Ladder lowered to carrying position; hands on beams
			Proper carrying technique: tip covered with hands
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

LADDER EVOLUTIONS

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
			ROOF LADDER EVOLUTION
			Hooks deployed and carried away from body
			Properly raised: Bottom rung of roof ladder against the 24'; hooks into the 24'
			Climb 24' and leg lock ; properly balance roof ladder on shoulder with 2 rungs past center of roof ladder; hooks away from body
			Unlock and carry roof ladder to roof's edge; leg lock
			Place ladder on roof and slide into place
			Check to ensure roof ladder is securely hooked over roof pitch
			Ladder removal: Leg lock , roll roof ladder onto beam with hooks away
			Slide ladder off roof and balance on shoulder
			Unlock and descend 24' until butt of roof ladder touches ground
			Leg lock and place roof ladder onto 24'; hooks into 24'
			Unlock and descend 24'; Lower the roof ladder into carrying position, ("all clear" auto-fail)
			Bed roof ladder and secure hooks
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)
			LINE OVER THE LADDER EVOLUTION
			Place hose across chest and over the shoulder with nozzle on back
			No more than 30' of hose between personnel; personnel 10' apart on ladder or one person per ladder section
			Leg lock and remove nozzle from shoulder
			Nozzle placement in window mid-point or lower, arms length
			Secure hose to ladder with clove hitch
			Hose line removal: Leg lock , untie clove hitch
			Place hose across chest and over shoulder with nozzle on back
			Descend ladder
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

HOSE EVOLUTIONS

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
			1-3/4 INCH BYPASS, 2-1/2 INCH SUPPLY
			NUMBER 3 POSITION
			Secure hydrant (wraps hydrant)
			Signal Driver
			Makes proper connection to hydrant (flush and connect)
			Opens hydrant completely
			Straighten hose, checks couplings to engine
			Reports to Driver before pulling additional lines
			NUMBER 4 POSITION
			Safe placement of hose clamp (20ft behind truck)
			Proper placement of hose clamp (5ft to supply side)
			Proper advancement of first handline (entire load pulled from truck)
			Flake excess hose
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

HOSE EVOLUTIONS

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
			FIVE INCH SUPPLY, 2-1/2 INCH BYPASS
			NUMBER 3 POSITION
			Hose pulled to hydrant (L-shape) with adaptor and hydrant wrench. Properly Secures hose to flake off bed
			Makes proper hydrant connections (flush and connect)
			Waits for command before opening hydrant
			Returns hydrant wrench to truck. Check with driver for instructions
			Reports to Officer at working line
			TOTAL POINTS: _____ (50 POINTS POSSIBLE)
			NUMBER 4 POSITION
			Pulls skid from under hose and extends behind truck.
			Returns to seat on engine.
			Pulls supply line, breaks connection and pulls hose to pump inlet.
			Selects proper nozzle
			Pulls proper amount of working hose
			Attaches nozzle and advances line
			Flake excess hose
			TOTAL POINTS: _____ (50 POINTS POSSIBLE)

FIVE INCH SUPPLY, STANDPIPE CONNECTION		
		NUMBER 3 POSITION: HYDRANT
		Hose pulled to hydrant (L-shape) with adapter and hydrant wrench
		Properly secures hose to flake off bed and makes proper hydrant connections
		Waits for command before opening hydrant
		Returns hydrant wrench to truck. Assist #4 with staircase carries
		Dons SCBA, proceed to appropriate floor with Officer and appropriate equipment.
		TOTAL POINTS: _____ (50 POINTS POSSIBLE)
		NUMBER 4 POSITION: HYDRANT
		Pulls skid from under hose
		Returns to seat on engine
		Pulls supply line, breaks connection and pulls hose to pumper inlet
		Pulls 150 feet of 2-1/2 inch hose, breaks connection
		Makes three staircase carries
		Dons SCBA, proceed to fire floor with Officer and appropriate equipment
		TOTAL POINTS: _____ (50 POINTS POSSIBLE)
		NUMBER 3 POSITION: STAIRWELL OPERATIONS
		Check outlets and Hook-up hose on proper floor
		Correctly flake hose to the outside of stairwell
		Call for water to flush standpipe
		Shut down water and connect elbow and inline pressure gauge
		Connect hose and tighten with spanner
		Coordinate proper flow pressure with nozzleman 65 PSI
		TOTAL POINTS: _____ (50 POINTS POSSIBLE)

		NUMBER 4 POSITION STAIRWELL OPERATIONS
		Ascend stairs to one floor above fire, correctly flaking hose.
		Connect hose properly, tightening hose with spanner wrench.
		Connect nozzle and coordinate flow with #3.
		Feel door with back of ungloved hand
		Open door – try before your pry, control door, check conditions
		Chock door
		Advance line
		TOTAL POINTS: _____ (100 POINTS POSSIBLE)

SALVAGE COVERS

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS Firefighter must complete one throw and one other task. Each task will be worth 50 points.
			Single edge snap throw
			Double edge snap throw
			Balloon throw
			Construction of water chute
			Construction of catch all
			Inspection procedure
			Accordion fold for storage
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

EMS SCENARIO

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
SCENE ASSESSMENT			
			Assesses for scene safety
			Assesses the need for additional resources
			Uses personal protection (gloves, goggles, mask, gown, etc. as appropriate)
			Identifies/states the mechanism of injury
PRIMARY SURVEY			
			C-Spine manually stabilized (if appropriate)
			Checks responsiveness (conscious or unconscious)
AIRWAY			
			Opens airway (Head-tilt, chin-lift or modified jaw if suspected spinal injury) Checks airway patency - - - - <u>AUTO-FAIL</u>
			Airway maintained: suction, oral/nasal airway - - - - <u>AUTO-FAIL</u>
BREATHING			
			Assesses breathing adequacy (rate, depth) - - - - <u>AUTO-FAIL</u>
			Oxygen therapy utilized (if appropriate) - - - - <u>AUTO-FAIL</u>
			Assists ventilations (if appropriate) - - - - <u>AUTO-FAIL</u>
CIRCULATION			
			Assess circulation Checks for major external hemorrhage - - - - <u>AUTO-FAIL</u>
			Controls major external hemorrhage if present - - - - <u>AUTO-FAIL</u>
			Checks pulse: quality, rate, site - - - - <u>AUTO-FAIL</u>
DISABILITY			
			Disability check: classifies w/AVPU
EXPOSE			
			Expose areas to treat life threats (if not done earlier)
TRANSPORT AND RESUSCITATION			
			Spinal immobilization (if appropriate) Place PSAG on LSB (if appropriate)
			Check patient=s back as they are placed on LSB

EMS SCENARIO (CONTINUED...)

FAIL	PASS	VALUE	TASK AND STEPS
			Indicates when transport is initiated, (transport must be initiated in less than 10 minutes) - - - - <u>AUTO-FAIL</u>
			Life threats assessment. Verbally identifies life threats initially - - - - <u>AUTO-FAIL</u>
			Re-assesses life threats throughout scenario.
			Resuscitation as appropriate) PASG inflation (if appropriate)
			Other measures as appropriate.
			Completes secondary assessment as indicated.
			Patient=s condition not compromised in anyway. - - - - <u>AUTO-FAIL</u>
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

HAZARDOUS MATERIALS SCENARIO

FD ID#: _____

DATE: _____

FAIL	PASS	VALUE	TASK AND STEPS
			Approach from up-wind.
			Identify hazard - Placard.
			Isolate area.
			Identify product and guide number using the DOT Emergency Response Guide.
			Look up guide number and read the information.
			Question:
			Question:
			Question:
			TOTAL POINTS: _____ (100 POINTS POSSIBLE)

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

NIMS Compliance Procedures

SOG 9-1-03

Page 1 of 1

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

The National Incident Management System (NIMS) establishes a standard incident management process so that responders from multiple jurisdictions and agencies can work together more effectively. In essence, it provides a comprehensive national approach to incident management. All levels of government are required to achieve NIMS compliance.

The Albuquerque Fire Department has adopted NIMS terminology for use on multiple jurisdiction and agency incidents. NIMS compliance will be achieved as follows:

- All firefighters, drivers, lieutenants, captains and command officers will complete the **IS-100: Introduction to the Incident Command System, IS-200: ICS for Single Resources and Initial Action Incidents** and **IS-700: National Incident Management System**.
- All captains and command officers will complete **IS-800.B, National Response Framework, An Introduction**.
- All command officers will complete **ICS-300, Intermediate ICS for Expanding Incidents** and **ICS-400, Advanced ICS Command and General Staff – Complex Incidents**.

Training records will be kept in RMS and certificates will be kept on file at the Fire Academy.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Hose Evolutions

SOG 9-1-04

Page 1 of 1

SOG Committee Action	Implemented	Revision	Implemented
-------------------------	-------------	----------	-------------

Under Development

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Live Burn Training

SOG 9-1-05

Page 1 of 6

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Live Burn Training (on site)

The purpose of this procedure is to establish standard guidelines for conducting on-site training fires in the Fire Academy burn building, while complying with National Fire Protection Association (NFPA) Standard 1403. All other AFD procedures will apply to training fires where applicable.

General Use

Any Fire Department member or outside agency wishing to use the burn building must first obtain permission from the Training and Safety Division Commander.

The time and date of the training drill must be scheduled with the Academy staff. Drills involving recruit training and departmental training will always have first priority.

An officer representing the Academy staff must be on-site for any live fire drills involving the facilities or the burn building. A fee may be charged to outside services/agencies.

Burn buildings have been designed specifically for the purpose of repeated live fire training evolutions and include safeguards that only become unacceptably hazardous through misuse and neglect.

Fire Academy burn building shall have live fire burns on the first and second floors only. Live burns will not be conducted in the training tower.

All non-Albuquerque Fire Department agencies must comply with all existing Albuquerque Fire Department procedures relating to live burn training.

Command

One officer on the scene shall be designated as "Command" and will assume the Command functions.

Training and Safety Division Commander will assume senior advisor role.

A Command Post shall be established and positioned to afford maximum visibility of the structure, operating companies and fire conditions.

Communications

Command is responsible for establishing radio communications with each company officer or training officer involved in the drill. Channel assignment must be coordinated with the Alarm Room and all companies involved. Companies operating at the training fire will continuously monitor the assigned radio channel. All radios will be checked for proper functioning and correct channel prior to initiating training fire operations.

Sectors

To eliminate confusion, and provide adequate scene control, all personnel operating within the fireground perimeter shall operate under the direction of a sector officer. The fireground perimeter shall be defined as the hazardous area surrounding the burn

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Live Burn Training

SOG 9-1-05

Page 2 of 6

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

structure and shall be determined by Command following guidelines stated in Fireground Safety.

The following sectors shall be established on all burn building fires:

Interior Company or training officer directing interior suppression activities.

Rescue Provide a staffed, charged back-up line for each fire attack team, in position to (RIT) assist in fire extinguishment and rescue of interior personnel. This sector will be manned by experienced firefighting personnel (not recruit firefighters) and each Rapid Intervention Crew (RIT) shall consist of a minimum of three firefighters. A company officer shall be in charge of each RIT unit. There shall be one rescue team for each fire attack team.

Safety The Safety Officer or a safety representative will be in attendance at all structural rat training fires and will assume safety sector responsibilities. The safety sector will monitor personnel and fire conditions, and work with Command to ensure all safety procedures are complied with, and that risk to personnel is minimized.

Other Other sectors may be established as necessary to control training/fire control operations and to minimize risk to firefighters.

Safety

The Safety Officer shall have full authority-to intervene and control or stop any aspect of the operations when in his/her judgment, a potential or real risk to personnel exists. He/she will not be assigned other duties that would distract from his/her safety responsibilities.

Additional Safety Officers may be assigned to the training fire the conditions dictate. Responsibilities of the Safety Officer(s) will include but not be limited to the prevention of unsafe acts and elimination of unsafe conditions.

Company officers acting as instructors will be responsible for the direct supervision of assigned students and their safety and welfare, including the prevention of unsafe acts and the elimination of unsafe conditions.

Fire Department personnel may operate on the roof at the ventilation prop to demonstrate proper vertical ventilation techniques during live fire.

The number of personnel involved in training fires often exceeds the number normally assigned at actual incidents. To reduce risk, and assist with scene management, training fire participants shall be formed into individual companies consisting of no more than four (4) members and be supervised by a company officer.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Live Burn Training

SOG 9-1-05

Page 3 of 6

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Exposing recruit firefighters to live fire conditions presents special safety considerations. All firefighters involved in burn building training fires shall have received training to meet the performance objectives of Firefighter 1, NFPA 1001 in:

- Forcible Entry
- Protective Breathing Apparatus
- Fire Hose, Nozzles and Appliances
- Fire Streams
- Ladders
- Ventilation
- Rescue
- Safety
- Fire Behavior

One officer on the scene shall be designated as an accountability officer and will assume the accountability functions.

To enhance accountability and to improve tracking of firefighters in the Hazard Zone, the "PASSPORT" system shall be used.

Personnel Accountability Report or "PAR" shall be used at the following accountability benchmarks:

- Any report of a trapped or missing firefighter
- By all crews reporting an "All Clear"
- At a report of fire under control
- Upon exiting the structure
- Sudden hazardous event
- Change from offensive to defensive mode
- At the discretion of Command

Passports will remain with the designated accountability officer near the "point of entry" to the Hazard Zone. Upon entry, crews will turn in their PASSPORT. Upon exit, the crew must retrieve their PASSPORT. The accountability status board will contain only the PASSPORTS of those crews in the Hazard Zone. The Hazard Zone shall be clearly marked with fire line tape and understood by all participants.

No personnel shall be permitted to act as a victim(s) during training fires.

To reinforce safety procedures, a protective clothing and equipment inspection shall be conducted on all firefighters immediately prior and after engaging in suppression activities. The inspection shall insure that all clothing and equipment is serviceable and worn in a manner to provide the maximum personal protection.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Live Burn Training

SOG 9-1-05

Page 4 of 6

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Required Fire Equipment and Companies

- Two separate sources of hydrant water supply shall be established (two engine companies minimum). The water supply shall be test flowed by the forward pumper to insure adequate water supply of a minimum of 500 gallons per minute.
- All fire attack hoselines shall be supplied by one pumper with its own hydrant water supply. The RIT unit backup hoselines shall be supplied by a second pumper using a separate hydrant water supply. All hoselines will be flow tested to confirm a minimum of 95 gpm, immediately prior to igniting the fire.
- An ALS company and a rescue shall be on scene prior to the start of the burn.

Burn Building Preparation

- All doors, windows, ventilation props, and standpipes necessary for the training drill shall be checked and operated prior to any live fire conditions to ensure correct operation.
- Burn buildings shall be left in a safe condition upon completion of each live fire exercise. Debris hindering the access or egress of firefighters shall be removed before continuing further operations.
- Obtain approvals from Air Quality Control.
- Obtain approval from immediate supervisor.
- Obtain approval of the Safety Officer.

Starting the Fire

The use of flammable or combustible liquids, as defined in NFPA-30, shall be prohibited for use in live fire training evolutions. Only Class A materials shall be used in live fire training. A charged and manned hose line shall be in position to provide additional protection. The ignition process will be conducted under the direct supervision of the Safety Officer.

Command shall assign an experienced firefighter to become "FIRESTARTER." It is the responsibility of the FIRESTARTER to initially ignite the fire. FIRESTARTER shall also regulate the fuel load for each evolution to maintain a tenable atmosphere inside the burn rooms.

The ignition of the fire shall be coordinated through Command so the burn rooms do not become overheated before attack teams make entry.

Pre-planning

A pre-fire tour of the burn building is required.

Attack Plan

The Officer in charge shall develop an attack plan based upon information obtained during the pre-plan and building preparation stages.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Live Burn Training

SOG 9-1-05

Page 5 of 6

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

The Attack Plan shall specify:

- Points of ignition
- Amount of fire load
- Position of entry attack lines
- Position of RIT units
- A Rescue Plan
- Accountability Plan

All personnel involved in the drill shall be instructed on each element of the attack plan prior to igniting the structure and shall receive a walk through briefing of the building prior to each training fire. An evacuation plan and signal shall be reviewed and agreed upon.

Notification of Live Burn Training

Prior to conducting burn building training fires, the following notification must be made:

- Alarm Room
- On-duty Public Information Officer (PIO)
- Safety Officer
- Air Quality Control
- Environmental Health//Animal Control (west)
- Emergency Operations Center (south)
- Solid Waste Convenience Center (north)

Use of Hose Streams and Equipment

The interior protective wall panels will be damaged during live fire training by use of solid bore/straight stream hose streams. To protect these panels, solid bore streams will be used with caution during live fire training in Academy burn buildings. The protective wall panels are brittle, care must be taken to prevent breakage. Care should be taken to avoid SCBA bottles or other equipment hitting the walls during training.

On-site Burn Operations Checklist:

- Adequate fire apparatus on site
- ALS company on-scene
- Pumpers flow tested for 500 gpm water supply from separate hydrants
- Separate hydrant water sources for each pumper
- Fire load; conservative; not excessive
- Ignition location determined
- Safe ignition fuel utilized
- FIRESTARTER in full protective clothing/SCBA
- Protection line in place for FIRESTARTER; manned and charged
- Training Command Officer on-scene

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Live Burn Training

SOG 9-1-05

Page 6 of 6

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Safety Officer (or representative) on-scene
Command and sectors established
Command location identified and announced
All radios checked for proper functioning/channel

Sectors established:

Interior
Rescue/Rapid Intervention Team (RIT)
Safety
Ventilation as needed
Accountability officer established
Attack lines in place, flow tested for a minimum of 99 gpm each
RIT lines in place, flow tested for a minimum of 95 gpm each
RIT staffed by minimum of three firefighters
One RIC unit in place (with hoseline) for each attack entry team
Attack lines from one pumper, RIC lines from a separate pumper
Fire attack entry and RIC units in full protective clothing, PASS and SCBA
checked for proper functioning
Company officers in charge of each attack and RIT unit
Attack plan established and understood by all
Walk through briefing conducted for all crews
Rescue plan established and understood by all
PASSPORTS and status boards near point of entry
Rehab established

Post Burn Activities

The building shall be left in a safe condition upon completion of live fire training. All hot spots shall be completely extinguished to prevent rekindle. It is recommended that an infrared camera be utilized to locate hot spots. Members shall be rehabed and rehydrated. Protective clothing and SCBAs shall be rinsed clean.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Training and Travel

SOG 9-1-06

Page 1 of 1

SOG Committee Action	Implemented	Revision	Implemented
-------------------------	-------------	----------	-------------

Under Development

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Firefighter 1st Class Reading List

SOG 9-1-07

Page 1 of 1

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- Safety and Survival on the Fireground 1st Edition, (1992) Vincent Dunn, Fire Engineering Books and Videos

- AFD/COA Reading:
 - Staffing Management Guidelines
 - Standard Operating Guidelines for the Fireground
 - EMS Protocols: B-1 through B-17; P-7, P-8, P-10, P-11, P-14, P-15, P-18, P-19, P-21, P-22, P-27, P-30, P-34; Appendix B – Multiple Transport Unit Response; Appendix D – Interagency Interaction Guidelines
 - IAFF Local #244 Contract
 - AFD Disciplinary Guidelines and Resource Manual
 - COA Personnel Rules and Regulations:
 - 204 FD Promotional Procedures
 - 301 Code of Conduct
 - 311 Prohibitions
 - 312 Special Requirements for Licensing and Certificates
 - Fire Chiefs Directives: 8, 9, 10, 11, 13, 20, 21, 22, 24, 25, 27, 29, 32, 33
 - Executive/Administrative Instructions
 - 4-11 City Operator Permit Policy
 - 7-1 (Revision 3) COA Substance Abuse Policy Manual Parts 1 & 4
 - 7-2 (Revision 2) Injury Time
 - 7-17 Light Duty/Modified Work Program
 - 7-18 Harassment/Sexual Harassment Policy
 - 7-22 Violence in the Workplace and Domestic Violence Policies
 - 8-12 Internet Usage Policy
 - 8-13 E-Mail Usage Policy

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES
ACADEMIC COMMITTEE**

SOG 9-1-08

Page 1 of 3

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

The Firefighter Academic Committee is responsible for the review and approval of both academic incentive pay and tuition assistance. The committee is composed of a Fire Chief's designee, the Training Division Commander and a Union representative. The committee meets at least three times a year to evaluate the requests for academic incentive and tuition assistance.

ACADEMIC INCENTIVE PAY

All non-probationary personnel at the rank of Commander and below are eligible for academic incentive pay. Employees shall receive academic incentive pay equivalent to \$1.00 per month for each credit hour from an accredited college or university which the employee has successfully completed with a grade of "C" or better, provided, however, that the employee must have completed a minimum of 15 credit hours prior to receiving such pay.

Each submittal will be considered on an individual basis and no decision will set precedent for any applicant, regardless of apparent similarities. Applicants who are not awarded academic incentive pay may submit additional information to the committee for further review. The committee may request to interview any applicant.

In order to be awarded academic incentive pay, the committee needs to review a transcript. The transcript shall be submitted to and timed stamped at Fire Administration. Fire Administration will forward all documents to the committee.

An employee that has completed credit hours with a grade of "C" or better from an accredited college or university that is recognized and certified as an accredited institution of higher learning by one of the eight accrediting organizations of colleges and universities (listed below) and is eligible for academic incentive pay will automatically have credit hours that were approved for tuition assistance, added to their academic incentive pay. If an employee only requests academic incentive pay for accredited credit hours not recently completed, the academic incentive pay will begin based on the date of the time stamp. Back pay will be awarded for the amount of time that transpires between the time stamp and the committee's meeting and consideration of the award for academic incentive pay. Probationary employees are encouraged to submit their transcripts before the probationary period is complete. Once non-probationary status is achieved, the academic incentive pay will begin the first pay period of non-probationary status.

TUITION ASSISTANCE

All non-probationary personnel at the rank of Commander and below are eligible for tuition assistance. Applicants must disclose the receipt of any financial aid, other than loans, applicable for courses submitted to the committee for reimbursement.

The City shall make available \$20,000 per City fiscal year to be used for tuition assistance for any higher education.

Each submittal will be considered on an individual basis and no decision will set precedent for any applicant, regardless of apparent similarities. Applicants who are not awarded tuition assistance may

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES
ACADEMIC COMMITTEE**

SOG 9-1-08

Page 2 of 3

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

submit additional information to the committee for further review. The committee may request to interview any applicant.

Tuition reimbursement will be limited to the University of New Mexico's six credit hours cost per semester. Undergraduate costs will be applied to undergraduate course work; graduate costs will be applied to graduate course work.

Application for tuition assistance must be received prior to

- January 15 for the Spring semester
- June 15 for the Summer semester
- September 15 for the Fall semester

Late applications will not be considered. Actual payment will not be received until documentation indicating a grade of "C" or better and a copy of a receipt showing tuition payment are received by the committee. Failure to include a receipt may prevent the application from being considered. Distance learning fees are also reimbursable. This documentation must be submitted no later than 30 days after the completion of the semester or course.

Tuition assistance will only be granted for accredited courses that are provided by an educational institution that is recognized and certified as an accredited institution of higher learning by one of the eight accrediting organizations of colleges and universities (listed below). Tuition assistance may not be used to purchase credit hours already accumulated from an academic institution.

If the demand for tuition assistance exceeds the availability of funds, awards will be granted in the following priority order:

1. Associates program
 - a. Fire science/EMS
 - b. Public administration
2. Undergraduate program
 - a. Fire science/EMS
 - b. Public administration
3. Graduate program
 - a. Fire science/EMS
 - b. Public administration
4. Other Albuquerque Fire Department career related programs

If excess funds exist at the end of the fiscal year, the committee may award requests for application fees, lab fees, books, etc. The balance of the excess funds will be shared equally amongst the applicants. The amount received, however, will not exceed the amount originally requested.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES
ACADEMIC COMMITTEE**

SOG 9-1-08

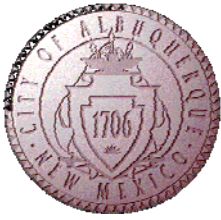
Page 3 of 3

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

The eight regional accrediting organizations are:

- Middle States Association of Colleges and Schools/Middle States Commission on Higher Learning
- New England Association of Schools and Colleges Commission on Institutions of Higher Learning
- New England Association of Schools and Colleges Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools/The Higher Learning Commission
- Northwest Commission of Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

This policy will take effect on July 1, 2008.



**City of Albuquerque
Fire Department
Application for Tuition Assistance**



1 Name: _____ EMPID: _____ Date: _____

2 Job Title: _____ Division: _____

3 Name of Educational Institution: _____

4 Declared Major: _____ Concentration: _____

5 Program level (circle one): Associate Undergraduate Graduate Other

6 Course Description:

a. _____
Title and Course Number Semester/Term Credit Hours

b. _____
Title and Course Number Semester/Term Credit Hours

7 Tuition/Fees Received (Tuition Payment Receipt Attached?) Yes No

	Cost	Description
a. Tuition	_____	_____
b. Fees	_____	_____
c. Total Costs	_____	_____

- I certify that I have attached all financial aid documentation as required.
- I certify that I am not receiving financial aid under the veteran's education benefits law, or under a scholarship or fellowship.

Applicant Signature Date

Tuition Assistance Committee Approved \$ _____ Date _____

- Approved, pending a grade of "C" or better
- Approved, pending a receipt of Payment
- Late, Approved pending funding at the end of year
- Disapproved

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 1 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Exposure Control Plan

Table of Contents

Policy Statement. Page 1

Overview. Page 2

Roles and Responsibilities Page 3

SOP #1: Health Maintenance. Page 5

SOP #2: Training of Personnel. Page 7

SOP #3: Station Environment. Page 8

SOP #4: Personal Protective Equipment. Page 10

SOP #5: Scene Operations. Page 13

SOP #6: Post Response Procedures. Page 17

SOP #7: Post Exposure Procedures. Page 19

SOP #8: Special Tuberculosis Procedures. Page 23

SOP #9: Compliance Monitoring and Evaluation. Page 27

Hepatitis B Vaccine Declination Form. Page 31

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 2 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Policy Statement

PURPOSE: To provide a comprehensive infection control system with the goal of maximizing protection against communicable diseases for all members of the Albuquerque Fire Department and the public they serve.

SCOPE: This policy applies to all personnel of the Albuquerque Fire Department and will enable this department to comply with the Occupational Safety and Health Administration Regulations, 29 CFR Part 1910.1030, Occupational Exposure to Bloodborne Pathogens; Final Rule.

The Albuquerque Fire Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health, safety, and welfare of each member is a joint concern of the member, the chain of command, and this department. While each member is ultimately responsible for his/her own health, the department recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to provide all members with the best available protection from occupational exposure to communicable diseases.

It is the policy of the Albuquerque Fire Department:

- To provide fire, rescue, inspection, investigation, and emergency medical services to the public without regard to known or suspected diagnosis of communicable disease in any patient.
- To regard all patient contacts as potentially infectious. Standard Precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material (body substance isolation).
- To provide all uniformed members with the training, immunizations, and personal protective equipment (PPE) for protection from communicable diseases.
- To recognize the need for work restrictions based upon infection control concerns.
- To encourage participation in Employee Assistance and/or Critical Incident Stress Debriefing (CISD) programs.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 3 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- To prohibit discrimination of any member for health reasons, including infection and/or seroconversion with HIV or HBV virus or other pathogens.

- To regard all medical information as strictly confidential. No Employee health information will be released without the signed written consent of the employee.

Exposure Control Plan Overview

Purpose: To identify those tasks and corresponding job positions within the Albuquerque Fire Department for which it can be reasonably anticipated that an exposure to blood, or other body fluids, or other potentially infectious materials may occur; to establish policies and procedures for this Department's infection control plan, and to identify the procedure for the evaluation of the circumstances surrounding exposure incidents.

I. Exposure Determination

A. The following tasks are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials:

- Provisions of emergency medical care to injured or ill victims.
- Rescue of victims from hostile environments, including burning structures, water contaminated areas, or oxygen deficient atmospheres
- Extrication of persons from vehicles, machinery, or collapsed excavations or structures
- Recovery and/or removal of bodies from any situation cited above.
- Response to hazardous material emergencies, both transportation and fixed site, involving potentially infectious substances.

B. The following job positions within this department are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious substances in the performance of their duties:

Firefighters
Paramedics
Company Officers
Fire Inspectors
Haz-mat Personnel
Drivers
Chief Officers

Emergency Medical Technicians
Maintenance Personnel
Resource Management Personnel
Fire Investigators
Training Personnel
Safety Office Personnel
Personnel not otherwise Classified

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 4 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

II. Implementation

This Infection Control Program is applicable to all members of the Albuquerque Fire Department. It is effective upon issuance of this document. The infection control program consists of a policy statement, identification of roles and responsibilities, Standard Operating Procedures, training, and record keeping. Standard Operating Procedures identify specific guidelines for all aspects of response and station environments where disease transmission can be reasonably anticipated, as well as training, administrative aspects of the program, and post-exposure evaluation/investigation. Specific program components are identified as follows:

Policy Statement

Exposure Control Plan Overview

Roles and Responsibilities

Infection Control SOP # 1: Health Maintenance

Infection Control SOP # 2: Infection Control Training

Infection Control SOP # 3: Station Environment

Infection Control SOP # 4: Personal Protective Equipment

Infection Control SOP # 5: Scene Operations

Infection Control SOP # 6: Post-Response

Infection Control SOP # 7: Post-Exposure Procedures

Infection Control SOP # 8: Special Tuberculosis Precautions

Infection Control SOP # 9: Compliance Monitoring and Program Evaluation

Health/medical, training, and post-exposure record keeping and documentation are addressed in corresponding standard operating procedures.

III. Evaluation of Exposure Incidents

The procedure for the evaluation/investigation of circumstances surrounding incidents of exposure to blood, other body fluids, or other potentially infectious materials is detailed in Infection Control SOP # 7: Post Exposure Procedures. Medical follow up, documentation, record keeping, and confidentiality requirements are also defined in SOP # 7.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 5 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Roles and Responsibilities

Chief of the Department: The tasks of managing the department Occupational Health and Safety and Infection Control programs shall be delegated to appropriate staff officers as noted below. The ultimate responsibility for the health and welfare of all members remains that of the Chief of Department.

Chief Officers, Commanders, and Company Officers will:

- Support and enforce compliance with the Infection Control Program.
- Correct any unsafe acts, and refer members for remedial infection control training as required.
- Refer for medical evaluation any member possibly unfit for work for infection control or any other reasons.

The department's Health and Safety Office: In addition to existing functions, this section shall be responsible for the development of a comprehensive infection control education program, which complies with OSHA Regulation, 29 CFR, Part 1910.1030. Technical assistance may be provided through various state and local agencies and the Employee Health Services office. Additionally, the following components shall be administered through the Health and Safety Office:

- Develop, implement, and maintain records of an immunization program.
- Develop and implement a post-exposure program.
- Provide technical assistance and guidance for infection control training
- Maintain confidentiality of all medical and exposure records as required by OSHA regulations; Part 29 CFR 1910.1030 and 29 CFR 1910.20
- Provide follow up information as necessary for incidents involving exposure to blood, body fluids, or other potentially infectious materials.

Department Health & Safety Officer:

The Department Health & Safety Officer will:

- Serve as the department's Designated Officer (DO) as required by the "Ryan White Comprehensive AIDS Resource Act of 1990" Public Law 101-381.
- Develop criteria for the purchase of infection control personal protective equipment and determine adequate stocking levels for each station and response apparatus.
- Evaluate possible member exposures to communicable diseases and coordinate communications between the department, hospitals, and the Employee Health Services office.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 6 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- Collect and maintain data relating to quality assurance of the department's infection control program.
 - Conduct inspections of on-scene and station operations to ensure compliance with this policy and local, state, and federal regulations.
 - Coordinate immunizations of members with the Employee Health Services office.
 - Maintain a confidential database of exposures and treatments administered, in conjunction with the Employee Health Services office.
 - Keep abreast of new developments in the field of infection control and provide appropriate recommendations to department staff officers.
- Department personnel will:
- Assume ultimate responsibility for their own health and safety.
 - Always use and promote use of proper personal protective equipment as the situation dictates. (See Standard Operating Procedure #4.)
 - Immediately report any suspected occupationally acquired communicable diseases and/or exposure incidents to their company officer/immediate supervisor.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 7 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Health Maintenance

Standard Operating Procedure # 1:

- All uniformed employees of the Albuquerque Fire Department shall receive a pre-employment entrance physical, and additional physicals as specified in NMOHSB 11.2.5.10. This examination shall certify that the member is fit for duty.

- Work restrictions for reasons of infection control may be initiated by a designated physician or his/her designee. Prior to returning to duty members will be cleared by the physician or his/her designee.

- All members of the Albuquerque Fire Department will be offered immunizations against the Hepatitis B Virus (HBV). Members may refuse immunizations or may submit proof of previous immunizations. If a member refuses such immunization, they shall sign a declination form (page 28). However, members who initially refuse may later receive immunizations upon request at no cost to the member. The Department will provide the physician or his/her designee administering the immunizations with a copy of the OSHA regulation, 29 CFR Part 1910.1030.

- The Albuquerque Fire Department in conjunction with the Employee Health Services will maintain records in accordance with OSHA: 29 CFR Part 1910.1030. Member participation in the infection control program will be documented, including:

Name and Social Security number

Immunization records

Circumstances of exposure to communicable diseases

Post-exposure medical evaluation, treatment and follow-up.

Additionally

- Members health maintained according to OSHA regulations.
- Medical records are strictly confidential. They shall be maintained by a physician or his/her designee, and will not be kept with personal files. Medical records will not be released without the written consent of the member. Records of participation in Employee Assistance or Critical Incident Stress Debriefing (CISD) Programs are considered medical

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 8 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

records

- Members may examine their own medical records, and may request that copies be sent to their personal physician.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 9 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Training of Personnel

Standard Operating Procedure # 2:

- Members of the Albuquerque Fire Department will be required to complete:
 - Initial training at the time of assignment to tasks where occupational exposure may occur
 - Exposure control training annually thereafter.

- All infection control materials will be appropriate in content and vocabulary to the educational level and language of members being trained.

- Training will be in compliance with OSHA Regulation, 29 CFR 1910.1030; Occupational Exposure to Bloodborne Pathogen and guided by NFPA Standard 1581; Fire Department Infection Control Programs. This instruction shall include:
 - An accessible copy of the OSHA Regulation available at, <http://www.osha-aov/cls/oshaweb/owadisc.showdocument?c table=STANDARDS&c id=10051>.
 - A general explanation of the epidemiology and symptoms of bloodborne and airborne diseases
 - An explanation of the modes of transmission of bloodborne and airborne pathogens
 - An explanation of the departments infection control program
 - An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
 - An explanation of the basis for selection of personal protective equipment information on the Hepatitis B Virus and immunization benefits
 - An explanation of the reporting process to follow for occupational exposures to blood or other potentially infectious materials and postexposure follow up
 - An explanation of the signs and labels and/or color-coding required for biohazard materials; information on the proper storage and disposal of regulated medical waste

- Persons conducting infection control training shall be knowledgeable in all aspects of program elements as they relate to emergency services provided by this department.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 10 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- Written training records will be maintained according to department policy, which exceeds the current OSHA requirement of three years after the date on which the training occurs. These records will include:
 - The dates of training sessions
 - The contents or summary of training conducted
 - The names and qualifications of persons conducting the training
 - The names and job titles of all persons attending the training sessions

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 11 of 33

SOG Committee
Action

Implemented
07/01/08

Revision

Implemented
07/01/08

Station Environment

Standard Operating Procedure #3:

Purpose: The Albuquerque Fire Department shall make every attempt to furnish each employee a place of employment, which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to each member.

Scope: The following recommendations are recognized as a means of reducing injury as they directly relate to the contact of blood or other potentially infectious materials through storage, decontamination, and disposal techniques. Albuquerque Fire Department personnel shall be familiar with these guidelines with compliance monitored by all officers.

Storage:

- Each station will be supplied with adequate storage facilities.
- Stations will be supplied with appropriate containers for storage of contaminated materials.
- Clean equipment shall be kept separate from that which may be contaminated.
- Under no circumstances should contaminated equipment be cleaned in areas such as kitchens or living areas.
- Infectious waste storage areas will be identified with BIOHAZARD signs (figure #1) and will be maintained in accordance with OSHA, EPA, and local or state regulations.

**BIOHAZARD
SYMBOL
Figure #1**



**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 12 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Contaminated materials will be stored in leakproof bags (figure #2) with appropriate labeling and color-coding.

BIOHAZARD BAGS
Figure #2



- If outside contamination of disposal bags is possible, a second bag with identical markings should be placed over the first.
- Contaminated sharps will be stored in closed puncture-resistant containers (figure #3) with proper labeling and color-coding.

SHARPS CONTAINER
Figure #3



- Materials that may be contaminated shall be placed into properly labeled (BIOHAZARD) containers which will then be stored in areas identified with proper (BIOHAZARD) labels as per OSHA, EPA, and local or state regulations.

Decontamination:

- Stations will be supplied with appropriate disinfecting solutions.
- Material Safety Data Sheets (MSDS) for cleaning and disinfecting solutions will also be provided.
- Personnel should be familiar with these solutions as well as the recommended personal protective equipment utilized during the decontamination process.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 13 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Disposal:

- Contaminated items, which are considered regulated medical waste, will be placed into proper disposal containers supplied by this department.
- Personnel will ensure that waste products are placed into the proper containers.
- Personnel will always recover items, which may be used at incidents (i.e., syringes, needles, I.V. sets, etc.) and dispose of them in the prescribed manner.

All Albuquerque Fire Department personnel are advised that biohazardous waste will be handled through the departments Resource Management Division located at 1801 Fourth Street NW, which will coordinate disposal with the contracted service provider.

The contracted service will provide the department with the required containers that are available through the departments Resource Management Division. Each required work site with a forty-four gallon container (RC44) and each required apparatus with a six gallon container (RC6) for disposal of bio-hazard waste. Both the RC44 and RC6 containers must be used with the appropriate bio-hazard liner.

When the RC44 is full the Station Commander will make arrangements with the Alarm Room to go out of service to deliver the RC44 to the departments Resource Management Division during normal working hours. The container will be replaced by the departments Resource Management Division to assure the station is never without a container. In the event that the RC6 container becomes contaminated, it will be replace in the same manner.

If any questions or concerns arise regarding this process, contact the Quality Improvement Office at Station 19 (888-8110).

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 14 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

**Personal Protective Equipment
Standard Operating Procedure # 4:**

Purpose: The Albuquerque Fire Department will provide to its members the necessary personal protective equipment to limit their exposure to blood or other potentially infectious materials that may occur during scene operations, decontamination, or disposal activities.

Scope: The following recommendations are to be followed by all personnel and shall be monitored for compliance by all officers.

Equipment:

- Available personal protective equipment (PPE), in addition to structural firefighting clothing will include: disposable gloves, N-95 face masks, face masks or face shields, eye protection, fluid impervious gowns, sharps collectors, leakproof red disposal bags, and in-station disposal containers.
- Disposable gloves will be constructed of latex or nitrile.
- Sharps collectors will be closable, puncture resistant, and leakproof. They shall be color coded, labeled as biohazard and accessible for on scene and in vehicle use.

Selection and Use of PPE:

- Emergency response is often unpredictable and uncontrollable. While blood is the most significant source of HIV and HBV infection in the workplace, in the field it is safest to assume that all body fluids are potentially infectious. For this reason, PPE will be chosen to provide barrier protection against all body fluids.
- In general, members should select PPE appropriate to the potential spill, splash, or exposure to body fluids. No SOP or PPE ensemble can cover all situations common sense must be used. When in doubt, members should select maximal rather than minimal protection.
- Disposable latex/nitrile gloves will be worn during any patient contact when potential exists for contact with blood, body fluids, non-intact skin, or other infectious material. Members should also carry a set of latex/nitrile gloves in the interior pocket of turnout coats.
- Disposable latex/nitrile gloves will be replaced as soon as possible when soiled, torn, or punctured. Personnel will wash hands as soon as practical following removal.
- Structural firefighting gloves will be worn in situations where sharp, or rough edges are likely to be encountered. As an added layer of protection, latex/nitrile gloves shall be worn under firefighting gloves.

ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

Exposure Control Plan

SOG 9-2-01

Page 15 of 33

SOG Committee
Action

Implemented
07/01/08

Revision

Implemented
07/01/08

- Latex/nitrile gloves will be worn during the handling, cleaning, decontamination, or disinfecting of potentially contaminated patient care equipment.
- Facial protection will be used in any situation where splash contact with the face is possible. Protection may be afforded by using both facemask and eye protection, or by using a full-face shield. When treating a patient with a known or suspected airborne communicable disease an OSHA mandated, NIOSH-approved N-95 mask shall be used.
- Face shields on structural firefighting helmets will not be used for infection control purposes.
- Fluid-resistant gowns are designed to protect clothing from splashes. Structural firefighting clothing also protects from splashes and is preferable in fire, rescue, or extrication activities. Gowns may interfere, or present a hazard to, the member in these situations. The decision to use barrier protection to protect member clothing, as well as the type to be worn, will be left to each member. Structural firefighting gear will always be worn for fire suppression and extrication activities.

Proper Removal of Latex/Nitrile Gloves

- The key to removing both sterile and non-sterile gloves is to keep
"Dirty to Dirty = Clean to Clean"
that is, contaminated surfaces only touch other contaminated surfaces; your bare hand, which is clean, touches only clean areas inside the other glove.
- **Never remove latex/nitrile gloves while holding waste of any kind in either hand. As is the case with the proper disposal of any contaminated biomedical waste, every independent component should be dealt with completely and with the greatest of care and attention.**
- Great attention and detail should be paid to maintaining the protective barrier and controlling the means by which contaminants could be liberated and subsequently come in contact with personnel or other work surfaces.

ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

Exposure Control Plan

SOG 9-2-01

Page 16 of 33

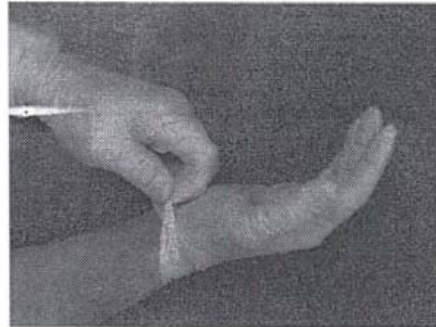
SOG Committee
Action

Implemented
07/01/08

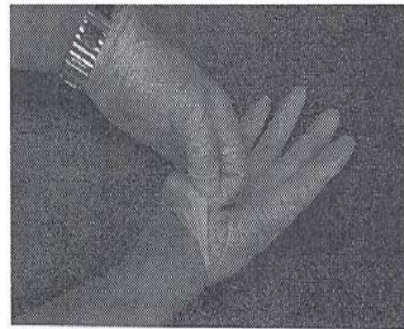
Revision

Implemented
07/01/08

1. Take hold of the first glove at the wrist.



2. Fold it over and peel it back, turning it inside out as it goes. Once the glove is off, hold it with your gloved hand.



3. To remove the other glove, place

your bare fingers inside the cuff without touching the glove exterior. Peel the glove off from the inside, turning it inside out as it goes. Use it to envelope the other glove.



- Remove used gloves before touching anything: Countertops, faucets, and pens and pencils are frequently contaminated because health care workers touch them while wearing used gloves. Avoid snapping off the gloves, as this may cause contaminants to splash into your eyes, mouth, or onto your skin or other people in the area as a result of being aerosolized.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 17 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Summary:

- If it's wet, it's potentially infectious - use gloves for every patient contact.
- If you can reasonably expect splashes onto your face, use eye shields and mask or a full-face shield.
- If it's airborne, mask yourself and the patient if possible
- If you can reasonably expect splashes onto your clothes, use a gown or structural firefighting clothing.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 18 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Scene Operations

Standard Operating Procedure # 5:

Purpose: The purpose of this procedure is to provide standard operating guidelines for on scene operations as they apply to the management of situations where contact with blood or other potentially infectious materials may be present. It shall be the responsibility of each company officer to ensure compliance.

Scope: Members of the Albuquerque Fire Department should consider the following points as standard procedures for safe emergency scene operations thereby reducing opportunity for occupational exposure to bloodborne and/or airborne disease.

- The blood, body fluids, and tissues of all patients should be considered potentially infectious, and standard precautions/body substance isolation procedures will be used for all patient contact.
- While complete control of the emergency scene is not possible, scene operations as much as possible will attempt to limit splashing, spraying, or aerosolization of body fluids.
- The minimum number of persons required to complete the task safely will be used for all scene operations. Members not immediately needed will remain a safe distance from operations where communicable disease exposure is possible or anticipated.
- Hand washing is most important in reducing disease transmission. Members will wash hands following: removal of PPE, patient contact, handling potentially infectious materials, cleaning, disinfecting, or decontaminating equipment, using the bathroom, before eating, before and after preparing food.
- Eating, drinking, smoking, handling contact lenses, or applying cosmetics or lip balm is prohibited at the scene of emergency operations.
- Used needles, lancets, and other sharps shall be disposed of in approved sharps containers. Needles shall not be recapped, resheathed, bent, broken, or separated from disposable syringes. The most common occupational blood exposure occurs when needles are recapped.
- Sharps containers will be easily accessible for scene operations.
- Disposable resuscitation equipment (i.e., masks, bags) will be utilized whenever possible.
- Transport vehicle windows should be opened and interior ventilations systems turned to the non-recalculating setting.
- Personal protective equipment will be removed following completion of tasks and placed into leakproof bags, color coded and marked as biohazard, and transported back to the station for proper disposal.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 19 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- The public should be reassured that infection control PPE is used as a matter of routine for the protection of all members and the victims they treat. The use of PPE does not imply that a given victim or member may have a communicable disease.
- Patient confidentiality will be maintained at all times, members shall release medical information only to those persons authorized to receive such information. Queries from other agencies or the media shall be referred to the EMS section commander.
- At the conclusion of scene operations, all potentially contaminated patient care equipment will be removed for appropriate disposal, decontamination, or reuse.

The following are examples of situations and the required types of personal protective equipment necessary to protect against the transmission of bloodborne and airborne pathogens in the prehospital setting.

Special Procedures

Task:	Disposable	Gloves	Gown Mask	Eye Wear
Bleeding control, spurting blood	X	X	X	X
Bleeding control, minimal control	X			X
Emergency Childbirth	X	X	X	X
Venipuncture	X			X
Nebulizer Treatment	X		X	X
Suctioning/Intubation	X		X	X
Handling, cleaning Contaminated items	X	X	X	X
Measuring BP	X			X
Administering Injection	X			X
Measuring Temperature	X			X
Rescue/Extrication	X			X

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 20 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

**Department issued eye protection will be worn at all EMS scenes. All
company officers will be responsible for enforcement of this requirement.**

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 21 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Post Response Procedures

Standard Operating Procedure # 6:

- Upon returning to stations members of this department shall remove all contaminated equipment and replenish supplies as needed.
- Contaminated equipment will be stored and/or cleaned in areas designated for such work, i.e., slop sinks, cabinets.
- Disposable equipment and other biohazard waste generated during on-scene operations will be stored in properly labeled leakproof biohazard bags or containers. Sharps containers, when full, along with all other properly packaged biohazard waste will be transported to and deposited in the specially labeled storage facility located at Resource Management, 1801 Forth street NW as outlined section #3 of this standard.
- Members shall utilize the recommended PPE when handling contaminated equipment.
- Disinfecting will be performed with a department issued/approved agent or with a 1 :10 solution of bleach in water. All disinfectants will be tuberculocidal and EPA approved and registered.
- Any equipment, which has been damaged, must be cleaned and disinfected before being sent for repair.
- Durable equipment (backboards, splints, MAST pants) will be washed with hot soapy water, rinsed with clean water, and disinfected with an approved agent. Equipment will be air-dried.
- Delicate equipment (radios, cardiac monitors, etc.) will be wiped clean of any debris using a moist cloth containing a hot soapy water solution, wiped with another cloth containing clean water, then wiped with an approved disinfecting agent and air dried.
- All other work surfaces will be decontaminated with an approved disinfecting agent. Seats on response vehicles contaminated with body fluids from soiled personal clothing also will be disinfected upon return to quarters.
- Contaminated structural firefighting gear should be placed in a biohazard bag, taken to the Resource Management office, and exchanged for a loaner set. Bunker gear will be cleaned at the Resource Management office according to the manufacturer's guidelines found on attached labels, and will be done in the designated washing machine. Chlorine bleach may alter the fire retardant properties of firefighting gear, and is therefore not to be used.
- Contaminated boots, helmets and structural firefighting gloves will be brush scrubbed with a hot soapy water solution and then rinsed with clean water, and allowed to air dry.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 22 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- Contaminated work clothes should be exchanged for clean clothes. The member should shower if body fluids were in contact with skin under work clothes. Contaminated work clothes shall be placed in a biohazard bag and taken to the Resource Management office to be washed in the designated washing machine.
- Infectious wastes generated through the cleaning process will be properly disposed of in biohazard, color-coded bags and/or containers.
- Run-off generated during the cleaning/disinfecting process must be washed into a sanitary sewer system. For the purposes of this document a sanitary sewer is any sewer or drain that runs to the city's wastewater treatment facility. Note: infectious waste generated at Station # 29 will not be washed into the septic system. Cleaning/disinfecting of equipment will be conducted at a facility with a sanitary sewer.

ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

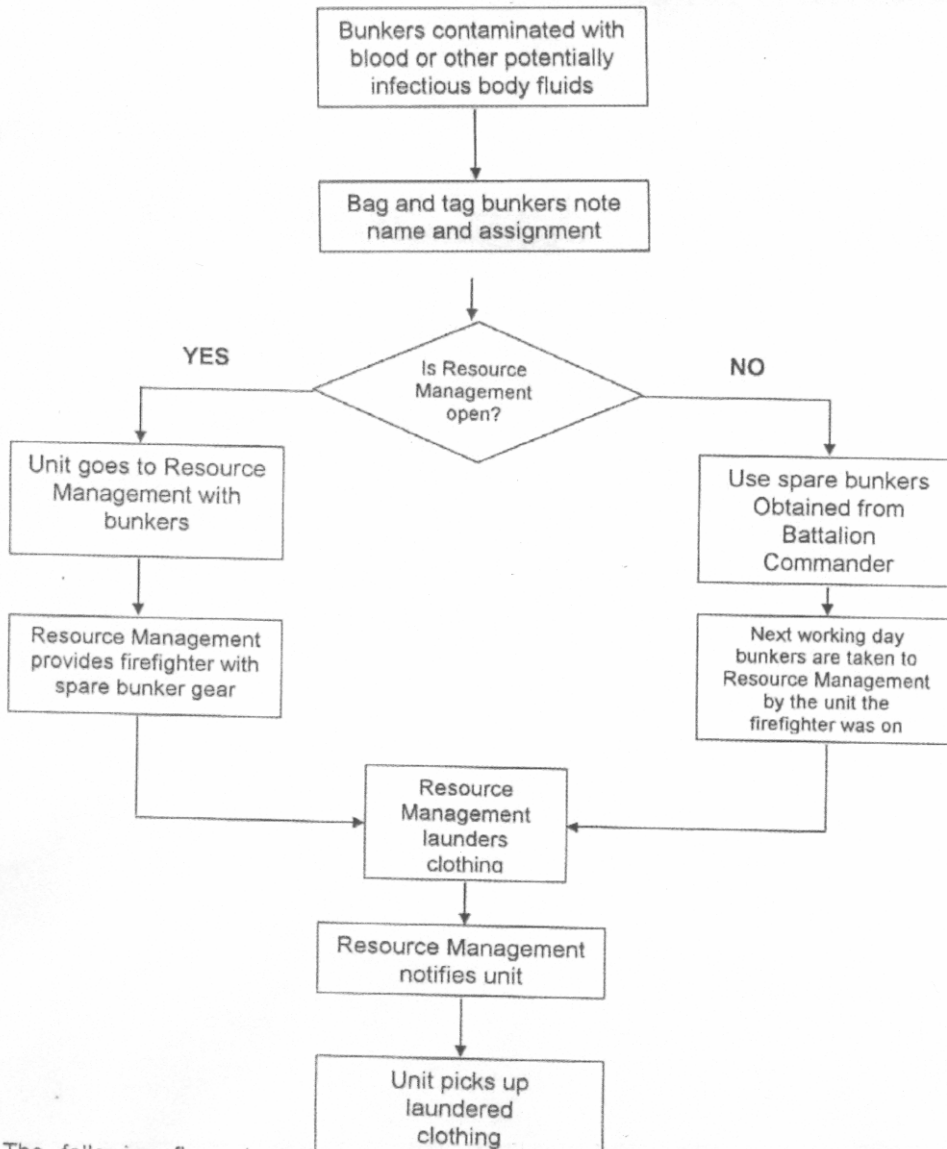
Exposure Control Plan

SOG 9-2-01

Page 23 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
----------------------	----------------------	----------	----------------------

The following flow chart illustrates the necessary steps to clean bunker gear contaminated with potentially infectious waste in accordance with CFR 1910.1030



ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

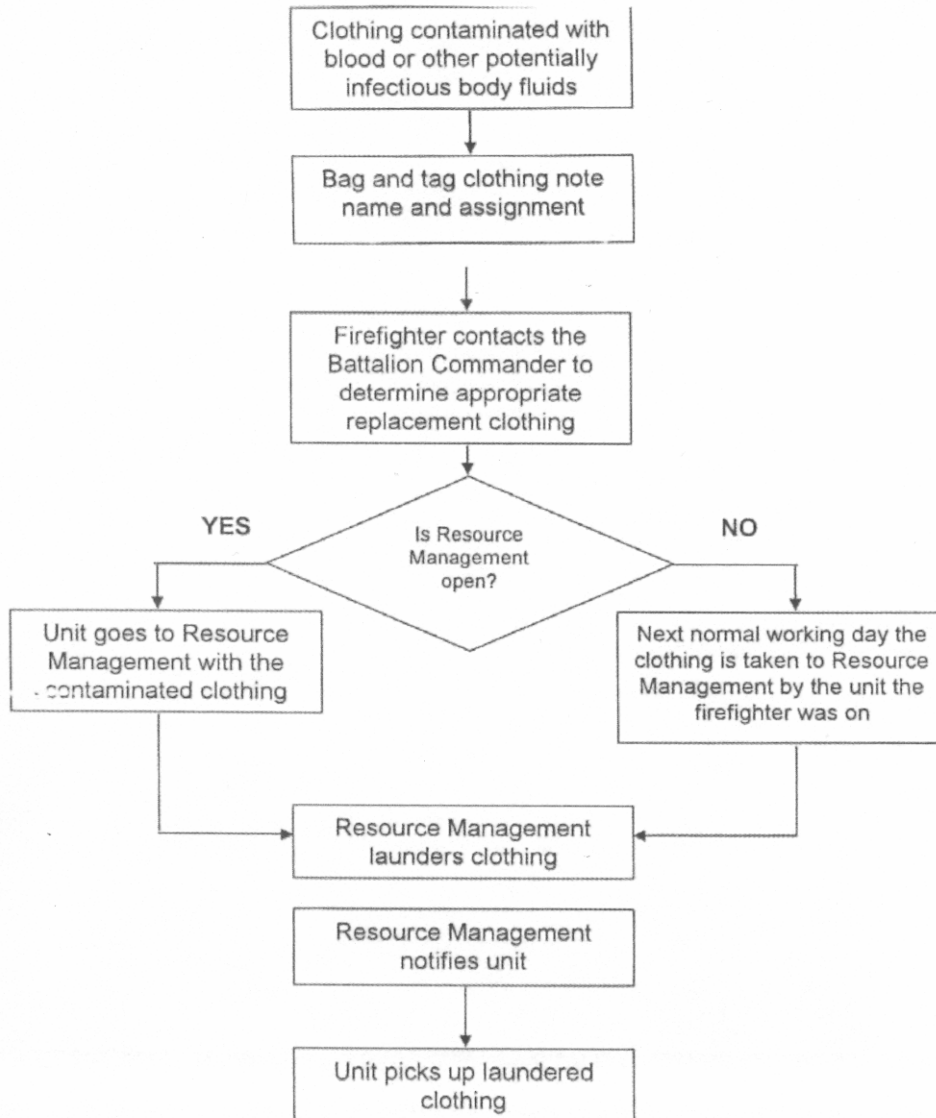
Exposure Control Plan

SOG 9-2-01

Page 24 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
----------------------	----------------------	----------	----------------------

The following flow chart illustrates necessary steps to clean work clothing contaminated with potentially infectious waste in accordance with CFR 1910.1030



**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 25 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Post Exposure Procedures

Standard Operating Procedure #7:

Purpose: To create a uniform method for reporting, documenting, and providing for medical follow-up for members of this department following occupational exposure to blood or other potentially infectious materials.

Scope: This SOP applies to all personnel within this department and provides guidance for members when occupational exposure occurs. Additionally, these procedures meet or exceed current legislative requirements for notification of communicable disease exposure.

General Principles:

- All information concerning pre-hospital personnel exposure to infectious diseases will be kept confidential. All information released concerning the infectious disease status of patients will be kept confidential.
- Documentation of medical follow-up will be maintained by Employee Health Services, their personnel will be used as resources to this department to determine appropriate actions, medical care, and follow-up.
- Ensure timely and complete notification of member involvement.

Procedures/Bloodborne Pathogens

In order to ensure that timely handling of possible exposure to bloodborne pathogens are treated appropriately, especially the two-hour window prescribed as the best opportunity for dealing with HIV, the following protocol will be followed.

Once a possible bloodborne exposure takes place the following steps are to be taken by AFD members:

1. Report possible exposure(s) immediately to your direct supervisor. When the supervisor is notified he/she must ensure that the following actions occur:

- Place the affected unit out of service by contacting the Alarm Room. The unit will remain out of service until all necessary procedures have been completed. Remember that the exposed employee has been injured, and is now our primary patient.
- Contact the department's Health and Safety Officer at 934-8731 so that a request can be initiated for source patient testing for bloodborne pathogens from the hospital to which the source patient was transported. This department's Health and Safety Officer will do this by contacting the

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 26 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- Give the departments Health and Safety Officer the following information:
 - Exposed employee's name Source patient SSN, if available
 - Source patient name Name of hospital that source
 - Source patient date of birth patient was transported to

 - Ensure that the employee reports to Employee Health, if during a normal business day, or contact the Occupational Health Nurse at Presbyterian Hospital nights and weekends at 841-1234.
 - Ensure that the employee fills out all necessary paperwork identified in the following Section and coordinate delivery of them to the department's Health and Safety Officer as soon as possible.
- .
2. Document exposure in writing by filling out the AFD Exposure Form, City of Albuquerque Supervisor's Injury Investigation Report, and Emergency Medical Report in Sunpro for the employee. **No source patient information is to be recorded on any of these documents: only the information requested is to be filled in. no exceptions. The original Exposure Form and the Supervisors Investigation Report must then be sent to the departments Health and Safety Officer "immediately."** No copies of these forms shall be made by anyone forwarding this documentation to the departments Health and Safety Officer. The departments Health and Safety Officer will access the source patient information as well as the employee Emergency Medical Report via Sunpro. If there are any questions on this contact the departments Health and Safety Officer. The Health and Safety Officer for the department is Lieutenant Tafoya. Office 764-6358, Cell 362-4192.
3. The exposed individual will immediately do one of the following:
- During business hours, you are to report immediately to Employee Health located in the basement of the City County building.
 - On nights or weekends contact the Presbyterian Telephone Operator at 841-1234, identify yourself as an employee of the Albuquerque Fire Department, report the possible exposure, and leave a return phone number.
4. An Occupational Health nurse will call the employee back as soon as possible, but in no more than ten (10) minutes.
- The Occupational Health nurse will question the employee and assess exposure significance according to the Center for Disease Control Guidelines.
 - If possible, the source patient's name and social security number will be given

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 27 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

to the Occupational Health nurse.

- The name of your immediate supervisor, and Safety Officer may be requested. If so, provide the Occupational Health nurse with this information.

5. When HIV-Prophylaxis is appropriate, the exposed employee will choose whether they want to begin this treatment.

6. If the exposed employee wants treatment or is uncertain, then a consultation will be conducted by either the Physician at Employee Health, or with an Infectious Disease Consultant which will be arranged through the Occupational Medical Nurse by phone.

- Infectious Disease Consultant will contact the employee by phone within fifteen (15) minutes and explain HIV-Prophylaxis treatment and possible side effects.

- If the employee chooses to begin this treatment the Physician at employee Health or the Infectious Disease Consultant will contact the designated pharmacy to dispense a starter dose (usually three days) of appropriate medication.

- The Physician at Employee Health or the Infectious Disease Consultant will direct the exposed employee to follow-up. This will be at the Employee Health Center.

7 All original documents pertaining to the exposed employee must be sent to the departments Health and Safety Officer immediately.

8. The Department Health and Safety Officer must be kept informed of all follow-up procedures and changes. Any documentation regarding the exposed employee during this period must be delivered to the Department Health and Safety Officer.

9. Any system delays or problems must be reported to the departments Health and Safety Officer immediately.

10. After initial HIV prophylaxis is received, the employee must report to Employee Health Center on the next business day.

11. The departments Health and Safety Officer is the main point of contact between the hospitals, Employee Health Center and the employee. All information in the process must be made with the Health and Safety Officers knowledge in a timely manner.

ALBUQUERQUE FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

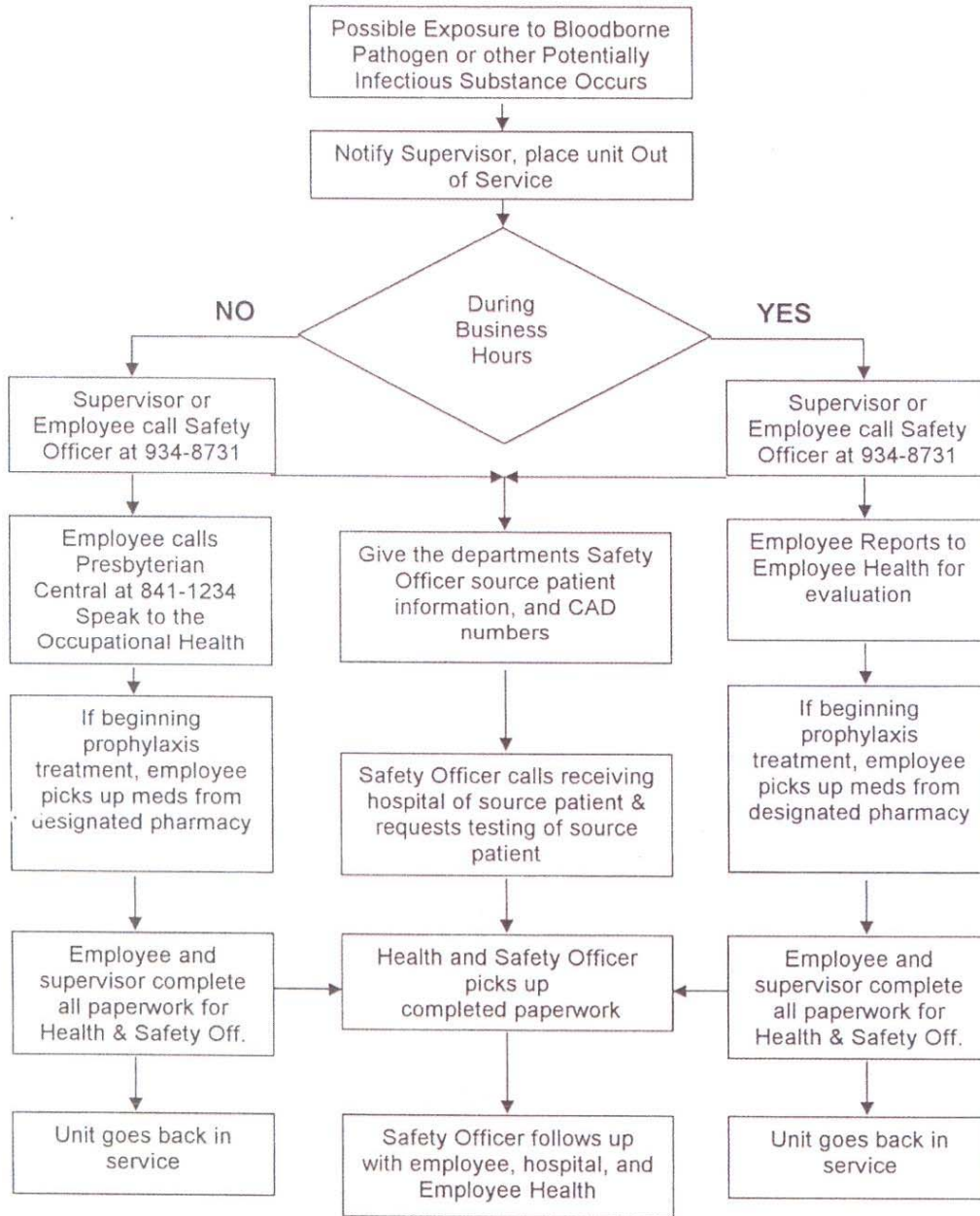
Exposure Control Plan

SOG 9-2-01

Page 28 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
----------------------	----------------------	----------	----------------------

The following flow chart illustrates the necessary steps to follow after an exposure to blood or other potentially contaminated body fluid.



**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 29 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

**Special Tuberculosis and Airborne Pathogen Precautions
Standard Operating Procedure # 8**

Scope: This policy applies to all members of the Albuquerque Fire Department and shall allow this department to comply with the Occupational Safety and Health Administration enforcement policy on Tuberculosis.

1. Early Identification of Individuals with Active Tuberculosis

Symptoms consistent with active TB infection

- Fever
- Night sweats
- Lethargy/weakness
- Weight loss
- Loss of appetite
- Sputum-producing cough
- Coughing up blood

2. Medical surveillance program for members at risk for exposure to TB

Evaluation, administration and Interpretation of TB mantoux skin tests as follows:

- Initial baseline screening at time of employment and/or prior to placement in high-risk position.
- Annual screening for all uniformed members.
- Evaluation and management of members with a positive skin test or with a history of a positive skin test who are exhibiting symptoms of TB infections.

3. Engineering/work practice controls to reduce the possibility of TB infection.

Respiratory protection: The use of a National Institute for Occupational Safety and Health (NIOSH)-approved respirator is the minimum acceptable level of respiratory protection under the following circumstances:

- When members enter rooms housing individuals with suspected or confirmed infectious TB
- When performing high hazard procedures on individuals with suspected or confirmed infectious TB, including:
 - Administering nebulized/aerosolized medications
 - Endotracheal intubation or tracheal suctioning

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 30 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

- When transporting individuals with suspected or confirmed infectious TB in a closed vehicle

NIOSH- approved respirators can be reused as long as they maintain their structural and functional integrity-

Transport Precautions: When transporting individuals with suspected or confirmed infectious TB, the following precautions will be utilized:

- Air conditioning or heating controls will be set to non-recirculating Mode
- Open vehicle windows or vents if feasible
- NIOSH- approved respirators will be worn
- Have the patient don a dust filter mask or NIOSH- approved respirator if possible

4. Record keeping procedures/standards applicable to TB exposure
29 CFR 1910.20 - Access to Employee Exposure and Medical Records:

Exposure to TB infection is an employee exposure record within the meaning of 29 CFR 1910.20. All results of TB skin testing and medical evaluation and treatment will be handled according to 29 CFR 1913. 1 0 so the Safety Officer can determine compliance with 29 CFR 1910.20.

29 CFR 1904 - Log and Summary of Occupational Injuries and Illnesses:
TB infection (positive TB Mantoux skin test) and TB disease will be recorded on the OSHA 200 log.

If a members TB infection which has been entered on the OSHA 200 log progresses to TB disease during the five year maintenance period and the original entry will be updated to reflect the new information.

ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

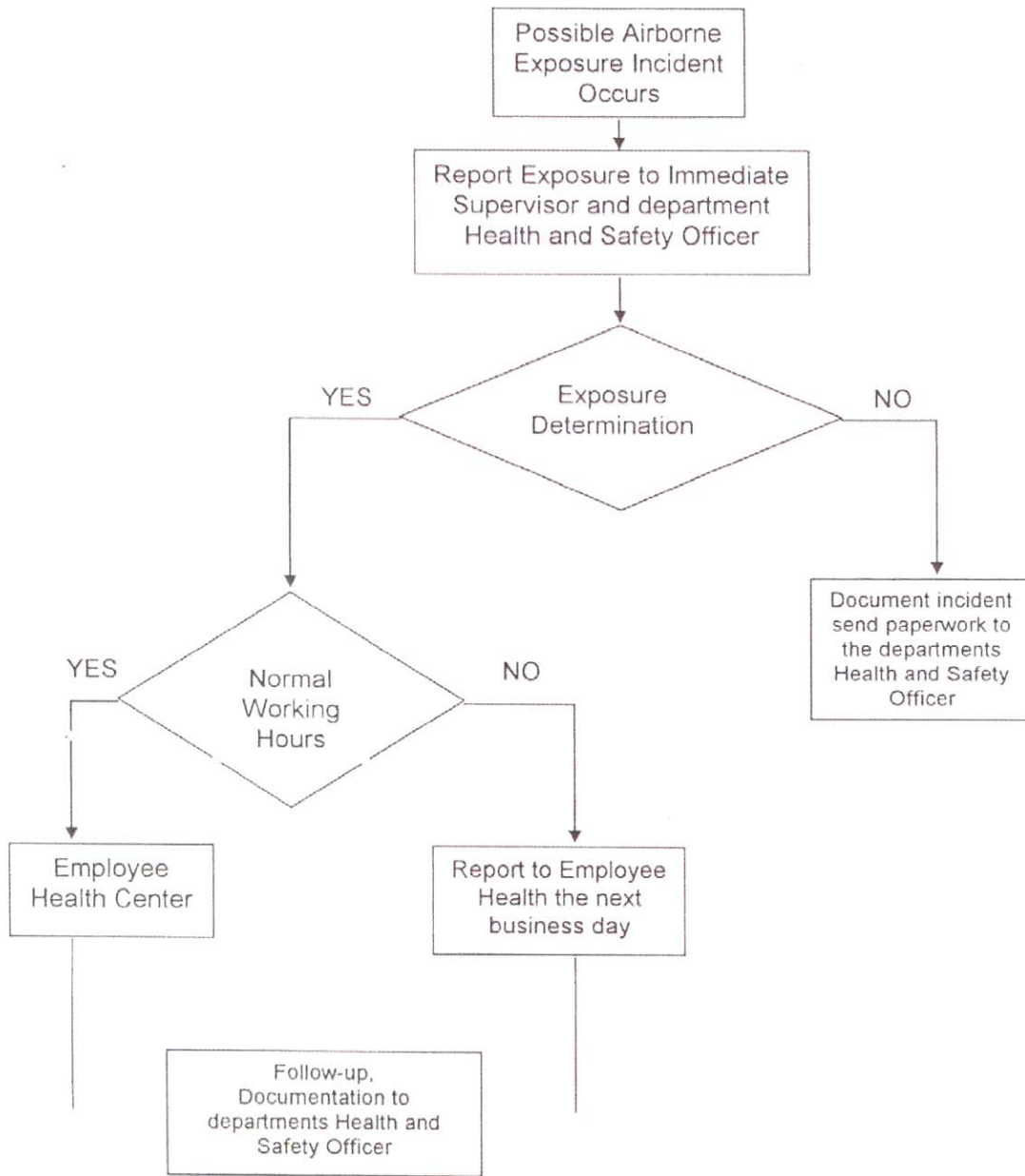
Exposure Control Plan

SOG 9-2-01

Page 31 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
----------------------	----------------------	----------	----------------------

The following flow chart illustrates the necessary steps to take after a possible exposure to an airborne pathogen.



**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 32 of 33

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

**Compliance Monitoring and Program Evaluation
Standard Operating Procedure # 9:**

- The Department's Safety Officer will collect compliance and quality monitoring data including:
 - Inspections of station facilities.
 - Observations of on scene activities.
 - Analysis of reported exposures to communicable disease.
 - Recommend policy changes geared towards reducing the occurrence of occupational exposures.

- Program evaluation:
 - The Infection Control Plan and exposure engineering controls will be reevaluated at least annually to ensure that the program is both appropriate and effective.
 - In addition, the plan will be reevaluated as needed to reflect any significant changes in assigned tasks or procedures; in medical knowledge related to infection control; or in regulatory matters.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Exposure Control Plan

SOG 9-2-01

Page 33 of 33

SOG Committee
Action

Implemented
07/01/08

Revision

Implemented
07/01/08

Albuquerque Fire Department
Hepatitis B Vaccine Declination

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 vaccination series at no charge to me.

Employee Name (print)

Employee Signature

Social Security Number

Date

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Boot Decontamination

SOG 9-2-02

Page 1 of 1

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Boot Decontamination

Firefighting Boots

Only Albuquerque Fire Department issued leather and/or composite rubber boots which meet National Fire Protection Association (NFPA) standard 1971 (2000 edition) for structural fire fighting shall be worn on the fireground. The following guidelines provide direction for the proper decontamination of boots and shoes.

Decontamination

Individual Protection (PPE)

When cleaning contaminated boots or other equipment appropriate personal protective clothing shall be worn. At a minimum latex gloves and protective eye wear must be utilized.

Moderate Exposure

For moderate footwear exposure issues, (blood or other potentially contaminated body fluids), the exterior of the boot or shoe will be washed and scrubbed thoroughly with a 1:20 solution of bleach and water and liquid soap. The contaminated water will be disposed of in any drain which connects directly to a sanitary sewer line and is suitable for infectious control purposes. No sinks or drains used for personal hygiene or cooking will be used.

Gross Exposures

Grossly contaminated footwear, (footwear immersed in contaminated blood or bodily fluids or those with contamination to the interior of the boot), will be put in an infectious control bag and taken to supply for appropriate cleaning with a contracted cleaner.

Fires

Footwear used at fires whether of leather or rubber composite must be flushed with water prior to leaving the fireground and cleaned immediately after returning to the station. Other people are put at risk of carcinogenic and toxic products of combustion if these boots are worn home or at the station without cleaning. To effect this cleaning 1/4 cup of liquid soap mixed in a five gallon container of hot water will be used. All boots will be thoroughly scrubbed with a stiff bristle brush.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Incident Review

SOG 9-3-01

Page 1 of 2

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

Purpose

This purpose of this guideline is to define the Albuquerque Fire Department method for conducting post incident reviews.

Guideline

It is the direction of the Albuquerque Fire Department that emergency response companies participate in post-incident reviews of most incidents in which they are involved. While the battalion commander or company officer can conduct a review after any incident, participants will benefit most when a post incident review is conducted at the incident scene. The “tailboard reviews” will include any information that can reinforce learning, and should allow all participating personnel to review what they observed, what they did, what they did well, and what they would do differently.

Operational Guidance

I. Review guidelines

- A. The post-incident review should be conducted and concluded on a positive note. Single company reviews, which are conducted by officers after an incident or training exercise, can be used to chart a company’s improvement. In areas such as safety, the review may assist in focusing on areas a company may need to improve.
- B. Criticism and comments by other members should be held for the end and then carefully handled by the officer conducting the review for positive outcomes.
- C. Most tactical areas should be identified for discussion in each review.
 - 1. Response times.
 - 2. RIT response.
 - 3. Safety.
 - 4. Firefighting.
 - 5. Rescue.

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Incident Review

SOG 9-3-01

Page 2 of 2

SOG Committee Action	Implemented 07/01/08	Revision	Implemented 07/01/08
-------------------------	-------------------------	----------	-------------------------

6. Property Conservation.
 7. Loss Control.
 8. Other customer service issues.
- D. The reverse side of the tactical worksheet and other review check sheets are good tools to use in assisting a review of any incident. Visual references of the scene should be used whenever possible.

II. Safety component

- A. The purpose of the safety component of the review is to emphasize firefighter safety by reinforcing safety behaviors, assessing current safety levels, measuring performance, and identifying areas where safety improvements can be made.
- B. The safety portion of the review should be facilitated by the incident safety officer (ISO). The focus of the review should be on the overall operation, firefighter safety and survival, and customer service.
- C. Reinforce all safety behaviors. In doing so, remember that individual successes should not outweigh the safety of the overall operation or crews. The ISO should address the following elements:
 1. General risk profile.
 2. Effectiveness of personnel accountability system.
 3. Rehabilitation.
 4. Use of personal protective equipment (PPE).
 5. Any close calls.
 6. Any responder injuries.