

## **SECTION 200**

### **General Administration**

#### **S O P 200.01**

##### **Lost or Destroyed Equipment**

###### **Scope**

This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.

###### **A. Reporting Procedure**

1. On discovery that a piece of equipment has been lost damaged or destroyed, a member shall notify the equipment captain or assistant chief of operations.

###### **B. Responsibilities**

1. It is the responsibility of the membership to maintain all equipment on the apparatus in a state of readiness. Each apparatus should be inspected on the monthly truck checklist each month and an after run check completed after each major incident response.
2. If the lost or destroyed equipment is a result of deliberate or willful misuse the individual responsible may be required to reimburse the department for the costs to repair or replace the equipment.

#### **S O P 200.02**

##### **Station Supplies**

###### **Scope**

This standard outlines the procurement of supplies necessary for station operations. It is designed to ensure that proper supplies for cleaning and maintaining the department's facilities and equipment.

###### **A. Procedure for Ordering/Requesting Station Supplies**

1. When supplies are needed, the member requesting them shall list the item(s) on the designated white board, date and sign.
2. The member shall specify the type and quantity of each item being requested.
3. The facilities captain or his/her designee shall purchase or order the station supplies..

4. The equipment captain, assistant chief of operations or his/her designee shall purchase or order supplies necessary for maintenance of equipment and apparatus.
5. Occasionally, supplies must be obtained immediately so as to make repairs or complete a station project. When supplies are obtained outside the normal procurement procedure, the member responsible for obtaining the supplies shall report their purchase to the appropriate officer as soon as possible. The receipts for the items purchased shall be placed in the designated location by the department treasurer.

### **S O P 200.03**

#### **Fire Department Library**

##### **Scope**

This standard regulates the use of printed and audiovisual materials owned by the department. These materials should be used to increase the collective knowledge of the members of the department.

##### **A. Department Library**

1. The department library shall be maintained in the administration/training section of the department. This library shall house the various audiovisual materials and equipment used in training as well as periodicals, study materials, fire codes and standards, and prevention materials.
2. Generally, most of these materials will be available for individual use and checkout except where otherwise prohibited. At least one set of instructional/ study materials shall be placed on reserve and shall not be removed from the library area.
3. From time to time, the department may issue printed items or textbooks to individuals for their use while members of the department. The department retains ownership of these materials unless otherwise noted when issued.

##### **B. Responsibilities**

1. The assistant chief of administration, and the training captain shall be the custodians of the department library and shall maintain the materials necessary for adequate training and education of all members. Fire codes and standards for the department shall be maintained for up to date standards and requirements for department operations, equipment, and safety.

2. Any individual who borrows or checks out materials from the library shall be responsible for the materials entrusted to them. Members shall be required to replace any item that is lost or damaged while in their care.
3. Issued items, such as books, etc., shall be listed on the whiteboard in the training/administration office.

## **S O P 201.01**

### **Recruitment and Retention**

#### **Premise:**

Members need to be recognized for their participation and service to the Department.

#### **Purpose:**

To detail the recognition a firefighter could anticipate for their service. Members of organizations must feel they belong to an organization to give it their best efforts.

#### **Scope:**

This SOP applies to all members of the Department. Should funds become unavailable to fund this SOP the Department may, at its discretion revise, modify or suspend at any time with no recourse by the Department Members.

#### **A. Recruitment**

1. Recruitment of new members into the North Haines Volunteer Fire Department Inc. shall follow the guidelines set forth in membership requirements.

#### **B. Retention (Firefighter Incentive Program)**

1. Upon achieving the following milestones the firefighter will receive an incentive to continue membership in the department.
  - a. **Probationary Member:** Probationary members will be eligible to receive:
    - i. Department T-shirt white in color for probationary firefighter printed with the "North Haines VFD." The t-shirt may be worn to all in and out of department training sessions, meetings and other appropriate events.
    - ii. Structural and wildland PPE, with orange structural helmet with trainee decal as available
    - iii. Added to department text paging. These items will be presented to the new recruit when they become a probationary member at a regular monthly business meeting. Photo of the recruit

firefighter may be taken and placed on the wall with other department firefighters and indicating they are a recruit. Eligibility for benefits offered by the South Dakota Firefighters Association begin once a rostered member..

- b. **Full Member:** Upon becoming a “full member” the member will be eligible to receive the following items:
  - i. Polo shirt with name embroidered on shirt,
  - ii. Department full member T-shirt
  - iii. Department hoodie or sweatshirt
  - iv. Blue uniform shirt, with appropriate collar brass, badge, patch, and name tag with “serving since”
  - v. Certified firefighter structural helmet with appropriate “firefighter”, “firefighter/EMT”, or “firefighter/paramedic” decals.
  
- c. **Length of Service Awards:** The recognition for any LOSA items will be determined by the date of their joining of the department.
  - i. **After completion of 5 years as a full member:** To be presented at the annual awards presentation. Members will receive:
    - 1. light weight jacket or, sweatshirt or NHVFD hooded sweatshirt
    - 2. Department Class A uniform
    - 3. Plaque in appreciation of years of service
    - 4. Name plate placed on the department displayed five years of service plaque.
    - 5. \$25 Gift Card appreciation gift
  
  - ii. **After Completion of 10 years as a full member:** To be presented at the annual awards presentation. Member will receive:
    - 1. Winter coat with name embroidered.
    - 2. Name plate moved to the department displayed 10 years of service plaque.
    - 3. \$50 Gift Card appreciation gift
  
  - iii. **After completion of 15 years as a full member:** To be presented at the annual awards presentation. Member will receive:
    - 1. Firefighter watch or gift card of equivalent value.
    - 2. Name plate moved to the department displayed 15 years of service plaque.
    - 3. \$75 Gift Card appreciation gift

- iv. **After completion of 20 years as a full member:** To be presented at the annual awards presentation. Member will receive:
  - 1. NHVFD Coat or gift card of equivalent value
  - 2. Plaque in appreciation of years of service
  - 3. \$100 Gift Card appreciation gift
  - 4. Name plate moved to the department displayed 20 years of service plaque.
  
- v. **After completion of 25 years as a full member:** To be presented at the annual awards presentation. Member will receive:
  - 1. Name plate moved to the department displayed 25 years of service plaque
  - 2. \$125 Gift Card appreciation gift.
  
- vi. **After completion 30 years as a full member:** To be presented at the annual awards presentation. Member will receive:
  - 1. NHVFD leather jacket or gift card of equivalent value
  - 2. Name plate moved to the department displayed 30 years of service plaque.
  - 3. \$150 Gift Card appreciation gift
  
- vii. **After completion of 35 years and subsequent five-year anniversaries as a full member:** To be presented at the annual awards presentation. Member will receive:
  - 1. Recognition gift as determined by the department as recommended by the Executive Board.
  - 2. Name plate moved to subsequent years of service plaque
  - 3. Appreciation gift card in \$25 increments over previously earned gift. (Example \$175 for 35 years, \$200 for 40 years, \$225 for 45 years etc.)
  
- e. **Retirement:** Any member who desires to retire with 20+ years of service will be recognized for their dedication. The department will determine an appropriate recognition.
  
- f. **Lifetime Membership:** Lifetime membership status will be awarded to a member that has made a significant impact on the betterment of the department.

**S O P 201.02**  
**Training and Travel Requests**

## **Scope**

This standard outline the process that is followed when a member wishes to attend or be compensated for attending a training class or seminar that isn't being hosted by the department.

## **TRAINING REIMBURSEMENT CRITERIA:**

Class expenses are reimbursable on an individual basis, based on the following criteria:

1. Required training (Example: SD Certified Firefighter)
2. Training relevant to the member's current position and responsibilities on the NHVFD (Example: Firefighting class for Firefighter)
3. Training relevant to a member's desire for advancement. This would consider firefighters aspiring to take officer training to advance up the department career ladder.
4. Training relevant to the mission of the NHVFD
5. The expenses related to the training
6. The location of the training
7. The number of reimbursement requests already granted to the member in the past year.
8. The member's length of service with the NHVFD
9. The member shall not seek reimbursement for any fees or expenses already being reimbursed by another entity.

## **REIMBURSEMENT PROCEDURE:**

1. The member will submit a TRAINING REIMBURSEMENT REQUEST FORM to the NHVFD Executive Board prior to the class, school or function.
2. In the event that time does not permit obtaining permission from the Executive Board first, preliminary permission may be granted by the Chief or either assistant chief. Preliminary permission does not guarantee reimbursement.
3. The Chief or either assistant chief shall relay the decision for reimbursement to the member. If reimbursement is denied, an explanation must be given to the member

4. The firefighter may use the department credit card to pay for expenses related to the training event.
5. Non-attendance at the intended training, or conduct unbecoming a NHVFD member at the training or related functions, may result in non-payment or re-payment of funds.
6. Reimbursement items MAY include: Registration fees, mileage, meals, lodging, and required books. NOTE: if the department pays for books, those books become the property of the department.

#### **REIMBURSEMENT FOR “LOCAL” TRAINING:**

1. Local training is considered any training, which occurs within 75 miles of Rapid City.
2. Mileage may be paid at current GSA for travel within 75 miles of Rapid City.
3. Meals may be reimbursed at GSA rates.
4. Use of department vehicle(s) at the discretion of the Chief or either Assistant Chief.

#### **REIMBURSEMENT FOR TRAINING REQUIRING AN OVERNIGHT STAY**

1. Lodging expenses may be covered if the training site is located more than 75 miles from Rapid City. Lodging will be reimbursed at GSA rates, or at the most reasonable fee available. The E-board reserves the right to limit the amount reimbursed for lodging.
2. Lodging expenses exceeding \$200 per night per room plus taxes shall limit the department to paying for only one room.
3. Meals will be reimbursed at GSA per-diem rates.
4. Mileage will be paid at GSA rates.

#### **OTHER CONSIDERATIONS**

1. Out of state training will be considered on an individual basis.

Reasonable proof of attendance is required. Members will not be reimbursed for expenses not incurred. Members may also be asked to report on the training function they attended.

### **S O P 203.01**

#### **Compensation for fires**

##### **Scope**

This standard establishes a guideline for reimbursement of monies earned while providing firefighting services that are reimbursed from local, state, or federal agencies. It was promulgated to ensure that all members involved understand how and when they will be compensated for monies due.

1. Monies shall not be available to the involved parties until the Chief or his/her designee has submitted a bill to responsible party. After a bill has been submitted to the responsible party for pay, involved parties shall be eligible for reimbursement. In involved parties request an advance on monies owed, they shall fill out a request to the Chief or his/her designee for approval. Requests shall not exceed 80% of monies due. After approval has been given, form shall be submitted to the treasurer by the Chief for a check to be made out to requester. It shall be the responsibility of the treasurer to fill out the form and keep it in the records until final payment has been made to the individual. After all restitution has been made to the individual, the form shall be put into the individual's file for permanent record. Any interest earned, shall be kept by the department and not paid to the requestor.
2. Any additional workers compensation premiums due for out of state fire response will be the responsibility of the department through normal billing procedures.

### **S O P 204.01**

#### **Records and Forms**

##### **Scope**

This management procedure establishes guidelines for the collection, retention, and maintenance of vital information for legal record keeping purposes. It will also provide a database for the analysis of the department.

1. The data collection system shall be subdivided into the following general categories:
  - A. Administrative files
  - B. Personnel files
  - C. Training records
  - D. Vehicle maintenance and repair records
  - E. Equipment manuals and maintenance/repair records
  - F. Station equipment manuals and maintenance records

- G. Health and safety records (medical records) for each member
  - H. Yearly financial and budget requests
2. The fire chief or designee shall cause the creation of appropriate forms for the above records as deemed necessary to document the activities of the department.
  3. Each form should be reviewed periodically to ensure that it is still necessary and shall be revised or deleted as deemed appropriate.
  4. The fire chief or designee shall be the custodian of the records and reports ensuring the confidentiality of those records where required by state or federal statute.
  5. Each member shall be responsible for completing all forms and records as required by department standards and bylaws.
  6. Any member requesting information from confidential files shall submit a request in writing to the Chief. Only files pertaining to the individual member shall be granted. Any other requests to access confidential files shall come from a court of law and shall be subpoenaed by said court. Only subpoenaed documents shall leave the NHVFD facility, all other files shall remain at the NHVFD station.
  7. Training files are accessible by all members of the E-board and the member of such file upon request. These documents shall remain at the NHVFD station. This request may be verbal or in writing by any member to an E-board member.

**S O P 205.01**  
**Incident Reports**

**Scope**

This standard establishes a guideline for incident reporting on all fire department incidents. It shall be used to ensure timely incident reporting for all incidents.

1. The highest ranking officer on any call shall be responsible for the incident report
2. In the absence of an officer the highest ranking firefighter shall submit the report
3. On scene reports will be available in all trucks and shall be filled out as completely as possible
4. Incidents shall be entered into the computer as soon as reasonable.
5. All incident reports shall be checked for completeness by the assistant chief of administration, to be done at least monthly. Reports will also be sent to the State Fire Marshall's Office monthly.

**SOP 206.01**  
**Billing Procedures**

**Scope**

This standard establishes guidelines for cost reimbursement for incidents within the North Elk Fire Protection District. This includes both developed and/or undeveloped real property, motorized vehicles, and all business and/or agricultural equipment to which the departments responds.

**Purpose**

It was promulgated to allow the department to recover costs associated with the incident.

- a. Invoices shall be prepared and submitted by the assistant chief of administration or his designee to the insurance company or companies of the party or parties involved.
  2. Information shall be obtained by the incident commander at the incident scene and recorded on the department form provided. Information shall be obtained from the owner/lessee only eliminating the possibility of erroneous information being obtained.
  3. Invoices shall identify the date and times the incident occurred, the owner/lessee of such property, the address and/or description of the property involved, name of insurance company and insurance agent, and include a copy of the National Fire Incident Reporting System (NIFRS) incident report.
- a. Rates shall be determined by the current established rates set forth by the South Dakota Wildland Fire Agreement.
  - b. Invoices shall be prepared and submitted within 30 days of the incident.
  - c. Guidelines
    1. Invoices shall be prepared for wildland fires, haz-mat incidents, structural fires, fires of mobile property, and rescue incidents where time and equipment used other than patient care.
    2. Incident involving honest false alarms, smoke scares, events involving less than an hour's time, or investigations where no apparatus or equipment is used may be classified as a no charge event.

## **SOP 207.01**

### **Reimbursement for Services Performed.**

#### **Scope**

Reimbursement for services performed is a tool used by the North Haines Volunteer Fire Department to reimburse members for their volunteer service to the department.

#### **Funding**

Funding for the direct expense reimbursement program is from the South Dakota Insurance Premium Tax funds which are awarded to the department through the State of South Dakota and County Auditor's. These monies will be solely used for the Direct Expense Reimbursement program of the NHVFD and shall not be used for any other purpose.

#### **Eligibility and Payment**

At each monthly business meeting a report will be presented to members attending of the points earned for the previous month. It will be the members responsibility to individually verify the points are correct and make necessary adjustments with reasonable justification.

All points entered in the computer between November 1 and October 30 of each year will be totaled. At the November business meeting a report will be presented to the members of the total number of points each member(s) have earned year to date. Any member who disagrees with their number of points, may determine the correct number and present it at the December business meeting. It is the members responsibility to provide reasonable documentation of the correct number of points.

At the December monthly business meeting, the total number of points reported will be presented to the membership for their acceptance and approval. The approved points will be divided into the total amount of funds received from yearly insurance premium tax rebate from Pennington and Meade Counties.

Any members who has been removed from the roster of the North Haines VFD; Inc. shall not be eligible for funds nor will their points be used in determination of total points.

Each member shall then receive a reimbursement in the amount of the total points he or she has recorded, regardless of their number of points received.

*For Example: Total insurance premium funds received, \$6,500 from both counties. Total points from ALL members 3,500. 3,500 divided into \$6,500 equals \$1.86 per point. Member A has 165 total points receives reimbursement for \$306.90. Members Z has 82*

*points receives reimbursement for \$152.52. Member Q has 19 points receives reimbursement for \$35.34.*

The North Haines VFD will issue this reimbursement in the manner of a check issued from the department's financial institution with specific notation that this is a reimbursement. These reimbursements will be presented to the firefighter at the annual awards and recognition night.

The Treasurer will prepare a sheet detailing each member reimbursement amount.

Points will be accounted for in the following manner, realizing that no matter what or how there is always an element of good faith.

**General Requirements for all training** - all training will require reasonable documentation from the lead/adjunct instructor, that the North Haines firefighter attended all hours and successfully completed the training. Training that is open and available to ALL North Haines firefighters shall receive the following:

Training Points per actual classroom/practical/hands on – 1 point per course.

**In Department Training –**

In-Department Training – training provided by North Haines VFD at their station or in direct collaboration with other department(s). e. g. monthly Wednesday nights and/or Saturday AM.

County Wide – wildland refresher, classroom/practical

Mid-Winter Muster – all classes

Black Hills District Fire School – all classes

South Dakota Certified Firefighter – e.g. 50 Points for completing and passing the course

South Dakota State Fire School – all classes attended

South Dakota Fire Chiefs Assn – training classes attended

Wildland Courses (S130/S190, S215, S230, S231, L180, L280, FI110 etc.)

National Fire Academy weekend class or on campus 6 or 10 day classes – SD Fire Instructors Training class and/or annual refresher – training classes attended. e.g. becoming a certified instructor or attending the annual refresher class

Live Fire training – organized and conducted in approved manner (that is not part of the certified firefighter 1 & 2 course)

North Haines VFD In Department Orientation – for new recruits

**Outside Department training –**

Mutual aid or adjacent department training – e.g. attending their training on your own

Other District Fire Schools in the State –

Fire Department Instructors Conference – only for actual classroom training sessions attended

**Emergency Management classes** – ICS 100, 200, 300 and/or 400 – 1 Point per class.

**Incidents - Fire's, Medical, Mutual Aid, Stand by-** 1 point / incident

Firefighter must respond to the station and be noted on the response roster  
No additional points for length of the incident

**Emergency Medical Training –**

Annual Emergency Medical Service convention – training classes only  
Refresher and/or continuing education – includes classroom and/or on-line certified refresher

**Instructor(s)** – Point per hour for preparing for a training session/class

**Vehicle Maintenance** –1 Point per hour of documented maintenance time

Monthly – generally on the third Saturday  
Fixing, repairing, washing, pumps,  
Complete vehicle checks, not after run checks  
Cleaning, sharpening, repairing tools

**Facilities - Building Maintenance** – 1 Point per hr. for the following e.g.

Washing truck bay floors  
Cleaning all bathrooms, floors, toilets, sinks, restocking supplies  
Vacuuming training room, hall, offices  
Cleaning kitchen and communications room floor  
General building fixes, replacing light fixtures,

No points allowed for simple, quick, easy tasks such as emptying trash, washing dishes, picking up items left around station, or items that could be considered routine.

**Facilities - Grounds Maintenance – 1 Point per hr.**

Mowing yard, general clean up  
Shoveling snow from sidewalk, parking lots, driveway

**Public Relations-**

Activities directly presented to public and/or citizens  
Black Hills Home Builders Show – 1 Point per hour  
School, Day Care, - 1 point per hour

**Meeting(s) –**

Monthly business meeting – 1<sup>st</sup> Wednesday night of each month – 1 point per meeting.  
Executive Board meeting –1 Point for entire meeting  
Committee meetings –1Point for entire meeting  
Other meetings as called – 1 Point

**Administrative – 1 Point per hour**

Secretary and treasurer as required  
Captains, Chief's, duties as required for fire department related meetings  
North Elk Fire District meetings 1 Point

**Fire Corp –**

Meetings and/or training – 1 Point per meeting and/or training class

**SOP 208.01**

**On-Duty Death and Injury**

**Scope**

This standard sets forth the procedures and responsibilities to be fulfilled in the event of a serious injury or line of duty death to one of our members.

**Purpose**

This procedure describes the activities that should take place in the event a firefighter(s) is/are seriously injured or killed in the line of duty. It establishes a priority for investigation, notification, steps of notifications, and guidelines for dealing with the news media.

### **Premise**

The overriding philosophy of the NHVFD is that the first priority following a line-of-duty serious injury or death is caring for the victim(s). After this is the swift, compassionate notification of the injured or deceased member's immediate family and the extension of assistance and support to them.

### **Definitions**

**Serious injury:** One that is life threatening or that will disable the employee for a substantial period of time.

**Line-of-duty Death:** A death which is the direct result of taking any reasonable or emergency response action that an active firefighter is authorized or assigned to perform. This includes agency prescribed training.

**Survivors:** Immediate family members including a spouse; all children, including stepchildren and legally adopted children; parents; siblings; and significant others.

**Benefits:** Financial payment, scholarships, tax benefits, and special programs available to the immediate next of kin of the fallen firefighter.

**Family support team:** A group activated by the chief to assist the family, personal support, media coordination, benefits coordination, transportation and lodging coordination for out of town family members, and the coordinating assistance of funeral and memorial services, burial arrangements, traffic, honor guard, etc.

**Family Liaison Officer (FLO):** The chief or designated chief officer will serve as the FLO.

**Public Information Officer (PIO):** All information will be issued by the PIO after clearance by the chief. PIO should gain first hand knowledge before release.

### **General**

Immediately upon becoming aware that a firefighter (f/f) has been seriously injured or killed the following steps shall occur:

- A. The ranking officer shall immediately notify the chief and/or assistant chief(s), chaplain, and Pennington County Fire Administrator of the occurrence. If any of the chiefs are out of town they shall be paged or phoned immediately.
- B. F/F at the incident shall not make any call to anyone concerning the incident. Family shall be notified first by the chief or designated person so that the correct information is given.
- C. The f/f's air pack, gear, and scene shall be securely protected for investigation. The entire air pack (pack, bottle, mask, straps, pass devise, and accessories) shall be protected and packed for shipment to NIOSH as soon as possible if requested.
- D. Limit access to the incident scene to investigators.
- E. At no time will the injured or deceased f/f's name be given over the air by radio communications.

- F. Chief shall request the department chaplain to respond to the scene or station to assist with notifications.
  - 1. Chief shall obtain the f/f emergency contact information. This will be providing necessary contact and proper order for notification.
  - 2. The department PIO or a ranking officer shall be assigned to answer all phone calls and deal with media relations.
  - 3. All members of the family support team shall meet prior to their assigned family assistance duties.
- G. In the event of a serious injury an assistant chief or designated officer will respond to the hospital to gather as much information as possible to give the family. The chief or designated person(s) will provide transportation for the family to the hospital.

**Emergency contact information folder**

- A. An emergency contact folder/file shall be constructed and utilized in order to follow all necessary steps of the notification process.
- B. F/F contact information shall be maintained in the f/f's personal file.
- C. Contact information for the notification of others shall be maintained in the contact folder. Notifications of suggested people and/or agencies shall include:
  - 1. Fire District Chairman/President
  - 2. State Fire Marshals Office
  - 3. Public Safety Officers Benefits staff.
  - 4. Pennington County Fire Administrator
  - 5. Fisher Rounds Insurance-AD&D insurance
- D. Other pertinent benefit and assistance for the family and the department.

**Scene Investigation**

- A. The Sheriff's Office and State Fire Marshal shall be contacted and informed of the incident. Designated incident investigators should be determined prior to the time of an incident. This information should be included in the emergency contact information folder/file.
- B. Only perform salvage and overhaul that is absolutely necessary. Take pictures and video before doing any salvage or overhaul whenever possible.
- C. Document any witness information for investigators.
- D. After family notification the incident commander may request a neighboring department to assist at the scene to relieve the department members to return to the station for briefing.
- E. A liaison person from the department may be designated to assist the investigation team if needed.

**Department Activities**

- A. The station flag shall remain at full staff until all family members living in the area have been notified. The chief will give the order to lower the flag.

- B. An after action review should be conducted as soon after the incident as possible, along with a Critical Incident Stresses Debrief (CISD) and/or assessment of the department members.
- C. Assist with family planning, transportation, and needs based on information in the emergency contact folder/file.

**Emergency Contact folder should contain**

- 1. An established policy for notification of survivors.
- 2. Responsibilities of the family support team.
- 3. Notification of department members.
- 4. Notification of others.
- 5. Working with the media.
- 6. Assisting family with future notifications, funeral arrangements and service, out of town family and friends transportation from airport, and motel/hotel arrangements.
- 7. Planning process with family for service in conjunction with the department, procession, pallbearers, and use of department vehicles/apparatus.
- 8. Working with family in case of serious injury.
- 9. Working with hospital in case of serious injury.
- 10. Working with investigators in case of serious injury.
- 11. Assistance for filling out workers compensation reports; PSOB Death benefits questionnaire.
- 12. Personal information packet should be reviewed and followed based on F/F's wishes, desires of family and legal aspect.

**Attachment: On-Duty Death and/or Serious Injury Check Sheet.**

## North Haines Volunteer Fire Department INC. On-Duty Death and Serious Injury Check Sheet

This Check Sheet is to be completed in the event of an On-Duty Death and/or Serious Injury by the highest-ranking Fire Officer/Firefighter present. Please include the time when the task is completed.

- Secure the incident: Time: \_\_\_\_\_
- Secure the f/f's PPE and SCBA: Time: \_\_\_\_\_
- Appoint Public Information Officer (PIO): \_\_\_\_\_ Time: \_\_\_\_\_

