

Underhill – Jericho Fire Department Inc.

Underhill Vermont



Standard Operating Guidelines

SOG 1	Purpose	11/12/18
SOG 2	Alarms	11/12/18
SOG 3	Radios	11/12/18
SOG4	Responding To An Alarm	11/12/18
SOG 5	Responding Fire trucks	11/12/18
SOG 6	Mutual Aid	11/12/18
SOG 7	Fire Ground	11/12/18
SOG 8	Fire Ground Truck Placement	11/12/18
SOG 9	Car Accident Response Within Our Primary Coverage Area	11/12/18
SOG 10	Fire Department Training And Schools	11/12/18
SOG 11	Equipment Maintenance	11/12/18
SOG 12	Safety	11/12/18
SOG 13	Public Information	11/12/18
SOG 14	General Rules Of Conduct	11/12/18
SOG 15	Fire Police	11/12/18
SOG 16	Auxiliary Membership	11/12/18
SOG 17	Apparatus Driver Qualifications	11/12/18
SOG 18	Backing Of Fire Apparatus	11/12/18
SOG 19	Requirements For Attendance	11/12/18
SOG 20	Respiratory Protection Self Contained Breathing Apparatus	11/12/18
SOG 21	Safety Guidelines	11/12/18
SOG 22	Carbon Monoxide Response	11/12/18
SOG 23	Duty Officer	11/12/18
SOG 24	Uniform	11/12/18

1 Purpose

The purpose of the Standard Operating Guidelines is to inform Fire Department personnel by providing members with complete information and general knowledge as it relates to the proper function and duties of department members.

1.1 Responsibilities of Members

In order to perform Fire Department duties, members must familiarize themselves with the contents of this manual.

1.2 Adoption and/or Revision

This manual is subject to periodic reviews and revisions. The Department Officers at any regular Officers meeting must approve subsequent changes.

2 Alarms

2.1 Alerting Procedure

Fire Department personnel are alerted to an alarm by Williston Dispatch, by 900 base dispatch, or by a fire officer who shall activate the fire alerting tone, followed by a verbal announcement over the radio. An officer of the Department will acknowledge the tone and message and will repeat type of call and location. When the UJFD Dispatcher signs on the air, he/she will also acknowledge the call and provide specific directions to the call.

2.2 Working Incident / Second Alarm

A working incident / second alarm can be declared by the officer in charge. After a working incident / second alarm has been declared, the dispatcher may send out a second set of tones. All members are to respond. This will include but not be limited to the Auxiliary.

2.3 Silent Alarm

A silent alarm will be sent when only a few members are needed for a non-emergency situation. In this case, a fire alerting tone may be sounded. A verbal announcement will be sent by radio. During a silent alarm, all personnel and Fire Department vehicles will respond Code 2 to the requested scene.

2.4 Two Calls at the Same Time

If two calls come in for different emergencies, the fire alerting tone will be activated twice, once for each call. The Officer in Charge shall direct personnel and trucks to each appropriate scene.

3 Radios

3.1 Issuance of Radios to Members

Each member may be issued a pager and/or portable radio. If a pager or radio is damaged or lost due to the negligence of a member, that member may be held responsible for the cost of replacing the pager or radio.

3.2 Radio Transmission

Talk over radio channels is reserved for essential information only. "10 Codes" should not be used. All communication over radio channels should be clear and concise. At no time should names of injured persons be transmitted over radio channels. If such information must be relayed it should be done via telephone.

3.3		
Radio "900" Codes		
900	Underhill Station	9 Engine11 Attack Pumper
990	Jericho Station	9 Squad 51 First Response Duty Truck
9C1	Fire Chief	9 Rescue1 Heavy Rescue
9C2	1st Assistant Chief	
9C3	2nd Assistant Chief	901 Fire Fighter 1
		902 Fire Fighter 2
9K1	Captain	9xx through Fire Fighter XX
9K2	Captain	
9K3	Employee Duty Officer	9 Auxiliary 1 Auxiliary 1
9K4	Lieutenant	9 Auxiliary 2 Auxiliary 2
9K5	Lieutenant	9xx thru Auxiliary xx
9C41	Honorary Chief 1	
9C42	Honorary Chief 2	9 Radio 1 Dispatcher
9C43	Honorary Chief 3	
FP1	Fire Police	
FP2	Fire Police	
FP3	Fire Police	
FP4	Fire Police	
FP5	Fire Police	
9 Engine8	Pumper/Tanker	
9 Tanker2	Tanker and Foam	
9 Utility3	Utility	
9 Engine4	Water Supply/Reel	
9 Engine5	Attack Pumper	

4 Responding to an Alarm

4.1 Emergency Response

Upon notification of an alarm, all fire personnel will report to their respective fire station. Once all trucks have reported to be on the road, other responding personnel may report directly to the scene.

The Chief Officers, Line Officers, Duty Officer and Fire Police may report directly to the scene upon notification of an alarm.

4.2 Emergency Response Codes

Responding personnel will adhere to whichever of the following categories is in effect. Response Codes are transmitted over radio channels:

Code 3 - Use red lights and sirens.

Code 2 - Do not use red lights or siren. Return to normal driving.

Proceed with Caution - Be alert to hazards en route to or at the scene.

4.3 Personal Vehicles

Members who are responding to an alarm will do so with DUE REGARD FOR THE SAFETY OF OTHERS. Members will come to a complete stop at intersections before proceeding. These intersections would be intersections that you would normally have to stop at during non emergency response. Speed can be higher than the posted speed limit during an emergency response only under favorable conditions. Favorable conditions for the purpose of this document are described as light traffic, good road conditions, and clear visibility. If favorable conditions exist, speed should be no greater than ten (10) MPH over the posted speed limit.

Out of town emergency response for anything other than a TRUE EMERGENCY will not be permitted. The exception would be for responding department vehicles to a mutual aid call.

If any complaints are received for inappropriate emergency response driving, the Chiefs will investigate and if the complaints are determined legitimate there will be a written warning to the member in which the complaint was directed. If a second complaint is found legitimate for emergency response the individual will be suspended from fire department duties for a period of thirty (30) days. The third complaint found to be legitimate by the Chiefs, said member will be excused from the department. A member can be excused from the department by a 5/7 majority vote by the officers before the three (3) complaints if the offense is deemed as gross negligence.

When at a scene, members will park their personal vehicles short of the scene and on the same side of the roadway, unless otherwise directed. Lights should be turned off to minimize distraction of passers-by from the Fire Police.

5 Responding Fire Trucks

5.1 Definitions:

DUE REGARD - What a reasonable careful person performing similar duties and under similar circumstances would act in the same manner for the safety of others.

TRUE EMERGENCY - A situation in which there is a high probability of death or serious injury to an individual or significant property loss and you as an individual can reduce that probability.

GROSS NEGLIGENCE - Reckless disregard of the consequences of an act to another person. It occurs when a person's actions, or lack of, result in the failure to exercise even a slight degree of care.

5.2 Fire Trucks responding to an alarm will do so with ***DUE REGARD FOR THE SAFETY OF OTHERS***. Fire Trucks will come to a complete stop at intersections before proceeding. These intersections would be intersections that you would normally have to stop at during non emergency response. Speed can be higher than the posted speed limit during an emergency response only under favorable conditions. Favorable conditions for the purpose of this document are described as light traffic, good road conditions, and clear visibility. If favorable conditions exist, speed should be no greater than ten (10) MPH over the posted speed limit.

5.2 If any complaints are received for inappropriate emergency response driving, the Chiefs will investigate and if the complaints are determined favorable there will be a written warning to the member in which the complaint was directed. If a second complaint is found favorable for emergency response the individual will be suspended from fire department duties for a period of thirty (30) days. The third complaint found to be favorable by the Chiefs, said member will be excused from the department. A member can be excused from the department by a 5\7 majority vote by the officers before the three (3) complaints if the offense is deemed as gross negligence.

5.3 Only members completing the Underhill-Jericho Fire Department Driver Qualification program for said truck will be permitted to drive. The exception will be for members performing driver training or when an officer directs someone at their discretion to drive that specific truck. For apparatus qualification, refer to, ***APPARATUS DRIVER QUALIFICATION*** in this manual.

5.4 All trucks will report over the radio when they leave the station, and they will report the number of members riding on the truck. All trucks will also report over the radio when they are approaching the scene, and when they clear the scene. Trucks that return to the Jericho Center Station will report over the radio when they have returned to the Jericho Center Station.

5.5 No persons will ride on the outside of any fire truck, unless directed to do so by an officer of the UJFD and it is safe to do so.

5.6 All members who ride on a fire truck will be secured by a seat belt or department provided harness at all times while the vehicle is in motion.

5.8 Only fully qualified, air pack trained members will ride in the air pack equipped seats when responding to or returning from calls when available, unless otherwise directed by an Officer.

5.9 Apparatus Response Order

Refer to the response guide posted in each station for the proper response order.

6 Mutual Aid

6.1 Station Standby Calls

All members will respond under Code 2 conditions to their respective stations. An Officer will send a truck and personnel to the standby station. The Officer who has been sent to the standby station will report updated information over the radio channel upon arrival at that station. Personnel may be released from the stations at that time. The Department will not send more than fifty percent (50%) of available personnel out of town at any one time for station standby.

6.2 Mutual Aid to a Scene

All members will respond to their respective stations. The Officer in Charge will advise which trucks will respond. Each truck that responds to a mutual aid call will carry fully qualified firefighters unless directed by an officer. No extra personnel will be sent to an out of town scene until the Officer in Charge appoints a detail of firefighters and Officers to go to the out of town scene. Once at the scene, the detail will be under the guidance of the local detail Officer. An Underhill-Jericho Officer (typically the duty officer) will respond ahead of the UJFD apparatus, the UJFD officer at the scene will report to 900 Base and give an updated status of the scene, by the best available communications method. It is the intent of the UJFD to have an officer remain in town for coverage. Should the mutual aid request be for a full response or they request additional manpower all available personal will be sent to the scene. The dispatcher will arrange for mutual aid coverage as necessary.

6.3 Common Response

If a tanker is requested for mutual aid to a scene, Engine 8, Tanker 2 and Engine 4 will respond.



7 Fire Ground

7.1 General Rules

7.1a All Officers and members on the fire ground will be in full protective gear at all times. Any person who does not comply will be ordered off of the scene. Failure to comply will result in the penalties outlined in the Safety SOG. Protective gear may be removed when instructed by an Officer.

7.1b Safety precautions will be observed at all fires and drills. Refer to the Safety SOG for guidance. All trucks will stay on hard surfaces unless otherwise directed by an Officer.

7.1c While responding to a call, the highest-ranking officer responding will have command. The first firefighter arriving on scene will establish command and give a scene update. Once an officer arrives at the scene, command will be transferred to the arriving officer, if so wished.

7.1d If a member is assigned a task, that member will complete the task assigned. If asked to do a different task, the member will advise of the initial task. Do not abandon the initial task.

7.1e While at the scene of any emergency, no member of the Underhill-Jericho Fire Department will criticize another member, Officer, or the efficiency of the operation. This includes any members of other Departments at the scene.

7.1f at the scene, the Fire Police shall set up traffic controls as soon as possible. They shall place warning signs at approximately ½ mile away from the scene. They will use all available warning devices to protect themselves and all others that are on the scene.

8 Fire Ground Truck Placement

8.1 Attack Truck: Position approximately 50 feet beyond the scene and on the same side as the fire. In long driveways, the attack truck should lay in as directed by an Officer. At night, the pump operator shall start the generator and set up lights. If an Officer is on the truck, that Officer should occupy the front passenger seat.

8.2 Tanker: Refer to the Water Supply SOG for further information.

8.3 Water Supply Truck: Refer to the water supply SOG for further information.

8.4 Squad: This truck will be used as a command post when marked by a flashing green light.

8.5 Rescue Truck: Shall be placed as close as practical to the fire scene to support fireground activities.

9 Car Accident Response Within Our Primary Coverage Area

9.1 The Chief, 1st Assistant Chief, and 2nd Assistant Chief as well as the Duty Officer and the officer closest to the scene will respond directly to the scene. All other members will respond to their respective fire stations.

9.2 Refer to the Apparatus Response Guide posted in each station.

9.3 All other members who are not riding on a truck should carpool from the fire station to the scene, in order to minimize the number of parked vehicles at the scene.

10 Fire Department Training and Schools

10.1 Training Program

10.1a Except for special training, meetings, holidays, or other instances deemed necessary by the Officers, all active members will meet at the fire station on Tuesdays at 7:00 p.m. for training.

10.1b Training planning will be performed by all the line officers.

10.2 Fire Schools

Each member classified as a firefighter is encouraged, once a year, to take part in one state certified training course. This training will be conducted at the expense of the Department.

10.3 New Members

All new members will attend the basic Underhill-Jericho Fire Department Apprentice Course. The member must have satisfactorily completed the Chittenden County Basic firefighting course or have firefighter I certification within the first two years of joining the Underhill-Jericho Fire Department. Previous firefighting experience may be substituted for either of the requirements above upon approval by the officers.

10.4 Certification of Interior Firefighting

In order to receive certification, a member must be free of any health issues. The member will be at least 18 years of age and met the requirements of section 10.3 above.

11 Equipment Maintenance

11.1 All fire apparatus and equipment shall be maintained in a ready condition at all times. If this is not possible, the out of service apparatus will be announced over the radio channel and a notice will be placed in each station.

11.2 All members will return to the fire stations after any operation of the Department to wash and service all apparatus and equipment. An Officer upon completion of their assigned tasks will release them.

11.3 All members are responsible for maintaining their turn out gear (bunker gear) in such a manner that it is clean, neat and available for immediate use. Members will use only the gear that has been issued to them. No gear is to be borrowed from other members.

11.4 Any major repairs to be done on Fire Department apparatus will be done in a proper repair facility by a qualified mechanic. The Duty Officer shall be notified, and will authorize any minor repairs and/or replacement of any defective equipment that is covered under the budget.

11.5 The Officer of the truck will be responsible for completing the run sheet for the truck after each use. A maintenance request will be entered into Emergency Reporting for any items needing repair. Any serious safety or operational issues noted, i.e. pump, brake, tire etc. will be immediately reported to the highest ranking officer available at the time.

11.6 All portable equipment will be serviced and checked for proper operation at all maintenance drills.

12 Safety

12.1 Protective Clothing

Full protective clothing shall be worn by fire fighting personnel when responding to a call so as not to cause a delay in any fire fighting operation when those personnel arrive on the scene.

12.2 General Safety

12.2a Eye protection shall be utilized when operating tools that may cause eye injury, and in all other situations where the need of eye protection seems needed.

12.2b Members who are assisting rescue personnel with a patient shall wear proper PPE when exposed to the patient.

12.2c Any member who shows a decrease in physical or mental capabilities over a period of time may be placed on a medical leave of absence until the problem is resolved. That member may not return to full active service until the Medical Officer receives a letter from a physician stating the results of an examination and test, and a clearance that the member is fit for full active duty. Refer to article 3.6 of the bylaws.



13 Public Information

PURPOSE:

It is the policy of the Underhill - Jericho Fire Department (UJFD) to serve the public by cooperating with the news media and maintaining an atmosphere of open communication to the general public. A positive working relationship with the media, insurance companies, and the officials of the towns we serve is essential and mutually beneficial. To this end, information and request for records will be released in a timely fashion pursuant to this policy. No information will be released that violates State or Federal Law.

13.2 CONTENTS:

1. Responsibilities in Releasing Information
 - a. Media Public Information Function – The Chief Officers shall serve as the primary contacts for news media. During active incidents, the Incident Commander will be the primary point of contact. In any case, this function may be delegated to a Public Information Officer (PIO) either permanently or incident specific.
 - b. All other Records Requests - All other requests for records of the UJFD shall be addressed to the Fire Chief, or his / her designee. Such requests shall be checked to ensure they conform to applicable State and Federal laws.
2. Procedures for Release of Information
 1. Media Inquiries - This Department will respond to all media inquiries in a timely and professional manner. During active incidents, the request shall be directed to the Incident Commander. For all other inquiries, a Chief Officer or designated PIO shall be contacted and advised of the media request.
 - i. Interviews - All Chief Officers and anyone acting in the capacity as Incident Command are responsible for assisting the news media by conducting interviews or coordinating interviews with other agency personnel. ALL conversations with members of the news media should be considered “On the record,” and subject to being quoted.
 2. News Releases - shall be written and disseminated to the media and within the department on major incidents and events of community interest or concern. News releases on department awards or accomplishments shall be disseminated as appropriate.
 1. News Conferences - will be held only in connection with major events of concern to the community. The Chiefs will be informed of all news conferences prior to the event.
 2. Access to Incident Scenes – Department members should be courteous to members of the public and news media at fire incident scenes.
 - a. Department members shall ensure that the media respect the established perimeter. Members of the media have no greater or lesser access to an incident

scene than members of the general public.

- b. With the approval of the Incident Commander, a fire officer may grant closer access to media personnel and their equipment, to the degree that it does not interfere with any fire, rescue, or law enforcement operations.
 - c. Information at fire incident scenes will be released by the Incident Commander or the designated PIO.
3. Public Records – The Department and its members will abide by all local, state, and federal laws governing the release of public records. Requests from the general public, including insurance companies, shall be directed to the Fire Chief. The Chief may or may not delegate the records request to another member. Prior to the release of the requested information, a Chief Officer should review the request and material to be released.
 4. Joint Operations – In a multi-jurisdictional / multi-agency incident, the agency having primary responsibility for the incident shall be responsible for the release of public information.

3. Information Release Guidelines -

1. Information that CAN be released –
 - a. The address and nature of call that we are currently working at.
 - b. General information about the extent of damage to property and or numbers of injured persons and the extent of their injuries i.e. minor, moderate, severe, etc.
 - c. Whether or not any investigation is being conducted or will be conducted (but not the results of that investigation unless it is clear that it will not jeopardize the investigation being conducted).
 - d. A completed fire incident report together with accompanying photographic evidence (so long as release of the information does not affect any investigation being conducted by Fire Marshals or law enforcement).
2. Information that CANNOT be released unless it is contained in a public file –
 - a. Name, address, or any information that would identify the victim of a crime where it is protected by law. This includes person who are taken into protective custody due to mental illness or incapacitation.

- b. The identity of any critically injured or fatally injured person prior to notification of next of kin.
- c. Any information that would adversely affect any criminal investigation being conducted by a law enforcement agency.
- d. Personnel matters including the existence of internal affairs investigations.
- e. Home address, telephone numbers, and familiar information of any Department member.
- f. The names of the occupants and / or owners
- g. Any other information prohibited by local, state, or federal law.

14 General Rules and Conduct

14.1 All meetings of the Department will be open to anyone that wishes to attend. When personnel issues are being discussed, an Officers Meeting may be moved into executive session.

14.2 Alleged misconduct will be reported as soon as possible to the Officers of the Department. The Officers will then investigate the alleged misconduct and if misconduct is found there will be a written warning to the individual(s). Upon a second finding of misconduct there will be a suspension of fire department duties for a period of thirty (30) days. Upon a third finding of misconduct the member or members will be removed from the Department. If the misconduct can affect the safety of the members or the public, the officers can elect to remove the member or members from all or some of their fire department duties while the Officers investigate the alleged misconduct. If the situation is serious enough this process can be bypassed and a member can be removed from the department by a 5\7 majority vote by the officers. Misconduct can be but not limited to, response to alarms, conduct towards other members, actions at emergency calls, actions at department functions, or actions outside the department that could damage the integrity of the department.

14.3 Any matters of safety will be reported to the Department Officers, through the chain of command.

14.4 Any department office computer is to be used for official department business only.

15 Fire Police

15.1 All issued equipment will be kept in good, clean and operable condition and will be kept in your personal vehicle so it will be immediately available for use on all calls.

15.2 Safety/reflective coats, pants, hard hats, and vests will be kept clean for a neat and highly visible appearance.

15.3 Emergency Scene Ahead signs **MUST BE USED AT EVERY CALL TO WARN ONCOMING TRAFFIC.**

15.4 Flashlights should be checked periodically and bulbs or batteries replaced to keep at maximum effectiveness.

15.5 STOP AND SLOW reflective signs **MUST BE USED TO CONTROL TRAFFIC.**

15.6 Fire police must have full 360 degree warning light visibility.

15.7 The first Fire Police to the scene will go to the far end (past the scene, check by radio maybe someone is already on the far end) to block or divert traffic. The second will set up before the scene. The third will set up where best suited to the situation - i.e. near the trucks in the case of one way traffic; at an entering cross road; etc.

15.8 Emergency Scene Ahead signs set up depending on the road. Route 15 or highly traveled route approximately 1/2 mile on a straight stretch to warn traffic prior to rounding a corner or brow of hill.

15.9 Fire Police shall sign on the air with their assigned number that they are responding. The plan of action should be thought out on your way to the call based on what you hear from the first officer on the scene.

15.10 **AT ALL TIMES, TRY TO WORK WITH THE OFFICER IN CHARGE TO MAINTAIN AT LEAST ONE WAY TRAFFIC.** The traveling public is not prepared for any delays in their travel. A detour may be necessary at times to keep traffic flowing. Try to have someone or something at detour intersections.

15.11 Radios should be kept on channel #1 (Fire Dept.) at all times until we are set up at the scene then switch to channel #5 (Fire Police). Monitor Fire Department communications on your pager while on channel #5 so you will be aware of what is going on or if an officer wants to communicate with you. Keep communications short and talk clearly.

15.12 Signals telling motorists to stop or to go should be made with clear motions.

15.13 While controlling traffic at a scene; a motorist refuses to obey your stop or detour directions, try to get a license number and description of the driver. Also, immediately advise an officer and other Fire Police so they can attempt to stop the vehicle and so they will be aware of the possible hazards.

15.14 At times Fire Police may be used to control crowds as well as traffic therefore be prepared.

15.15 While on scene, fire police must wear their helmet and reflective coat or vest.

15.16 Fire Police will train with the firefighters on drill night handling traffic. If their services are not needed, they will pre-plan areas of possible detours and hazards they may be faced with at the next call.

16 Auxiliary Membership

16.1 Auxiliary Members and Duties

Auxiliary membership may include any person sixteen (16) years of age or older that has an immediate relationship (i.e. husband, wife, boyfriend, girlfriend, son, daughter, father, mother, etc.) to a member of the Underhill Jericho Fire Department (UJFD). A member of the community of Underhill or Jericho that has demonstrated a dedication to the UJFD or has unique skills that are of special interest to the UJFD, can be an auxiliary member. A person with unique skills will be classified as a Fire Specialist and will have the same requirements as auxiliary.

Auxiliary members are bound to follow the By-Laws and SOG's of the Underhill-Jericho Fire Department as it pertains to their job assignments. Auxiliary members shall be encouraged to attend the first two (2) classes of the apprentice training program.

16.1a Duties of Auxiliary

1. Serve on or assist the following committees
 - a. Finance
 - b. Boy Scout
 - c. Auditors
 - d. Sick
 - e. Fire Prevention
 - f. Uniform
 - g. Other special committees deemed necessary, i.e. 100 year, open house etc.
2. Assist the following committees or administrative offices
 - a. Grant Writing
 - b. Truck
 - c. Station
 - d. By-law
 - e. Membership
 - f. Line Officers
 - g. Clerk
 - h. Treasurer
 - i. Moderator
3. Provide emergency child care
4. Plan family functions
5. Shuttle equipment and drinking water to emergencies once asked to do so
6. Prepare food for emergencies when requested
7. Assist as requested by the dispatcher or act as the dispatcher in their absence.

16.1b. Duties of Advanced Auxiliary

The following additional duties can be performed by advanced auxiliary members upon successful completion of all necessary training;

1. Operate firefighter rehab at emergency calls and drills as directed
2. Assist command at emergency calls and drills as directed;
 - a. Accountability board
 - b. Scribe for notes
 - c. Air bottle change out and fill
 - d. Other duties as requested

16.2 Training:

16.2a All Auxiliary and Specialists are recommended to take the first two sections of apprentice training.

Should an auxiliary member desire to be a backup dispatcher, an initial training with the department dispatcher is required. A semi-annual refresher is required thereafter.

16.2b Advanced Level: Required to complete the following portions of the UJFD apprentice course:

1. First two sections of the apprentice training.
2. Intro to ICS (UJFD or state course)
3. Air bottle filling (quarterly)

The complete Apprentice class is open to all Auxiliary members when otherwise already scheduled.

16.3 Auxiliary Uniforms:

1. Long sleeve polo shirt with logo
2. Short sleeve polo shirt with logo
3. Department dark blue t-shirt
4. Dark Blue Pants

Shirts maybe embroidered with individual's name and years of service markings for each 5 years served.

16.4 Activation of Auxiliary:

16.4a The auxiliary will be activated via a text message sent to their cell phone. Auxiliary members are encouraged to utilize the department text notification system for the initial alerting of a call. Auxiliary are

requested to automatically respond to all confirmed working structure fires. The first priority of these automatic calls will be drinking water for rehab. The auxiliary may also be activated by Incident Command for other incident types as appropriate. In these cases the dispatcher will send an alerting text message requesting an auxiliary response.

16.5 Operation at emergency scenes:

16.5a Auxiliary members shall wear the auxiliary reflective vest or coat and helmet.

16.5b Auxiliary members shall only be allowed in the safe zone.

16.6 Stipend:

16.6a Auxiliary will receive the same stipend as firefighters when attending emergency calls.

16.6b Auxiliary will receive drill / meeting stipend for business meetings and the annual meeting. Stipend will be paid for drills or trainings only when they have been specifically requested to attend by the training officer or as otherwise authorized by the Chief.

17 Apparatus Driver Qualification

This SOG applies to State of Vermont registered department apparatus only.

17.1 To become a qualified apparatus operator for the UJFD you must have all of the following except as otherwise noted in this SOG.

1. Valid Vermont Operators Driver's License on file with the UJFD.
2. Have been a member of the UJFD for a minimum of 2 years as a full firefighter. The 2 years does not include any apprentice membership or probationary time served on the UJFD.
3. Have satisfactorily completed a Basic Essentials or recognized Firefighter 1 course. The Chittenden County basic class will count as a basic essentials course.
4. Have successfully completed a Fire Pumps 1 course offered by a recognized training agency. Have successfully completed the UJFD Fire Pumps 2 course. These requirements apply only to apparatus with a pump, i.e. engines and tankers.
5. Have a PPY score of 76 or greater as defined in the Attendance SOG.
6. Have successfully completed the UJFD Safe Driving Program.

17.2 A member that has completed all of the above requirements except completion of the UJFD Safe Driving Program that wishes to start driver training must submit a written request to the Chief's requesting to start the UJFD Safe Driving Program and driver training. If approved the Chief's will provide an order of apparatus to be qualified on.

17.3 A member that has obtained approval from the Chief's may start driver training on the apparatus order provided by the Chief's. People who are able to assist in driver training are as follows;

1. Any of the designated driver qualifiers.
2. Anyone who has been qualified on that apparatus for a minimum of 2 years and has a current PPY score of 76 or greater.

Anyone other than the driver qualifiers and officers of the UJFD need at least one of the Chief's approval before an apparatus is taken out for driver training.

17.4 Driver training will take place with only the trainee and driving trainer in the apparatus.

17.5 Driver training will not take place while going to an emergency call but can occur on the return from a call if the person is approved to train on that apparatus and there are no passengers on the apparatus.

17.6 Driver training will not take place during a normal UJFD training unless it is a department wide driver training exercise. Exceptions maybe approved by the highest ranking officer at the training.

17.7 Some of the requirements of this process maybe bypassed by a 5/7 vote of the elected officers based upon prior firefighting experience. A persons with previous experience must still complete the UJFD safe driving program and the departments pumps 2 course.

17.8 Driving privileges may be revoked by a 5/7 vote of the elected officers.

17.9 UJFD Safe Driving Program

The UJFD safe driving program is intended to ensure that all operators of department apparatus have the knowledge and skills to safely operate the apparatus in all of its' functions. The safe driving program consists of the following elements;

1. General knowledge of the truck
 - a. In cab knowledge
 - i. Wiper switch
 - ii. Head light switch and high / low beam operation
 - iii. Emergency lights and siren switches and operation
 - iv. Insta-chain switch and proper application and use
 - v. Differential lock switch and proper application and use
 - vi. 4 wheel drive engagement and proper application and use
 - vii. Radio basics
 - b. Outside compartment knowledge
 - i. General knowledge of equipment locations
 - c. Trucks abilities and knowledge of common SOG's relating to the specific apparatus.
 - e. Proper operation of the pump under supervision of a department officer.

2. Driving Test
 - a. Proper hand placement on the steering wheel
 - b. Speed Limit Control
 - c. Proper use of turn signals
 - d. Coming to a complete stop
 - e. Practicing due regard
 - f. Confidence and ability to properly maneuver the truck.
 - g. Proper completion of left turns
 - h. Proper completion of right turns
 - i. Observance of stop signs / traffic signals
 - j. Proper maneuvering through intersections
 - k. Proper backing of the apparatus
 - l. Showing knowledge of the turning radius of the truck you are in.

3. A specific route has been mapped and will be driven to meet all of the NFPA standards as required for the UJFD. No time limit is specified during the driving test. Safe driving ability is a must. The driver qualifier will perform their evaluation while driving the qualification course.
 - a. This is a pass / fail test.
 - b. If you fail, you must retest with a different driver qualifier. If you pass with this qualifier you must then pass with the original qualifier prior to becoming qualified on the apparatus.

4. Since several of the departments apparatus are similar in controls and handling characteristics, qualification on one of them can qualify you on others. The specifics are noted below;

- a. Qualification on Engine 5/11 qualifies you for Engine 5, Engine 11 and Rescue 1.
- b. If not qualified on Engine 5 or 11, Rescue 1 will require separate qualification.
- c. Tanker 2
- d. Engine 4
- e. Engine 8
- f. Qualification on utility 3 with the gator trailer will qualify you on squad 51 as well.
- g. If not qualified on Utility 3 with the gator trailer, Squad 51 will require separate qualification.

The pumps 1 and pumps 2 course do not need to be completed prior to be qualified on Rescue 1, Utility 3 and Squad 51.

5. A signed copy of your test completion will be kept in your file.
6. At a time deemed necessary by the Officers of the UJFD a course test that is defined by the NFPA will be conducted by the UJFD as a department wide training. If any major deficiencies are noted during this training, you may be removed from driving status and will need to requalify as a driver.
7. You cannot use the same driving qualifier to test you on all apparatus.
8. Driving qualifiers will be appointed by the Chief's. This will be updated periodically. Qualifiers are preferred to hold a current Vermont commercial driver's license (CDL) but is not limited to those that do. The driving qualifiers must have a PPY score of 76 or greater in order to be appointed as a driving qualifier. A list of current driving qualifiers will be posted in Emergency Reporting.

18 Backing Up of Fire Apparatus

When backing any fire apparatus, the passenger riding in the truck will assume responsibility for backing into the station, or any location where the visibility of the driver may be restricted.

19 Attendance SOG

19.1 The requirements of this SOG applies to the following UJFD membership classifications, firefighter, officer, dispatcher, fire police, honorary chief, life members and any member who holds the administrative office of treasurer, clerk and moderator. Excluded from this SOG are UJFD membership classifications of auxiliary, advanced auxiliary, specialist and career staff.

19.2 The UJFD attendance requirement is based upon a Performance Per Year (PPY) measurement. The components of the PPY are attendance at training, attendance at calls and years of service. The PPY is calculated as follows;

½ point for every 1 % of training and meeting attendance

1 point for every 1% of counted emergency calls (see section 20.6 below for counted emergency calls)

1 point for every year of active membership on the UJFD.

Example:

If firefighter A had 70% attendance at trainings and meetings, 25% attendance at counted calls and has 5 years of service, their PPY would be calculated as follows;

35 points for training and meeting attendance (70/2)

25 points for counted emergency calls

5 points for years of service

Total PPY = 35+25+5 = 65.

This will be calculated on a rolling 12 month period and will be calculated and posted every month.

PPY classifications will be as follows;

A member will be considered not in good standing if their PPY score is 0 – 45 points and is classified in RED

A member will be considered in cautionary standing if their PPY score is 46 – 75 points and is classified in YELLOW

A member will be considered in good standing if their PPY score is 76 or higher and is classified in GREEN.

19.3 Members are responsible to keep themselves classified as either yellow (cautionary standing) or green (In good standing). If at any time a member knows they will not be able to meet this requirement they are to notify the Chiefs in writing.

19.4 If at any time a member is classified as YELLOW (cautionary standing) that member may be subject to the following administrative actions;

1. Removal of voting privileges as determined by the Clerk, Moderator and 3 Chiefs present at the meeting that the vote is being held, per Article 11 of the Bylaws. The last posted PPY scores will be used to determine voting privileges.
2. Other action as considered appropriate and approved by a 5/7 majority vote of the elected officers.

19.5 If at any time a member is classified as RED (not in good standing) that member may be subject to the following administrative actions;

Removal of voting privileges as determined by the Clerk, Moderator and 3 Chiefs present at the meeting that the vote is being held, per Article 11 of the Bylaws. The last posted PPY scores will be used to determine voting privileges.

1. Removal from firefighting activities indefinitely until attendance is improved, as approved by a 5/7 majority vote of the elected officers.
2. Removal from the fire department as approved by a 5/7 majority vote of the elected officers.
3. Other action as considered appropriate and approved by a 5/7 majority vote of the elected officers.

19.6 A member may request a leave of absence for a maximum of 6 months. (Article 3 of the Bylaws shall override this leave of absence.) The request must be in writing to the chiefs who will bring the request forward for consideration at the next regularly scheduled officers meeting. Members leaving town for more than a continuous 6 months for work, school, etc will be asked to resign from the Department.

19.7 Counted Emergency call attendance is calculated as follows;

Every member is encouraged to attend every call that they are able to. Attendance at a call will always be counted towards call attendance. However not attending the following types of calls will not be used in determining call attendance;

1. 311 Medical Assist
2. 324 Motor vehicle accident with no injuries
3. 444 Power line down
4. 463 Vehicle accident general cleanup
5. 500 Service Call, other
6. All 600 series calls (Good Intent)
7. All 700 series calls (False alarms/Calls)

Emergency call attendance is calculated as follows;

Determine persons total call attendance (TCA) using Emergency Reporting.

Determine total of calls that count towards attendance (TCTC) using Emergency Reporting.

Determine call attendance percentage by dividing TCA by TCTC and multiplying by 100. For example; Firefighter B attends 100 calls in a 12 month period, this is their TCA. Firefighter C attends 150 calls in the same 12 month period and has a TCA of 150. Determine the TCTC by running the correct report in Emergency Reporting. For this example TCTC is determined to be 125. The counted call attendance for firefighter B and C is as follows;

Firefighter B has a counted call attendance of $(100/125)*100 = 80\%$

Firefighter C has a counted call attendance of $(150/125)*100 = 120\%$.

19.8 Extra credit training will only be department scheduled training that does not occur on a Tuesday. For example this could be a UJFD sponsored live burn training, extrication training or a full department work detail. Any training that will be considered extra credit for the members will be approved by the Chiefs and will be so noted at the time the training is announced. Not included as extra credit are committee meetings, State of Vermont provided training, outside fire schools etc.

19.9 Any member of the UJFD (except career staff), that is not required to meet the requirements of this SOG shall not be allowed to vote during administrative office or line officer elections or on any issues

pertaining to membership acceptance to the UJFD, bylaws or financial issues. Career staff are allowed 1 vote per Article 11 of the Bylaws.

20 RESPIRATORY PROTECTION (SELF CONTAINED BREATHING APPARATUS GUIDELINE-SCBA)

20.1 SCOPE: This Standard Operating Guideline outlines the use, maintenance, inspection procedures and responsibilities for Self Contained Breathing Apparatus. (SCBA)

20.2. All firefighters will use Self Contained Breathing Apparatus where the atmosphere is hazardous, suspected to be hazardous, or may rapidly become hazardous to a firefighter's health. SCBA will be worn until the Incident Commander, senior fire officer or senior firefighter has determined that the atmosphere is sufficiently clear of smoke, chemical fumes or any other toxic gases to allow safe entry without SCBA. Any member, at his or her discretion, will have the option to continue using SCBA after the atmosphere has been determined to be safe. Members using SCBA shall not compromise the protective integrity of the SCBA for any reason when operating in a hazardous atmosphere. When personnel are in any atmosphere that the quality of air is unknown, at no time will the face piece be removed or disconnected from any portion of the SCBA that may allow the ambient atmosphere to be breathed. Emergency responses which do not require SCBA will be specified by the Incident Commander.

20.3. All firefighters must meet the following provisions to perform fire department operations that require the use of SCBA:

- a. Be a member or apprentice member of the UJFD, 18 years of age or older.
- b. Be free of any medical condition that would aggravate, cause or could cause personal injury while using SCBA. It is the responsibility of the firefighter to inform the Incident Commander, Senior Fire Officer or Firefighter present that such a medical condition exists.
- c. Be trained in the operation and use of SCBA.
- d. Be free of any facial hair that will interfere with the ability of the face piece to seal. (NFPA 1500)
- e. Complete a quantitative fit test administered by the UJFD, initial certification, and conducted annually. (NFPA 1500)
- f. Demonstrate proficiency of use at required training drills.

Items a, c, and e may be waived at department training drills, while operating in non-hazardous environments to facilitate instruction of new or certifying personnel.

20.4. Before entering any hazardous atmosphere each firefighter will perform a seal check and a positive pressure check on their SCBA to ensure proper and safe operation of the unit.

The test will be as follows:

- a) Pressurize the system by opening the air cylinder valve fully.
- b) Don the face piece, tightening all straps.
- c) Place the palm of your hand completely over the regulator opening, inhale and verify the face piece collapses against the face.

- d) Connect the regulator to the face piece.
- e) Inhale to release the air saver switch and start normal breathing
- f) Verify heads up display indications match cylinder pressure gauge.
- g) Lift the edge of the mask from your face, slight airflow should be felt. This flow should stop upon release of the mask edge. If any airflow continues the mask should be readjusted, and checked for foreign object interference between the face and mask such as hair.
- h) Repeat this process until a proper seal is obtained.

20.5. All members are responsible to monitor personnel for signs of fatigue, and physical or emotional stress. A firefighter will have the option to be rotated to rehab or less strenuous duties after emptying two, 30-minute air cylinders or one, 60-minute cylinder. The Incident Commander, Senior Fire Officer or Firefighter present have the option of modifying the number of air cylinders used by an individual based on the well being of the firefighter and the emergency situation. Firefighters will immediately leave the hot zone upon the sounding of the low cylinder alarm(s). **20.6.** Firefighters using SCBA shall operate in teams of two or more. **20.7.** Each member will monitor assigned personnel's location and elapsed time using SCBA during emergency operations or training sessions. This will be done by collecting firefighter identification tags. Rosters and ID tags should be delivered to the Incident Commander as soon as possible to provide for personnel accountability. Any time interior fire fighting operations are in progress, the Incident Commander should direct a personnel accountability report (PAR) at least every 20 minutes. An immediate search will be conducted for any unaccounted firefighter(s).

20.8. Each firefighter will be issued his or her own individual mask. It is the individual's responsibility to inspect and clean this equipment after every use, and at least monthly following the manufacturer's instructions. The mask will be cleaned with a mild soap and water solution, disinfected using department provided cleaning agents, thoroughly dried and placed into proper storage. Alcohol preps, bleach and other disinfectants that deteriorate rubber will not be used.

20.9. The Fire Chief will designate qualified individuals to perform maintenance and inspections of SCBA equipment as required by the manufacturer. They will also perform random inspections of SCBA to ensure that they are being properly utilized and maintained. They will also track hydrostatic testing and documentation of SCBA cylinders as specified by the manufacturer. Individuals in charge of the SCBA program will complete the manufacturer's field maintenance course or its equivalent training.

20.10. Maintenance other than field level will be contracted out to commercial SCBA service agencies.

20.11. All breathing apparatus will be inspected at least monthly and after each use in accordance with manufacturer's guidance. A historical record of inspections and maintenance will be maintained on an approved form or automated system.

- a. The fire department will have 100% backup of spare SCBA cylinders. E-11 and E-5 will carry a minimum of one spare air cylinder for each unit carried onboard. Spare air cylinders will be stored on E-11, E-5, and R-1.
- b. Air cylinders will be filled at approved filling stations.

- c. Units found to be defective will immediately be removed from service for repair or replacement. The unit will be tagged with an explanation on why it is out of service. Personnel assigned responsibility for maintaining breathing apparatus will be notified any time a unit fails so maintenance can be performed. Annotation of all maintenance performed will be recorded on an approved form or automated system.

21 Safety Guidelines

A Word from the Safety Committee

The Underhill-Jericho Fire Department Safety Committee was started in 1981. One of the responsibilities given to the Committee was to document and maintain the Department's safety guidelines.

This section is intended as a reference guide. The subjects that are covered here are only the tip of the iceberg.

As members of the Fire Department, we are faced with the worst of all situations. Those situations bring danger to us the moment the alarm is sounded.

The Fire Department is a family. Each member gives so much to help his fellow firefighter. We sometimes take away as much from our wives, children, boyfriends, girlfriends, and parents. We owe it to them to return safely.

The Underhill-Jericho Fire Department Safety Committee hopes that this section helps to remind us of the dangers that come with our hobby.

21.1 Personal Health

Realistic Assessment of Abilities

At fire calls, you must make a realistic assessment of your physical abilities, which should not be clouded by recollections of earlier achievements. Chances are that your capabilities may have slipped with the passage of time.

You must not try to do more than you are capable of doing. Assess your physical limitations realistically, and restrict your activities accordingly. Do not compare yourself to others as you set your own limits.

21.2 Fatigue

Fatigue is physical or mental exhaustion. It is an overwhelming feeling of weariness, or lack of energy and enthusiasm.

The best way to prevent fatigue is to stay in good health, observing a good diet and exercise.

21.3 Fire ground Injuries

Any firefighter who is injured in any way during fire fighting operations shall notify the Officer in Charge so that proper actions may be taken. Firefighters working on the fire ground should be constantly aware of factors or conditions affecting their personal safety and health.

21.4 Mental Health

Just as recognizing the symptoms of physical illness is an important part of physical health, recognizing mental illness is a vital part of mental health. No one would hesitate to consult a doctor in the case of a broken leg or measles, but far too many people still feel that mental illness is somehow shameful. They ignore or avoid recognizing the symptoms for as long as they can.

Anyone who feels that his or her behavior, or that of someone close to him or her has changed seriously, producing difficulties at work or observed changes in thinking and emotional control, should consult the Chief of the Department and a family doctor.

21.5 Protective Gear

When a firefighter answers an alarm, that firefighter has very little idea of what he is about to face. For this reason, each firefighter is issued protective gear. The firefighter who is properly clothed will be more efficient and comfortable. That firefighter will be able to work better, and when wearing full protective gear properly, that firefighter will be more effective as well as safer.

a The definition of Full Protective Gear is:

- Helmet with a liner and face shield
- Bunker coat
- Boots and Bunker Pants
- Gloves
- Nomex Hood

21.6 Care of Protective Clothing

Most gear can be cleaned with provided soap and water. Gear should be thoroughly dried before storing. Do not dry in direct sunlight.

If gear is in need of repair, bring it to the Safety Committee.

21.7 Weather Conditions

21.7a Freezing Weather

During the winter, even a simple fire can become a safety problem. Freezing weather indicates the possibility of frozen hydrants and hose lines. Ice will quickly coat roofs and ladders, making outside operations hazardous and slow. Members who are heavily clothed move more slowly and are less efficient, particularly when exposed to severe weather for too long a time. Snow, sleet and icy conditions make driving hazardous and tend to slow response times.

21.7b Staying Warm in the Winter

Clothing should consist of a number of light garments.

None of the garments should be tight enough to reduce blood circulation.

Keep head and neck covered.

Replace wet clothing with dry clothing as soon, as is possible.

Limit the time you are exposed to the wind.

21.7c Summer Considerations

The summertime is a time when a lot of people are out enjoying the fine weather, with children playing, people on bicycles or jogging. For the firefighter, this brings heat hazards. As we use bunker gear, heat becomes even more of a problem.

21.7d To stay cool in hot weather, try to follow these few rules:

- Keep clothing light and not tight
- Notice signs of fatigue and heat hazards
- Drink plenty of water
- Keep head and neck damp.

The warm weather brings thunderstorms, and these storms can cause tree limbs and power lines to fall. They can cause rivers to rise fast and flood some roads. Never drive through water, which has covered a road, as the road may be washed out underneath the water. Summertime also brings grass fires. Soft Packs are heavy and they slosh. When lifting a tank, use your knees to reduce back injuries. When walking in the woods, always look for roots, branches and logs, which might be hidden. When using a chain saw, use your eye shield and know the proper way to cut with a chain saw.

21.8 Fire Station Safety

A number of safety problems can exist in the fire station itself. A few guidelines can be followed which can eliminate most hazards.

- a.** Do not run trucks inside the station for an extended amount of time.
- b.** Wash and fill apparatus outside the station whenever possible.
- c.** Refuel gas powered equipment outside the station.
- d.** Never stand to the rear of a vehicle which is backing into the station.
- e.** Always have a person to direct the driver when the driver is backing up.
- f.** When entering the station during an alarm response, approach the doors with caution. A vehicle may be leaving the station.
- g.** When washing apparatus, do not horse play.
- h.** The fire station parking lot can become very slippery in the winter. Slow down before pulling into the parking lot.

21.9 General Fire Scene Activities

The personal safety of the public, and every member of the Fire Department, is the most important task we have during the performance of our duties at the fire scene. A firefighter will be asked to accept a much higher level of risk than normally encountered in daily life. Here are a few guidelines to reduce that risk:

- a.** Wear full protective gear at all fires and drills
- b.** Follow the "Two Man Rule"; i.e. a building must not be entered without another firefighter accompanying you.
- c.** When working on a roof, be aware of others before lowering any articles.
- d.** At night, set up lights as soon as possible.
- e.** Use wheel chocks when parking trucks.
- f.** Allow another firefighter to replace you when fatigue becomes a problem.
- g.** Never straddle a charged hose line.
- h.** Have adequate amounts of people for each task, i.e. hose lines, raising ladders, etc.
- i.** Do not smoke at a 10-50 or Hazmat scene.
- j.** Use cones and other traffic warning devices when traffic is obstructed.

21.10 The 10 Standard Fire Fighting Orders

1. Keep informed of fire, weather conditions and forecasts.
2. Know what your fire is doing at all times; observe personally and use scouts.
3. Base all actions on current and expected behavior of the fire.
4. Have escape routes for everyone and make them known.
5. Post a lookout when there is possible danger.
6. Be alert, keep calm, think clearly, act decisively.
7. Maintain prompt communication with your personnel, your boss, and adjoining forces.
8. Give clear instructions and be sure they are understood.

9. Maintain control of personnel at all times.
10. Fight fire aggressively, but provide for safety first.

21.11 Other Safety Items

No member should operate a department tool or apparatus unless he or she has had training and can operate it safely.

When working around energized electrical service or equipment, department members must utilize a "Hands Off" policy. Qualified utility company personnel will be called to handle these situations.

The use of red lights at a scene should be cut down to a minimum so that the drivers of approaching vehicles are not distracted away from the Fire Police.

22 Carbon Monoxide Response

22.1 General

Purpose. The purpose of this Standard Operating Guideline is to set forth certain practices for the response to incidents where Carbon Monoxide is, or is suspected of being present.

Scope. This Standard Operating Guideline shall apply to all members of Underhill Jericho Fire Department. (UJFD)

Enforcement. Enforcement of this standard operating guideline is the responsibility of the Chief and Officers.

1. Response

CO Detector Sounding with No Symptoms. For incidents where a carbon monoxide detector is sounding and Dispatch has determined that no one in the structure is feeling ill, and house has been evacuated, the response will be Code 2 unless otherwise advised.

CO Poisonings and Detectors Sounding with Symptoms. Upon receipt of any report of a carbon monoxide incident where the occupants of the structure are reported as ill, or any reported carbon monoxide poisoning (they will be asked to evacuate), or report of carbon monoxide alarm with no response from residence (presumed residents are in BLDG) response will be Code 3.

2. Scene Procedures

Upon arrival on the scene, the Incident Commander shall confirm with the residents the presence or absence of symptoms of carbon monoxide exposure. If symptoms are present, response by EMS is mandatory. Proceed with scene size up and check for access.

Question the resident concerning activities prior to the visit (car running in garage, charging batters, cooking, etc.)

Inside Carbon Monoxide Investigation Procedures

3. Turn on CO detector in a gas free atmosphere (outside, clean air)
4. UJFD will require SCBA use for readings of **10ppm** at the door for the primary search then for any readings of **35 ppm** and higher. Firefighters however can use SCBA at anytime they feel necessary.

5. Take open air readings at door. If readings are in **excess of 100 ppm**, on air complete primary of structure, ventilate the building, do not re-enter until CO levels are below 35 ppm. Note where highest co reading were taken.
6. If readings are between **36–100** ppm, on air complete primary of structure, ventilate the structure and search for source of CO.
7. If readings are above **10 ppm** at the door, on air complete thoroughly inspect the entire structure. If no reading higher than **35ppm** are found in the structure, members at there discretion may come off air to determine cause of the CO readings and ventilate building if necessary.
8. If the nature of the call was a CO detector alarm, check for proper placement and location (near bedroom, not near furnace, kitchen, bathroom, or garage, low battery).
9. In all cases, document open air readings in rooms. If faulty appliance is determined to possibly be the cause of CO, shut off the appliance. Advise the resident of the findings, advise them to call their authorized service representative. Note findings and recommendations on call sheet. Obtain the necessary signature(s). Note if this appliance on natural gas is in question, have Vermont Gas dispatched to seen to make safe.

Possible sources of CO

Any carbon-based fuel: Natural Gas, LP, Oil, Wood, Kerosene
Attached Garages (Automobiles)
Snow Blowers
Cigarette Smoking
LP Forklifts (poorly adjusted)
Blocked direct vent appliance terminations

Possible causes of CO

Lack of Combustion Air, Blocked Chimneys and Vent, Negative Draft
Conditions, Cracked Heat Exchangers
Over-fired equipment, Flame Impingement

Recommended Exposure Limits for Carbon Monoxide

There are several government organizations and professional organizations that have posted recommended exposure limits to Carbon Monoxide (mostly for the work place).

Here are descriptions of some of the organizations that publish these limits.

<p>3. Occupational Health and Safety Administration (OSHA) - A Federal agency under the Department of Labor that develops and enforces federal standards for health and safety in the work place.</p>	
<ul style="list-style-type: none"> • National Institute for Occupational Safety and Health (NIOSH) - A Federal agency under the Department of Health and Human Services that trains occupational health and safety professionals, conducts research on health and safety concerns, and tests and certifies respirators for workplace use. 	
<p>8. American Conference of Governmental Industrial Hygienists (ACGIH) - An organization of professional industrial hygiene personnel in government or educational institutions. The ACGIH develops and publishes recommended occupational exposure limits each year called Threshold Limit Values (TLV's) for hundreds of chemicals and physical agents.</p>	
<ul style="list-style-type: none"> • American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) - An international trade association that provides information and sets standards for the uniform testing and rating of heating, ventilation, air conditioning, and refrigeration equipment. 	
<ul style="list-style-type: none"> • Environmental Protection Agency (EPA) - A part of the US federal government that enforces environmental laws and provides information and guidance to policy makers. 	

Each organization has its own vocabulary to describe the type of limit or level. Here is a summary of some commonly seen terms:

- **TWA** - Time Weighted Average. This is the level of CO (in PPM) that a person has been exposed to on average over some period of time (usually 8 hours).
- **PEL** - Permissible Exposure Limit. This is the term OSHA uses for the limits it publishes. For CO, it happens that all of OSHA's PELs are actually TWA limits.
- **Ceiling** - An upper limit on the concentration of CO at any moment. For example, a ceiling value of 200ppm means that the level of CO should never rise above 200ppm.
- **STEL** - Short Term Exposure Limit. This is a TWA defined over a short time period of 15 minutes. According to ACGIH, it should not be exceeded during any part of a workday, even if the 8-Hour TWA is within its limit.
- **Excursion Limit** - An ACGIH term that refers to the Ceiling limit for a short period of time (typically 15 - 30 minutes). This limit is used when no STEL is published, and is defined as 5 times the 8-Hour TWA limit (Source: ACGIH Handbook of TLVs and BEIs, 2004).

Effects of Carbon Monoxide Exposure and CO Exposure Limits		
PPM CO Exposure	Effects of Exposure to Carbon Monoxide at this level	Source/comment
0 ppm	No effects, this is the normal level in a properly-operating heating appliance	No carbon monoxide should be detected in residential properties. Possible brief technical exceptions occur.
9 ppm	Maximum allowable exposure	ASHRAE
10 - 24 ppm	Investigation needed to find source	Health effects on humans uncertain.
25 ppm	Maximum allowable TWA exposure limit	OSHA. Used in personal CO alarms.
35 ppm	Maximum allowable workplace exposure limit for an 8-hour work shift	NIOSH (40 hour work week)
50 ppm	Maximum allowable workplace exposure limit for an 8-hour work shift	OSHA (40 hour work week)
125 ppm	Workplace alarm must sound	OSHA
200 ppm	Evacuate the area immediately.	Exposure at 200 ppm of CO causes dizziness, nausea, fatigue.
400 ppm	Evacuate the area.	3 hour exposure may be fatal.
800 ppm	Evacuate the area.	2-3 hour exposure causes convulsions, loss of consciousness, death.
1600 ppm	Evacuate the area..	
6400 ppm	Evacuate the area.	30 minutes of exposure causes convulsions, loss of consciousness, death
12,800 ppm	Evacuate the area.	1-3 minutes of exposure causes convulsions, loss of consciousness, death

CARBON MONOXIDE LEVELS AND RISKS

CO Level	Action	CO Level	Action
1-4ppm	Normal levels in human tissues produced by body.	50ppm	US OSHA recommended 8 hour maximum workplace exposure Maximum NCI level for Unvented appliances
3-7ppm	6% increase in the rate of admission in hospitals of non-elderly for asthma. (Sheppard-1999)	70ppm	1st Alarm level of UL2034 approved CO Alarms- 2-4 hours 3rd Alarm level for NSI 3000 - 30 seconds NSI 3000 Low Level Monitor cannot be silenced by reset button
5-6ppm	Significant risk of low birth rate if exposed during last trimester (Ritz & Yu-1999)	100ppm	Maximum NCI CO level during run cycle in all vented appliances(stable) Maximum NCI CO for all oil appliances
5ppm	1st visual display on NSI 3000 Low Level CO Monitor	200ppm	First listed level(established in 1930) healthy adults will have symptoms-headaches, nausea NIOSH & OSHA recommend evacuation of workplace Maximum "Air Free" CO for vented water heater and unvented heaters (ANSI Z21) UL approved alarms must sound between 30 - 60 minutes(NSI 3000 - 30 seconds)
9ppm	ASHRAE standard for allowable spillage from vented appliances, indoors, for 8 hours exposure daily. EPA standard for outdoors for 8 hours and a maximum 3 times per year. (Clean Air Act)	400ppm	Healthy adults will have headaches within 1-2 hours. Life threatening after 3 hours Maximum "Air Free" CO in all vented heating appliances (ANSI Z21) Maximum EPA levels for industrial flue exhaust UL Alarms must alarm within 15 minutes (NSI 3000 - 30 seconds) Maximum recommended light-off CO for all appliances - NCI (except oil)
10ppm	Outdoor level of CO found associated with a significant increase in heart disease deaths and hospital admissions for congestive heart failure. (JAMA, Penny) 1st ambient level occupants should be notified-NCI Protocol	800ppm	Healthy adults will have nausea, dizziness, convulsions within 45 minutes. Unconscious within 2 hours then Death(established in 1930) Maximum "Air Free" CO for unvented gas ovens (ANSI Z21)
15-20ppm	First level World Health Organization lists as causing impaired performance, decrease in exercise time and vigilance 1st Alarm level for NSI 3000 Low Level CO Monitor-5 minutes	800ppm+	Death in less than one hour
25ppm	Maximum allowable in a Parking Garage (International Mechanical Code)	2000ppm	EPA standard for new vehicle emissions
27ppm	21% increase in cardio respiratory complaints (Kurt-1978)	3000ppm+	Typical emissions from propane lift trucks, gasoline powered tools etc. Death in less than 30 minutes.
30ppm	Earliest onset of exercise induced angina (World Health Organization) 1st visual display on UL2034 approved CO Alarm-Must not alarm before 30 days		
35ppm	US NIOSH recommended 8 hour maximum workplace exposure EPA standard for outdoors for 1 hour and a maximum of 1 time per year Level many fire departments wear breathing apparatus before entering 2nd ambient level occupants should be notified and space ventilated 2nd Alarm level for NSI 3000 Low Level Monitor-5 minutes		

©2008 National Comfort Institute, Inc.



23 Duty Officer

23.1 General

The Fulltime Duty personnel will have the coverage Monday through Friday from 7 AM to 7PM with the exception of the following holidays; New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, ½ day on Christmas Eve and Christmas Day.

23.2 Specific Duties

The Line Officers will rotate as Duty Officer for one day/night at a time during the hours not covered by the Fulltime D.O., including 24-hour coverage for the above listed holidays as well as Saturday and Sunday. It is recognized that some work schedules may not coincide with these hours of duty. It will be expected that if a D.O. is leaving town for work before 6 AM or returning to town after 6 PM that they will notify the other officers that they are going to be out of the area. If on a coverage day the D.O. needs to be out of the area they will notify the other officers that they will be leaving the coverage area and also upon their return to the coverage area. This is best to be done via text message for immediate notification of the other officers.

23.3 Responsibilities of the Duty Officer:

1. Be in town and be available to respond to all Emergency Calls. (calls for mutual aid, if a Chief officer does not sign on then the D.O. will respond ahead of the UJFD and meet up with the command otherwise the D.O. will respond to the station and staff apparatus)
2. Be available for non-emergency calls i.e. smoke sightings or smells, other investigations not requiring a full responds.
3. Acknowledge the Emergency tone from Dispatch and Daily Tests.
4. If a Chief Officer does not sign on for an emergency call then the D.O. or the closest officer to the scene will respond direct to the scene. If the D.O. doesn't have the Squad truck in their possession and there is an Officer responding direct and you have to drive by the station in route, it may be best to stop at the station and fill out a crew on the apparatus.
5. The first arriving Officer or Firefighter will establish Incident Command. The highest-ranking on scene may assume I.C. if they so choose. The D.O. may be instructed to be the I.C.
6. The highest-ranking Officer shall act as Command while in route.
7. Fill out an Action Form for all incidents Emergency and Non-Emergency and leave for 9K3.
8. The D.O. must have their Turnout Gear with them at all times.

All Line Officers are encouraged to carry their Turnout Gear with them and if the call is in the area of their location at the time of tone, they may respond direct as to facilitate a fast update and set up the scene.

24 Uniform:

24.1 Definition

1. Always the same; showing a single form or character in all occurrences.
2. Consistent: the same throughout.
3. Undifferentiated: not differentiated.
4. Clothing of distinctive design worn by members of a particular group as a means of identification.

24.2 Description of UJFD uniforms:

DRESS WHITE'S:

White long sleeve shirt
(1) White tee shirt
Black dress slacks
Black belt
Black Tie
Dress black shoes
Black socks
Uniform dress cap

WORK BLUE'S:

Blue long sleeve shirt
(2) UJFD approved blue tee shirt
Navy blue work pants
Black belt
Black socks
*Shoes Recommended, Black closed toe shoes/boots
(Not provide by UJFD)

BRASS: *Worn On Both Uniforms (one set per member)*

Shirt Badge (with UJFD FF#)
Hat Badge (with UJFD FF#)
Two Collar Pins (corresponding insignia)
Name Tag
Approved Hat trim
Tie Clip- UJFD (gold for chiefs)
Gold Arm Band (Honorary Chief)

24.3 General Instructions:

1. Uniform should be neat, clean, pressed, and serviceable condition.
2. Members should immediately report any loss of uniforms, badges, insignia, or any other department provided property entrusted to them.
3. The white dress and blue work shirt will be worn with nameplate, badge, appropriate collar insignia and appropriate UJFD patches and pins.
4. All buttons on white shirt will be buttoned and black tie will be worn.
5. Buttons on work shirt will be buttoned with top two being able to stay apart.
6. Department issued pants shall be worn with shirt tucked in.
7. A department black belt shall be worn.
8. Dress cap will be worn brim forward, with brim of cap about two fingers from bridge of nose.
9. Shoes and boots shall be kept cleaned or polished with black socks to be worn.
10. Tie clip shall be placed in line with the top breast pockets.

24.4 Patches:

Patches on uniforms shall be approved by the Uniform committee and or the officers of the department.

1. Underhill –Jericho Fire department patch shall be worn on the left arm 1 ¼ of an inch center off the crest of the shoulder.
2. American Flag shall be worn on the right arm 1 ¼ of an inch center of the crest of the shoulder.

Note: Patches not approved by the uniform committee shall be removed or uniform shirt damaged in any way shall be billed to that member if approved by the committee or officers.

24.5 Badges/Pins:

Name Tag: Shall be placed 1/8 of an inch above right breast pocket

Badges: Shall be placed on left chest above left breast pocket

Badges and Collar pins: All shall have approved firefighter, lieutenant, captain, 1st or 2nd asst. Chief, and Chiefs insignias.

Chief: Gold badges (shirt and hat) and collar pins with five crossing bugles, gold hat strap

Honorary Chief: Gold badges (shirt and hat) and collar pins with five crossing bugles, gold hat strap, and gold arm braid

1st Asst. Chief: Gold badges (shirt and hat) and collar pins with four crossing bugles, gold hat strap

2nd Asst. Chief: Gold badges (shirt and hat) and collar pin with three crossing bugles, gold hat strap

Captains: Silver badges (shirt and hat) and collar pins with two vertical bugles, with silver hat strap

Lieutenant: Silver badges (shirt and hat) and collar pins with one vertical bugle, with silver hat strap

Note: The only accepted pins on White dress uniform will be the UJFD member's awards or department issued pins, for example the fire fighter, fire police and officer of the year. These awards shall be worn above the name plate on the right chest. Most recent year of service pin shall be worn on the right breast pocket.

No pins shall be located under the badge on the left side of chest.

24.6 Exceptions to approved uniform:

Accepted version of uniform wear maybe altered by uniform committee or officer in charge of the event.

Example; work pants and approved UJFD T-shirts.

24.7 Member purchased clothing:

The general rules of conduct apply to member purchased clothing and as such any disciplinary actions contained in that SOG may be applied to any member. Any article not deemed uniform shall be decorated and worn at the members discretion unless at any time the membership, uniform committee, or officers shall deem that an article of clothing to be part of a UJFD uniform, then it would fall under uniform guidelines as department issued.

Examples:

Black three season jacket, the black UJFD ball cap, Duty shirt,
Winter hats, mock turtle necks, t-shirts, polo shirts,
Vests and Sweat shirts

24.8 End of Service/Termination:

At the time a member chooses to leave or is terminated from the Underhill Jericho fire department all department provided uniforms, pins and badges entrusted to them will be turned back into the uniform committee. Any missing or kept pieces of the uniform will be billed or purchased by that member.

25 Water Supply SOG

25.1 General

The following Standard Operating Guideline (SOG) will cover the water supply needs for providing fire protection and extinguishment in the towns of Underhill and Jericho, Vermont.

25.2 Specifics

- A. Booster Tank:** For a fire that is determined by the Command Officer to be able to be extinguished with the water carried on the first arriving Engine, the second arriving Engine and or Tanker; the first arriving Engine will start fire attack with it's on board booster tank, the second arriving Engine and or Tanker will nurse feed the first arriving Engine with water from those apparatus' on board booster tanks.
- B. Water Supply Officer:** The Command Officer will designate a "Water Supply Officer" and he/she will oversee and verify that the needed fire flow is supplied.
- C. Hydrant Area:** When a fire is determined by the Command Officer to require a sustained water source and the fire location is within 3,500 feet of the a fire hydrant one of the following three (3) plans should be put into action.
 - 1.** If the hydrant location is within 100 feet of the fire location the first arriving Engine will go directly to the fire location and start fire ground operations. The second arriving apparatus will then hand stretch a 5" LDH supply line from the first arriving engine to the fire hydrant and water will be supplied directly from the hydrant to the first arriving Engine.
 - 2.** If the first arriving Engine is passing a hydrant within 500 feet of the fire location, that Engine will lay in a 5" LDH supply line to the fire location that will be connected directly to the hydrant and supply water to the Engine.
 - 3.** If the closest hydrant is beyond 500 feet and within 3,500 feet from the fire location, the first arriving Engine will go directly to the fire location and start fire ground operations. The Tanker shall deploy a folding tank and dump its tank water. The first arriving Engine will draft from the folding tank. The second arriving Engine along with the Hose Reel Truck will lay out a 5" LDH supply line up to 3,500 feet to the closest hydrant. For LDH lays over 1,000 feet the inline relay valve shall installed in the supply line at about the mid-way point. The second arriving Engine will pump at the hydrant to supply the LDH supply line and a third Engine will pump the inline relay valve. In this scenario with 5" LDH supply lines up to 2,700 feet it is expected to supply a minimum of 1,000 GPM, supply lays over 2,700 feet it is expected to supply a minimum of 500 GPM and may need the assistance of a Tanker Task Force as describe it the next part of this SOG. We can also use one of the areas rated dry hydrants for the operation in this section. Water supply on a dry hydrant should maintain a minimum 500 GPM flow rate and may need the assistance of a Tanker Task Force to supplement water supply needs above 500 GPM.
- D. Tanker Task Force:** We conducted a survey of area department's tanker apparatus and found the average size to be 1,500 gallons and using comparable dump/fill rates and a round trip of six (6) miles each tanker

could supply about 81 GPM. For fires requiring 500 GPM eight (8) tankers would be required. Those tankers would come from the following area departments; Underhill-Jericho (2), Essex (1), Cambridge (1), Richmond (2), Air Guard (1), Westford (1) and Fairfax (2). For areas that are beyond 3,500 feet from a pressurized hydrant or dry hydrant a Tanker Task Force will operate as follows;

- A. For a suspected or confirmed working structure fire, a “Tanker Task Force” shall be put into operation. The Command Officer will ask the UJFD dispatcher to start the “Tanker Task Force” and dispatch the appropriate departments listed below in addition to the two UJFD tankers. For tanker shuttles with more than a six mile round trip or if more GPM is needed, the Water Supply Officer can call for a “Full Tanker Task Force” and the UJFD Dispatcher will dispatch tankers from both Task Forces bringing a total of eleven tankers to the fire.
- B. The second arriving Engine will set up at the closest hydrant (pressurized or dry) to fill the tankers using a 5” LDH or two (2) 3” lines depending on the tanker’s setup for filling.
- C. At the fire location two (2) folding tanks will be set up with a siphon between the two and the first arriving Engine will draft from one of these tanks using a 6” Hard Suction.
- D. There will be an Officer or Firefighter appointed by Command to control the dumping location and another to control the filling location. These two personnel will be responsible to stop the dumping/filling of a tanker when the next unit arrives to dump/fill assuring a smooth flow of the tankers and consistent water flow, not allowing them to get stacked up at either location.
- E. The tankers should be staffed with a driver and one passenger. Once the operation is underway the driver should not leave their seated position, the passenger will serve a guide to backup the tanker as well as controller of the dump valve. Seat belts must be worn by the tanker crew and no one will ever ride on the outside of an apparatus.

Tanker Task Force: (Departments are to be dispatched in the following order)

Town of Underhill

Underhill-Jericho two (2) Tankers
Air Guard one (1) Tanker
Essex one (1) Tanker and one (1) Engine Company
Westford one (1) Tanker
Cambridge one (1) Tanker and one (1) Engine Company
Fairfax two (2) Tankers

Town of Jericho

Underhill-Jericho two (2) Tankers
Air Guard one (1) Tanker
Essex one (1) Tanker and one (1) Engine Company
Williston one (1) Engine company
Richmond two (2) Tankers
Westford one (1) Tanker

Cambridge one (1) Tanker

Full Tanker Task Force

All of the above, bringing in ten (10) Tankers

26.0 Social Media, photographic and electronic imaging guidelines (Adopted March 3, 2015)

26.1 Purpose:

The Underhill Jericho Fire Department (UJFD) acknowledges that use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education, and public relations purposes. As such, the UJFD embraces the use of instant technology to that end.

This policy establishes the UJFD's social media and instant technology use, procedures, and protocols which are intended to mitigate associated risks from the use of this technology where possible. To manage photographs, electronic images and or videos taken by Fire Department members and staff operating at incidents in the Towns of Underhill and Jericho or any town that we respond automatic or mutual aid to.

26.2 Scope:

To assure professionalism and the privacy rights of department personnel, patients, fire victims, and the public we serve.

26.3 Procedure:

- A. Unless specific authorization is granted by the Fire Chief, Members are prohibited from using a personal camera, video recorder, or the camera / video function of a personal cellular phone, PDA, Tablet, or any other digital imaging device while at any incident.
- B. All scene photography and / or video shall be for clinical, documentation, or training purposes only, and conducted at the direction of the UJFD Incident Commander, using only approved equipment. Any Mutual Aid Department operating at an incident in the Towns of Underhill, Jericho, Westford or West Bolton shall adhere to this policy.
- C. All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.
- D. Any on-scene images / recordings taken by any fire department member, including mutual aid companies, in the course and scope of their duties at an incident, are the sole property of the UJFD. This includes images taken with privately owned equipment regardless if prior approval was granted or not. Mutual aid departments recording images at UJFD Incident are authorized to keep a copy of the images so long as they adhere to the standards of this policy.
- E. No images taken by a member in the course and scope of their liberally defined 'duties' may be used, printed, copied, scanned, electronically mailed, posted, shared, reproduced, or distributed in any manner. This prohibition includes the posting of any UJFD photographs or videos on personal

websites such as, but not limited to: Facebook, Twitter, MySpace, Snap Chat, YouTube, any public safety websites, or sent via E-Mail to any person.

- F. Considerations for posting will be given by the Fire Chief when images are provided in advance of any posting as described in the Scope and #5 above.
- G. All UJFD images and / or videos will be downloaded as soon as possible, and will be cataloged and stored on the Department database. After being downloaded, all portable memory devices shall be erased.
- H. The use of unauthorized helmet cameras, or any other body worn recording device, is strictly prohibited.
- I. Personal use of department cameras is strictly prohibited.
- J. The release of any photographs, digital images, or videos must be approved by Fire Chief before their release. This includes release to insurance companies, news media, or anyone else.
- K. This policy is not intended to limit your right to freedom of speech or expression; but as we are a quasi - public entity, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the UJFD, undermines discipline and harmony among co-workers or negatively affects the public perception of the department may be sanctioned.
- L. As a basic concept of constitutional law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern. In that regard, members must follow the following guidelines when discussing the UJFD on Social media Websites:
 - a. Do not make any disparaging or false statements or use profane language.
 - b. Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.
 - c. Make clear that you are expressing your personal opinion and not that of the UJFD.
 - d. Do not share confidential or proprietary information.
 - e. Do not violate UJFD policies including the Code of Conduct.
 - f. Do not display Department logos, uniforms or similar identifying items without prior authorization.
 - g. Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or employee of the UJFD without prior authorization.

- h. Do no publish any materials that could reasonably be considered to represent the views or positions of the Department without authorization.
- M. The UJFD owns the right to all data and files in any Department owned computer, network, cell phone or other information system. The UJFD also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Members and employees must be aware that the electronic messages sent and received using UJFD equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Department Officers at all times. The UJFD has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with this policy and applicable state and federal laws.
- N. Inappropriate use of the Internet and instant technology while on Department business may result in disciplinary actions, up to and including termination as a member of the UJFD.
- O. UJFD computer equipment is to be used for fire department business and purposes in a professional and businesslike manner. Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.

Sexual Harassment Policy

Underhill Jericho Fire Department (“UJFD”) does not tolerate sexual harassment of its members or applicants for membership by officers, members or members of the public, whether male or female. Sexual harassment is a violation of UJFD’s policy and is unlawful under state and federal law. UJFD is committed to vigorously enforcing its policy against sexual harassment, and officers or members who are determined to be engaging in such harassment will be disciplined and possibly terminated.

Sexual harassment is a form of sex discrimination and is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to that conduct is made either explicitly or implicitly a term or condition of membership;

(2) Submission to or rejection of such conduct by an individual is used as a basis for membership decisions affecting that individual; or

(3) The conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating a hostile, intimidating, or offensive working environment.”

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of membership (e.g., continued membership, wages, evaluations, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of a member’s body;
- touching or grabbing any part of a member’s body if it is known or should be known that such physical contact was unwelcome;
- continuing to ask a member to socialize on or off-duty when that person has indicated he or she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters to a person if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- derogatory or provoking remarks about or relating to an employee’s sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- Off-duty conduct which falls within the above definition and affects the work environment.
- If you feel that you have been subjected to sexual harassment, or that you have witnessed someone else being subjected to sexual harassment, UJFD strongly encourages you to report such conduct. You are encouraged to do so first by directly informing the offending person that such conduct is offensive and must stop. If you do not wish to communicate directly with the offending person, or if direct communication has been ineffective, you are encouraged to report the conduct as soon as possible to the Chief or to whomever you feel more comfortable with. If you do not feel comfortable reporting to either of those persons, you should speak to any other officer of UJFD with whom you do feel comfortable.
- UJFD will not retaliate or take any adverse action against you for reporting any sexual harassment that you experience or witness, or for cooperating in an investigation of potential sexual harassment. If you

believe that you are being retaliated against, you are strongly encouraged to report that conduct in accordance with the above procedure.

- Officers are required by this policy to report any sexual harassment reported to them, or witnessed or suspected by them. Officers who violate this aspect of the policy will be disciplined or possibly terminated.
- All members are required by this policy not to retaliate against a member who reports sexual harassment or who cooperates in an investigation of potential sexual harassment, or take any action that adversely affects the working conditions of the reporting or cooperating member as a result of that report or cooperation. Members who violate this aspect of the policy will also be disciplined or possibly terminated.
- In the event UJFD receives a report of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, UJFD will take all necessary steps to ensure that the matter is promptly and thoroughly investigated. UJFD is committed to taking, and is required by law to take, appropriate action if it learns of potential sexual harassment, even if the potentially harassed member does not wish to make or pursue a complaint. All reports and investigations of sexual harassment will be handled confidentially insofar as is possible in light of UJFD's obligation and commitment to investigate such reports thoroughly, but all reports and investigations will be handled with concern for the privacy and reputations of the individuals involved. UJFD may take appropriate action while the investigation is ongoing, and before reaching any conclusions regarding the merits of the report, to minimize the possibility of any additional harassment.
- Upon the conclusion of the investigation, if UJFD determines that sexual harassment did occur, UJFD will take such corrective action as is necessary or appropriate, up to and including termination of the membership of the harassing member, to ensure that the harassment will cease, no retaliation will occur, and all other violations of this policy are remedied.
- If you are dissatisfied with the actions taken by UJFD, or are otherwise interested in doing so, you may file a complaint of discrimination by calling or writing any of the following state or federal agencies:
 1. **Vermont Attorney General's office**, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.
 2. **Equal Employment Opportunity Commission**, 1 Congress Street, Boston, MA 02114, tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.

Additional copies of this policy are available from Harry Schoppmann.