

MEMPHIS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES (SOG)

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REVISION HISTORY

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RIGHT TO KNOW

The Memphis Fire Department maintains information on the hazardous materials within it's' jurisdiction to the best of it's' ability. This information is available to all members in the office of the Department.

Additional information that is required should be brought to the attention of the Chief or any other officer for immediate inclusion to the Right-To-Know materials.

SEXUAL HARASSMENT

PURPOSE

The purpose of this guideline is to prevent sexual harassment and other unwanted conduct in the working environment.

APPLICATION

This guideline is intended for Memphis Fire Department use only and is not intended to enlarge the members' civil rights in any way. The guideline shall not be construed as the creation of a higher legal standard of safety or care in the evidentiary sense with respect to third party claims insofar as the members legal duties as imposed by law. Non compliance with this guideline constitutes a violation of the employment duty only, except in which cases of non-compliance is also a violation of laws of the State of Michigan. Therefore, violation of this guideline shall form the basis of the employer's disciplinary action with the Department. In the event of a violation of duties imposed by law, nothing herein shall be construed to relieve one from legal duty or from any action resulting from breach of the legal duty.

GENERAL GUIDELINE

It shall be the intent of the Memphis Volunteer Fire Department that as members you have the right to expect a working environment that is free of unwelcome sexual advances, requests for sexual favors, communication of a sexual nature, and other unwanted verbal or physical contact. The Memphis Volunteer Fire Department has adopted a Sexual Harassment and Unwanted Conduct Guideline.

This guideline shall be followed at all times. Specific activities which may constitute sexual harassment or unwanted conduct include, but are not limited to:

When such conduct or communication is made that expresses or implies conditions of obtaining employment.

When submission to or rejection of such conduct is used as a basis of or factor in decisions affecting the employment of any personnel.

When such conduct or communication has the purpose or effect of interfering with a members duty assignment or work performance or creating an intimidating, hostile or offensive environment.

PROCEDURE

An employee who believes he/she has been subjected to sexual harassment or unwanted conduct shall report the incident in writing, within ten (10) days after the alleged occurrence, to any officer of the Department, or member of the Memphis City Council.

A written complaint of sexual harassment or unwanted conduct shall be promptly investigated by the Officers of the Department, or by a designate of the complainant, provided, however, the designated investigator shall not be subject of or included within the immediate sexual harassment or unwanted conduct complaint. Every effort shall be made to handle all matters, with concern for the principles of due process and fairness. In order to protect both the person making the complaint and person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner.

A meeting shall be held between the person(s) making the complaint and the Fire Chief, or highest ranking officer, as soon as possible, but no later than ten (10) days following the report of the alleged occurrence(s). Following this meeting, the member(s) against whom the complaint had been made shall be given full opportunity to respond to the allegations. The investigation conducted shall also include interviews, where appropriate, with other witnesses to the alleged occurrence(s). Following completion of the investigation, if it is determined that Sexual Harassment or Unwanted Conduct did, in fact, take place, immediate action, up to and including discharge, will be taken to remedy the situation and prevent any reoccurrence.

All members are expected to report any occurrence immediately to a command officer or senior member when witnessed in any area of the department.

Retaliatory action or conduct of any kind taken by any member of the department against a member as the result of that member having sought redress under this guideline and procedures is strictly prohibited and shall be regarded as a separate and distinct violation of the department guidelines and procedures.

Any questions, concerns, or other inquires regarding the conduct that is prohibited by this guideline or the procedures contained herein shall be directed immediately to the Chief or available officer for disposition.

NON-COMPLIANCE

Failure to comply with any of the provisions of this guideline shall result in disciplinary action. Any member who has an alleged misconduct complaint and violates the procedure outlined above during or after the investigation may be subject to disciplinary action up to and including discharge.

ALCOHOL AND SUBSTANCE ABUSE

It shall be the duty of all members to identify suspected alcohol and substance abuse by any member while performing any departmental duty or function or while on the premises of the department so that appropriate managerial action may be taken.

The department may respond to instances of suspected substance abuse by requiring that the member who is exhibiting behavior suggestive of intoxication and/or substance abuse submit to a drug or alcohol test. As a general rule, two members should confirm the observation, whenever possible.

Actions which may give reasonable suspicion that a member is intoxicated or under the influence of drugs may include, but are not limited to, the following:

- Accident or work related injury suggestive of alcohol and/or substance abuse.

- Physical or outward appearance of alcohol and/or drug use.

- The observation of actual use or possession of alcohol and/or drugs on the department premises.

No member of this department shall respond to any department meeting, training session or incident while under the influence of alcohol or other substance which may alter the thought processes in any way.

If the member refuses to submit to an alcohol and drug test, that member could become subject to disciplinary action up to and including discharge.

BORROWING DEPARTMENT EQUIPMENT

The procedures for borrowing equipment are detailed below. The safety of the members and the people in the communities served by the department must be taken into account when consideration is made for borrowing equipment.

INCIDENT SPECIFIC EQUIPMENT

Any equipment that is in service for the purpose of providing fire protection, extinguishment, extrication, or rescue operations is not to be borrowed. The intent of this procedure is that any equipment that may be needed by members to provide required service on any incident not be removed from the station.

NON-EMERGENCY EQUIPMENT

Prior to borrowing any department equipment that is non-emergency in type it must be approved by the Chief or other officer of the department. No department owned equipment is to be borrowed by someone other than a member of this department.

MEMBER RESPONSIBILITY

It is the responsibility of any member borrowing equipment to return that equipment in a condition that is as good as or better than when received. The items must be returned in a timely manner. Each item must be entered on the log sheet that is posted on the department bulletin board.

MEDIA INFORMATION RELEASE

Only the Chief, or a member officially designated by the Chief, shall release any information pertaining to the department, the members of the department, or any incident responded to by the department.

Any information released shall be positive and not reflect upon the department, members of the department, or incident responses in a detrimental manner.

Any member other than those listed in the opening paragraph receiving requests for information shall refer such requests to the Chief or other designated member.

INCIDENT RESPONSE

Members shall respond to any incident, emergency or otherwise, in a safe and orderly manner. The procedure that follows shall be adhered to whenever possible.

The first person to the hall shall open the front entrance and answer the call on the radio, if the call originated from the Central Dispatch center. If the alarm originated from elsewhere, Central Dispatch shall be notified and the Department monitors activated. After answering the call, the address shall be written on the information board above the radio. The third person responding to the hall will remain the radio operator until relieved by the I.C., provided there are sufficient responders to answer the alarm.

The next responder, or the radio operator if time allows, will open the bay doors for the required vehicles. The radio operator shall locate the incident on the map and establish the best route.

The required vehicle for each incident shall be manned by members with the required training to safely operate that vehicle while responding to the incident, as well as while on the scene.

All members responding to alarms in department vehicles shall be required to wear seat and shoulder belts, provided the vehicles are so equipped

The first department vehicle arriving on the scene shall contact Central Dispatch and establish the required command location.

The driver of any pumper/tanker vehicle shall remain with that vehicle as the operator of the pump, unless relieved by the I.C. on scene.

Members responding to the station after the vehicles have left shall remain at the station until the scene has been cleared and the command terminated, unless released by the I.C.

At no time shall the procedures for manning the radio or the vehicles outlined above be interpreted in such a manner that the required vehicle, or vehicles, not respond to the scene. Every attempt should be made to have a minimum of two members respond in Rescue 1, Engine 1, Engine 2, and Grass 1. Three members should respond in Rescue 2 for medical emergencies, and as many as available for other incidents.

BASE RADIO OPERATION

All of the radio traffic, transmitting or receiving, from the base radio of the Memphis Fire Department shall be conducted in a professional and courteous manner. All final communications from the base radio must end with the department call signs, KQE-720, per FCC regulations.

The base radio is to be manned by the third person entering the hall upon responding to an incident. That member must stay with the radio until relieved by the I.C., provided there are sufficient members to respond to the incident. To answer the call, the operator will contact Central Dispatch to verify the incident location and obtain a crossroad, if available. After receiving the incident location, the operator will answer to the Central Dispatch Center, "Memphis will be enroute shortly".

The operator shall then monitor all radio traffic and assist the members at the incident whenever possible or required, keeping traffic from the base to a minimum. Base traffic should be for emergency purposes only during any incident.

The radio operator will also make any required telephone calls to emergency centers for Edison, Chemtrec, or Gas, as required by the I.C. at the scene. As a courtesy to other departments, only emergency radio traffic should take place while any other department is known to be involved in an emergency response situation.

PRIORITY COMMUNICATIONS

When an emergency exists and the radio is required for a priority transmission, the radio operator will transmit the following message over the fire frequency:

“EMERGENCY-EMERGENCY, PRIORITY TRANSMISSION REQUESTED”

The radio should be cleared for the emergency transmission immediately. If other departments declare a radio emergency, the frequency must be left open for the traffic.

EMERGENCY SCENE EVACUATIONS

The first and most important priority of the I.C. at any incident location is the safety of the personnel responding to and the citizens currently at the scene. To accomplish this task, it may become necessary to evacuate the scene rapidly.

When the Incident Commander deems the situation is abnormally dangerous, the signal to evacuate will be given and all personnel are to evacuate the scene immediately. Citizens are to be moved to a place of safety immediately without exception.

When the Incident Commander or other officer on scene deems the situation to be abnormally dangerous and evacuation necessary, the engine on scene will be requested to do the following: **ONE (1) LONG BLAST OF THE AIR HORN TO SIGNAL AN IMMEDIATE WITHDRAWAL OF ALL PERSONNEL FROM THE SCENE AND SURROUNDING AREAS.** The personnel retreating shall assemble at the pumper giving the alarm until otherwise instructed by the I.C.

When on a scene where no air horn is available, a broadcast of “**EMERGENCY-EMERGENCY, RETREAT-RETREAT-RETREAT!!!**” over the P.A. system of the Incident Command Vehicle will be continually made until all personnel have retreated from the scene and have assembled at the I.C.V.

When on a scene where no fire service vehicle is available, a radio transmission on the county fire frequency as outlined above shall be given on a portable radio by the individual responding for all fire service units to evacuate the scene.

INCIDENT COMMAND SYSTEM

Emergency operations and other situations that pose similar hazards, including but not limited to training exercises, shall be conducted in a manner that recognizes hazards and prevents accidents and injuries.

An incident management system that meets the requirements of NFPA 1561, STANDARD ON FIRE INCIDENT MANAGEMENT SYSTEM, is established with written standard operating procedures applying to all members involved in emergency operations. All members involved in emergency operation shall be familiar with the system.

At an emergency incident, the incident commander shall be responsible for the overall safety of all of the members and all activities at the scene.

At an emergency incident, the incident commander shall establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.

At an emergency incident, the incident commander shall have the responsibility to:

- Assume and confirm command and take an effective command position;
- Perform situation evaluation that includes risk assessment;
- Initiate, maintain, and control incident communications;
- Develop an overall strategy and attack plan and assign units to operations;
- Develop an effective incident organization by managing resources, maintaining an effective span of control, and by managing direct supervision over the entire incident by creating geographic and functional sectors;
- Review, evaluate, and revise the attack plan as required;
- Continue, transfer, and terminate command.

The fire department shall establish and ensure the maintenance of an incident communication system that meets the requirements of Section 3-6 of NFPA 1561, STANDARD ON FIRE DEPARTMENT INCIDENT MANAGEMENT SYSTEM.

EMERGENCY VEHICLE RESPONSE

Emergency vehicles shall respond to all incidents using this procedure.

All emergency vehicles shall respond to incidents in a manner that does not endanger the public, the occupants of the vehicle, private or public property, or the vehicle itself.

Personal vehicles are not to be considered emergency vehicles for the purpose of this procedure. Personal vehicles are to be operated as detailed in the Personal Vehicle Operations S.O.G..

Every attempt shall be made to respond a minimum of two (2) vehicles to every incident.

Rescue 1 will respond to all emergency incidents and be the command center, unless deemed otherwise by the I.C.

Rescue 2 will respond to all incidents, unless deemed otherwise by the I.C.

Engine 1 will respond to all fires, vehicle accidents, and other incidents as deemed necessary by the I.C.

Engine 2 will respond to all structure fires, grass/brush fires, and other incidents as deemed necessary by the I.C.

Grass 1 will respond to all grass/brush, as well as other incidents as deemed necessary by the I.C.

Only those members trained and proficient in operating the engines pump will drive Engine 1 and Engine 2 to structure fires provided such members are available.

All vehicles are to deploy to locations assigned in the Hazardous Weather Vehicle Deployment S.O.G. during hazardous weather conditions when required by the I.C.

Any vehicle used for response to an incident will be refueled if below $\frac{3}{4}$ full before returning to service, unless deemed unnecessary by the I.C. Any vehicle used for response to an incident will be cleaned, as required, before being put into the buildings.

Any vehicle used for response to an incident will be restocked with any items that may have been used from the supplies on board. This is to include perishables such as bandages, oxygen, and air from SCBA's, as well as hard goods such as back boards and brooms for brush fires.

Members of the department who are Apprentices by status shall not drive a vehicle to an incident unless deemed necessary by the I.C.

EMERGENCY VEHICLE SAFETY

Introduction

Fire Officers/Firefighters, need to recognize the fact that the emergency vehicle response is the basis for the success or failure of all other emergency functions. These vehicles carry all the portable emergency equipment in addition to all of the personnel of the organization. Without the safe conveyance of these vehicles to the emergency scene, the emergency service organization cannot achieve its mission of saving lives and protecting property. Having sound emergency vehicle response guidelines in place will assist the emergency service organization in providing sound direction to its officers and drivers.

Purpose

When responding to any emergency call, a great deal of responsibility is placed on the drivers of emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need, but just as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide due regard for safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task all Memphis Fire Department emergency vehicle drivers shall become familiar and constantly abide by the following policies and procedures.

Procedures

1. Circle of Safety

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicle and visually inspect all 4 sides and the top of the vehicle before entering the cab. They should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or a non-emergency.

2. Warning Devices and True Emergencies

When responding to an emergency call, all audible and visual warning devices will be operated at all times regardless of times of day and/or traffic conditions. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they DO NOT insure the right of way. Emergency vehicle drivers shall comply with Public Act 300, Michigan Vehicle Code. Whenever a Fire Dept. vehicle is responding to an emergency, the following procedures will be in effect:

- While responding to an emergency, seat belts shall be worn. Warning lights and sirens shall be used in conjunction with each other.
- Once an emergency is declared under control, all remaining apparatus will continue normal traffic.
- Warning devices will not be used on non-emergency type runs.

a. EMERGENCY

- All Rescue Calls
- Structure Fires
- Unknown Fires
- Personal Injury Accident
- CO Alarms (with symptoms present or unknown. If there are no symptoms and the occupants are out of the building then respond non-emergency.
- Hazardous Material
- Wires Down *(when reported to be on a building or vehicle, with any entrapment of people or if in an area of heavy pedestrian traffic)

b. NON-EMERGENCY

- Illegal Burning
- Medical Assist / Public Assist
- Station Fill-ins
- Wash Downs
- Wires Down *(not meeting above listed criteria)

Note: The above listings are some examples of calls MFD may encounter. The Fire officer ultimately has the discretion to deviate from the above.

6. Non-Emergency Response

When responding to a call in a non-emergency response mode or normal flow of traffic (when not responding to a true emergency) the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. At no time should any emergency vehicle be operated during response with only visual warning devices.

7. Ordinary Travel Procedures

All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action up to and including but not limited to suspension of driving privileges.

8. Riding Policy

The department requires all persons riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel. The emergency vehicle driver shall verify that all seat mounted air packs (SCBA) are properly secured prior to the vehicle being moved.

The department prohibits the riding on tail steps, sidesteps, running boards, or any other exposed position.

Non-department members shall not ride in department vehicles during emergency responses.

9. Backing

The department recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where they intend to go. The department recommends that whenever possible drivers should avoid backing as the safest way to back up a vehicle is not to back it up at all. When it is

necessary to back up any departmental vehicle all drivers shall follow one of the two following measures listed below:

- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed that a spotter be put in place near the rear of the vehicle. The spotter should be positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, they shall stop immediately until the spotter is visible again.
- If conditions exist that makes use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall/will make a circle of safety to see that, no person or persons are directly behind the vehicle or in its intended path of travel, all equipment is secured and that all compartment doors are securely closed, any physical obstructions are moved out of the way. The emergency vehicle driver should also note potential obstructions in the intended path of travel.

10. Response in Privately Owned Vehicles

When any member responds to the station or to the scene of an emergency in their private vehicle that is equipped with appropriate emergency siren/lighting equipment, the same policies/procedures as for department vehicles shall be followed. Lights and sirens on personal vehicles are only to be used within the Memphis Fire District.

When any member responds to the station or to the scene of an emergency in their private vehicle not equipped with appropriate emergency siren/lighting equipment, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles without proper emergency siren/lighting are not provided with the same exemptions that are provided to emergency vehicles (Public Act 300, Motor Vehicle Code).

No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to:

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles when not equipped with emergency siren/lighting are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action up to and including but not limited to, suspension/loss of driving privileges.

Members wishing to equip their personal vehicle with emergency siren/lighting equipment must first obtain authorization to do so from the current fire officer board prior to any installation or use of such devices. The requesting member shall provide the following base requirements to be considered for authorization.

- Valid Michigan Drivers License, Vehicle Registration, and Proof of Insurance.
- Valid / Current training certification in at least one of the following.
 - Michigan Medical First Responder or greater medical license
 - Michigan Firefighters Training Council Fire I or Fire II certification.
 - Membership record of minimum 6 month fire or EMS service time.

Reference: Michigan 1949 PA 300, Sec. 2

"Authorized emergency vehicle" means vehicles of the fire department, police vehicles, ambulances, privately owned motor vehicles of volunteer or licensed ambulance drivers or attendants as are authorized by the department of state police.

In setting forth privileges granted to drivers of authorized emergency vehicles, 1949 PA 300, supra, Sec. 603 states in part:

'(a) The provisions of this chapter applicable to the drivers of vehicles upon the highway shall apply to the drivers of all vehicles owned or operated by the United States, this state, or a county, city, town, district, or any other political subdivision of the state, subject to the specific exceptions as are set forth in this chapter with reference to authorized emergency vehicles.

'(b) The driver of an authorized emergency vehicle when responding to an emergency call, but not while returning from an emergency call, may exercise the privileges set forth in this section, subject to the conditions of this section.

'(c) The driver of an authorized emergency vehicle may:

'(1) Park or stand, irrespective of the provisions of this act.

'(2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

'(3) Exceed the prima facie speed limits so long as he does not endanger life or property.

'(4) Disregard regulations governing direction of movement or turning in specified direction.

'(d) The exemptions granted in this section to an authorized emergency vehicle shall apply only when the driver of the vehicle while in motion sounds an audible signal by bell, siren, air horn, or exhaust whistle as may be reasonably necessary except as provided in subsection (e), and when the vehicle is equipped with at least 1 lighted lamp displaying a flashing, oscillating, or rotating red or blue light visible under normal atmospheric conditions from a distance of 500 feet in a 360 degree arc except where it is deemed advisable not to equip a police vehicle operating as an authorized emergency vehicle with a flashing, oscillating or rotating light which is visible in a 360 degree arc. In those cases a police vehicle shall display a flashing, oscillating, or rotating red or blue light which is visible under normal atmospheric conditions from a distance of 500 feet to the front of the vehicle. Only police vehicles which are publicly owned shall be equipped with a flashing, oscillating, or rotating blue light which when activated shall be visible under normal atmospheric conditions from a distance of 500 feet in a 360 degree arc.

'(e) A police vehicle shall retain the exemptions granted in this section to an authorized emergency vehicle without sounding an audible signal if the police vehicle is engaged in an emergency run where silence is required.

257.706. Horns and warning devices;

An authorized emergency vehicle may be equipped with a siren, whistle, air horn, or bell capable of emitting sound audible under normal conditions from a distance of not less than 500 feet, but the siren shall not be used except when the vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law. In those cases the driver of the vehicle shall sound the siren when necessary to warn pedestrians and other drivers of the approach of the vehicle.

PERSONAL VEHICLE OPERATIONS

Personal vehicles are not to be considered emergency vehicles. Drivers of personally owned vehicles will be responsible for his/her own actions while responding to the station or to an incident.

Personal vehicles without lights and siren must follow the regular rules of the road.

All personal vehicles shall respond to the station or to incidents in a manner that does not endanger the public, the occupants of the vehicle, private or public property, or the vehicle itself.

All personal vehicles shall respond directly to the station and not to the scene unless:

All appropriate trucks for the incident have already left the station.

The incident scene is located between the responder's current location and the station.

Lights and sirens on personal vehicles are only to be used within the Memphis Fire District.

Drivers of personal vehicles with lights and/or sirens shall be registered with the Department and the Michigan State Fire Marshal Division and abide by the State of Michigan Code Act 300 of 1949.

HAZARDOUS WEATHER VEHICLE DEPLOYMENT

Vehicles are to respond to locations outlined below for hazardous weather conditions or other situations as deemed necessary by the I.C.

All emergency vehicles shall respond to incidents in a manner that does not endanger the public, the occupants of the vehicle, private or public property, or the vehicle itself.

Rescue 1 Remain at the station and be manned by appropriately licensed personnel

Rescue 2 Deland Road and School Section Road

Engine 1 Cryderman Road and Bordman Road

Engine 2 Hough Road and Braidwood Road

Grass 1 Mr. Z's, M-19 and Memphis Ridge Road

GENERAL SAFETY PRECAUTIONS

The first and most important priority of the I.C. at any incident location is the safety of the personnel responding to and the citizens currently at the scene. General safety precautions for all aspects of the scene follow.

EMERGENCY PERSONNEL

When a life threatening hazard exists, no department or EMS personnel will be allowed to enter the hazardous scene until the hazardous situation has been sufficiently mitigated.

When a moderate hazard exists, personnel in the area are to be protected by P.P.E. per the Personal Protective Equipment, Medical Protective Gear and Self Contained Breathing Apparatus S.O.G.'s as applicable. Non-essential personnel are to be prevented access to the scene.

ALL personnel in the area of an extrication operation shall wear P.P.E. as outlined in the Personal Protective Equipment, Medical Protective Gear and Self Contained Breathing Apparatus S.O.G.'s as applicable. Eye protection is required for all personnel in the area of an extrication in addition to items outlined in the noted S.O.G.'s.

PATIENT SAFETY

Patients shall be provided with the highest level of protection possible given the conditions of the scene.

EMERGENCY VEHICLES

Emergency vehicles shall be staged for assignment as determined by the Incident Commander. The staging area will be a safe distance from the scene so as not to interfere with the incident area.

Apparatus arriving at the scene shall report to the I.C. and be positioned to allow a safe working environment. Apparatus shall be placed to provide easy access to required equipment and to allow passing of other vehicles coming to or leaving the scene.

Personally owned vehicles responding to a scene shall be parked on one side of the road or in a nearby parking lot if possible. Traffic flow, driveways, and parking lots are not to be disrupted if possible.

CITIZEN SAFETY

Unnecessary personnel shall be cleared from the scene immediately. Department shall cooperate with Police agencies to control crowds when possible.

ELECTRICAL EQUIPMENT SAFETY

The Incident Commander must assess the potential for electrical hazard from overhead and/or underground sources when arriving on a scene. When an electrical hazard is present, the I.C. shall contact the dispatch to have power company personnel sent to mitigate the situation.

GUIDELINE

Following is the guideline regarding electrical supply of buildings:

It shall be the intent of the Memphis Volunteer Fire Department that “ONLY POWER COMPANY PERSONNEL SHALL REMOVE A ELECTRIC METER FROM A BUILDING. FURTHER, ONLY POWER COMPANY PERSONNEL SHALL CUT ANY ELECTRICAL WIRES OR REMOVE ANY ELECTRICAL EQUIPMENT BEYOND THE SERVICE ENTRANCE PANEL OF THE BUILDING”.

The Incident Commander may authorize a member to shut off power to a building by turning off power at a main circuit breaker or fuse panel. Care should be used even after this procedure in case there was more than one feed to the building. Do not assume that pulling a main switch or breaker will de-energize an entire building, structure, or fire area.

NATURAL GAS AND PROPANE EQUIPMENT SAFETY

The Incident Commander must assess the potential for natural gas and/or propane hazard from above or underground sources when arriving on a scene. When a hazard is present, the I.C. shall contact the dispatch to have SEMCO personnel sent to mitigate the situation.

GUIDELINE

Following is the guideline regarding natural gas and propane equipment:

It shall be the intent of the Memphis Volunteer Fire Department that no member be placed in a flammable or explosive vapor cloud for **ANY** reason. Gas or propane shall never be turned on by department personnel.

The Incident Commander may authorize a member to shut off flow to a building by turning off flow at a main. Care should be used even after this procedure in case there was more than one feed to the building.

If the gas is burning, do not extinguish the flame. Exposures can be protected by hose streams if necessary. Personnel shall wear P.P.E. per the Personal Protective Equipment and Medical Protective Gear S.O.G.'s respectively. The feed to structures should be turned off immediately in case of fire or fume build-up.

SAFETY BELT USAGE

The intent of this department is that every person riding in a department vehicle shall wear a seatbelt at all times while the vehicle is in motion.

It is the responsibility of the operator to check that all seat belts are secured before the vehicle is put into motion. If a SCBA is required on the scene, the SCBA shall be donned after arrival if it hinders use of the seat belt.

It is the responsibility of each member to report broken or damaged seat belts immediately to the I.C. or senior member and to properly maintain the seat belts in good working order and keep them accessible for proper use.

In cases where shoulder straps are not available, additional restraining devices such as grab bars, arm loops, or web straps, may be provided. These devices shall be used where supplied.

TURNOUT GEAR

The general turnout gear is issued by the Memphis Volunteer Fire Department to members for the following reasons:

Identification to other agencies

Personal protection and safety

The protective clothing is for use in fighting conventional fires only, to protect the body against high temperatures, steam, hot water, and hot particles. The gear is not intended as protection in hazardous material situations.

The Memphis Volunteer Fire Department shall be responsible to issue personal protective equipment to all members. The Department shall establish the equipment that is required. The following equipment is currently required:

Bunker pants

Bunker coat

Bunker boots

Turnout gloves

Extrication gloves

Protective hood (Nomex)

Approved helmet with shield

P.A.S.S. protection device

Firefighter I.D. tag

Department badge

Each member shall inspect his/her protective gear after each use for cuts, tears, burn damage, or extensive wear and report any findings to an officer.

All personal protective gear shall be maintained by the individual member. Maintenance is to include cleaning, repairing as required, and replacement if necessary.

PERSONAL PROTECTIVE EQUIPMENT

It is the intent of the Memphis Volunteer Fire Department that all members responding to any incident, other than a medical emergency, shall be properly wearing all required personal protective gear as outlined in the Turnout Gear S.O.G..

The intent of this guideline is provide each member with the highest degree of safety for every instance, including training, rescue operations as required, and fire suppression operation. The I.C. may decide what gear is required for an individual incident taking into the consideration the risk factor and environmental conditions.

Under no circumstances shall any aspect of personal safety be sacrificed in order to increase the speed of emergency operations. Full protective clothing shall be donned prior to entering the incident perimeter.

Full protective equipment shall be worn by all personnel operating any power tools, hydraulic tools, or forcible entry tools. Personnel operating at the scene of an EMS or rescue incident shall wear whatever protective equipment is required to assure personal safety during the incident.

Helmets with chin strap in place shall be worn by all personnel operating at incidents where there is a possibility that tools, equipment, or debris from above may fall. This would include any time personnel are operating above or below ground such as during trench rescue or high angle rope rescue operations.

Gloves shall be worn at all time when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This shall include all work details, maintenance operations, and training exercises.

The I.C. is responsible for establishing the level of personal protective equipment required for any incident that does not fall within these guidelines. In all cases it is the responsibility of the member to wear all protective clothing necessary to sufficiently protect against all foreseeable hazards.

SELF CONTAINED BREATHING APPARATUS (SCBA)

SCBA shall be provided for and shall be used by all personnel working in areas where; 1) the atmosphere is hazardous; 2) the atmosphere is suspected of being hazardous; 3) the atmosphere may become hazardous.

In addition to the above, all personnel working below ground level or inside any confined space shall be provided and shall use an SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

Damage to the SCBA shall be reported to the I.C. immediately. The I.C. shall inspect the damage and determine if the unit is to be repaired or replaced. Full personal protective gear, as detailed in the Turnout Gear S.O.G., is to be worn together with the SCBA.

The I.C. may use his discretion to determine the need for use of SCBA where no specific guideline has been established. The SCBA is to be worn whenever there is any doubt that a hazardous condition either exists or could exist in the foreseeable future.

Each SCBA used at a scene shall be thoroughly cleaned and inspected following the guidelines established by the manufacturer. SCBA's shall be inspected at least once each month following the manufacturer's guidelines. Only those members trained to do so may repair any of the working components of the SCBA. Logs of repairs made on each unit shall be maintained and held on file for the life of the unit.

The intent of this procedure is that the SCBA shall be worn by any member who may potentially encounter hazardous atmosphere conditions during any type of incident, fire, rescue, or hazardous materials.

MEDICAL PROTECTIVE GEAR

All members responding to an incident shall wear personal protective equipment as outlined in Turnout Gear S.O.G.. In cases where full gear was not indicated, such as medical emergencies, and there is any chance of contact with any bodily fluid, members shall don medical protective gear including, but not limited to, latex gloves, gowns, and eye protection.

All medical protective gear worn at a scene is to be disposed of at the scene in the ambulance BIO-HAZARD disposal station. Should this method of disposal not be possible, the gear is to be placed into a marked BIO-HAZARD bag as soon as possible after returning to the vehicle.

Any contamination of personal protective equipment as outlined in the Turnout Gear S.O.G. shall be reported to the I.C. immediately. Decontamination procedures must be followed prior to placing the equipment back into service.

INFECTIOUS DISEASE EXPOSURE

EXPOSURE

An exposure occurs when a person's blood or any other bodily fluid transfers to another person's bloodstream. The three most possible causes for the fire service responder are the following:

Bodily fluids include, but are not limited to:

Blood	Semen	Saliva (or spit)
Urine	Tears	Feces (stool)
Vomit	Sweat	

Needle sticks (Sharps). Accidental sticks from sharp instruments while administering aide to others.

Bites from others which expose bodily fluids to the infected person.

Other cuts or open sores, abrasions, sunburns, or rashes.

REPORTING

Any member that suspects that they have been exposed to an infectious disease shall immediately do the following:

Thoroughly wash all areas suspected with a specialized soap containing an antibacterial agent with a chlorine base and hot water or with a chlorine bleach ratio of 1:10 parts water.

Gather information about the individual involved which should include; name, birthday, medical information, current whereabouts, and cause for concern of infection. THIS INFORMATION IS NOT DISCLOSURABLE under the Freedom of Information Act.

Contact the Chief or other available officer immediately.

Complete a report as soon as possible and submit it to the Chief or other officer of the Department.

INTENT

It shall be the intent of the Memphis Volunteer Fire Department to provide any protection required for it's members from exposure to infectious diseases and to meet all requirements as set forth in O.S.H.S.A. BLOOD BORNE PATHOGEN STANDARD (29 C.F.R. 1910.1030).

INFECTIOUS DISEASE DECONTAMINATION

When any member is involved in an incident where there is any possibility that contamination from blood borne pathogens has, or may have, occurred, decontamination must take place. The following procedures must be followed:

Wash all exposed skin thoroughly and immediately per the Infectious Disease Exposure S.O.G..

Any article of clothing or P.P.E. soiled with any bodily fluid must be washed with a decontaminating soap similar to that specified in the Infectious Disease Exposure S.O.G. or disposed of. Any article disposed of shall be red bagged as a possible hazardous contaminate.

Rescue equipment such as resuscitators and suction devices contaminated with bodily fluid shall be disinfected immediately upon returning to the station using appropriate safety precautions.

Vehicles contaminated by bodily fluids must be disinfected as soon as returning to the station with household bleach and hot water.

To prevent possible contamination to personnel and equipment, **ALL** medical waste generated at any scene must be disposed of immediately after use. This would include gloves, wrappers, dressings, bandages, and any other item used during an incident where bodily fluids were present. All items are to be placed in a red bio-hazard bag and given to the EMS personnel on the scene for proper disposal. When no EMS is on scene, the items are to be red bagged at the station for disposal with EMS as soon as possible.

HAZARDOUS MATERIAL INCIDENTS

Any hazardous material incident requires special attention to protect the health and safety of all of the responders to the scene. Rescue 2 will be the first unit to respond to the incident. The unit must be manned by at least one member with a valid Michigan Medical First Responder license with current HazMat Operations training.

As soon as practical after leaving the station, the wind speed and wind direction must be requested from the base station operator or Central Dispatch. All vehicles responding to the HazMat scene must be staged **UP HILL, UPWIND, and UPSTREAM** from the incident.

All units responding to the scene of a HazMat incident must wear S.C.B.A. and P.P.E. per the Personal Protective Equipment and Self Contained Breathing Apparatus S.O.G.'s respectively, unless directed otherwise by the I.C. or CHEMTREC.

The first arriving unit must attempt to identify the material causing the HazMat situation as soon as possible and request assistance from CHEMTREC through the base operations. The CHEMTREC number is 800-424-9300. The CHEMTREC form, found in the Michigan D.O.T. handbook, should be consulted for the needed information that should be obtained prior to making the call. The D.O.T. guidebook should be consulted for additional assistance upon acquisition of the D.O.T. tag numbers, if available.

The Incident Command System must be initiated per the Incident Command S.O.G. prior to calling for outside assistance or mutual aid response, per the Mutual Aid Received From Other Departments S.O.G..

MEDICAL STANDBYS

Certain events may be held at which the Memphis Volunteer Fire Department will stand by in case a medical incident arises. These events may include but are not limited to school sporting events and community functions.

Memphis Rescue 1 should be the primary vehicle used for medical standby purposes. Before leaving the station, the units being utilized and location of the standby shall be noted on the information board in the radio room.

An ideal standby crew will consist of 3 department members (2 patient care and 1 command).

Medical incidents that may occur at the location of the standby will not be toned out by Central Dispatch unless it is deemed necessary by the standby crew that more personnel are required for the incident. Upon completion of the incident, the standby crew will contact Central Dispatch and obtain an incident number. An incident report will be generated by the standby crew. Only department members directly involved with the incident will be included on the report unless toned out by Central Dispatch.

Members of the standby crew shall remain with their equipment in the vicinity of the event they are attending (Example: Sidelines of a high school football game). This ensures a timely response to an incident. All possible distractions should be avoided.

It is the responsibility of the standby crew to ensure that they have portable radio equipment with them at all times in order to stay in communication with Central Dispatch.

Unless previous arrangements have been made, the standby crew will respond to any incident that MFD may be dispatched to during the time of the standby. It will be the responsibility of the group/organization in charge of the standby event whether that event shall continue or not if the standby crew leaves.

MUTUAL AID GIVEN TO OTHER DEPARTMENTS

When a surrounding fire department requests the assistance of the Memphis Fire Department, Central Dispatch will activate the siren and monitors. All available members will report to the Memphis fire station and respond to the scene with the appropriate equipment and personnel as has been requested.

Units responding from the Memphis Fire Department will contact the Incident Commander of the scene while in route for exact instructions and orders regarding placement of vehicles and responsibility of personnel.

Upon arrival on scene, the members will report to the Incident Commander for assignment as required. Reporting to the Incident Commander is mandatory and essential for maintaining an accurate accounting of the number of personnel on the scene.

MUTUAL AID RECEIVED FROM OTHER DEPARTMENTS

Mutual aid is to be requested from area departments when the Incident Commander feels that additional help is needed, either manpower or equipment, to successfully remedy the emergency situation in the safest and quickest manner

The Incident Commander, upon deciding that mutual aid is required, will contact Central Dispatch and specify the department, equipment, manpower, and duties required.

THUNDERSTORM ALERTS

The following two types of alert may be issued.

1. **Watch:** This alert indicates that the National Weather Service has severe thunderstorms on radar in neighboring counties that may impact on the Memphis fire district.
2. **Warning:** This alert indicates that the National Weather Service has a severe thunderstorm on radar in the immediate vicinity of the Memphis fire district. The warning may or may not have been issued by Central Dispatch.

The I.C. will determine the need to activate the personnel dispatch system and call members to standby at the station and/or deploy to locations as outlined in the Hazardous Weather Vehicle Deployment S.O.G..

No radio transmissions will take place except to report extremely severe conditions such as very high winds, hail, dangerous lightning, or possible funnel clouds. The base radio will be manned at all times throughout the incident until the all clear is issued by the I.C.

TORNADO ALERTS

When weather conditions are deemed severe and the potential of a tornado exists by either the weather services, police agencies, or the Officers of the Memphis Volunteer Fire Department, a tornado alert may be issued.

The following two types of alert may be issued.

1. **Watch:** This alert indicates that the responsible agency, generally the National Weather Service, feels that the conditions are favorable for the development of a tornado.
2. **Warning:** This alert indicates that a tornado or funnel cloud has been spotted by another department or agency within the immediate vicinity of the Memphis fire district. The warning may or may not have been issued by Central Dispatch.

Upon being alerted to a tornado warning, members are to report to the fire station.

See the Tornado Siren Activation S.O.G. for the siren warning activation procedure. The procedure should be initiated by the first member to arrive at the station after being alerted for a tornado warning. Vehicles will be dispatched to the proper locations as detailed in the Hazardous Weather Vehicle Deployment S.O.G..

No radio transmissions will take place except to report the existence and location of a tornado. The base radio will be manned at all times throughout the incident until the all clear is issued by the I.C.

TORNADO SIREN ACTIVATION

The warning siren at the fire station is to be used to communicate to the city residents that a tornado has been spotted in the general vicinity and that shelter should be sought immediately.

The siren will be activated for a continuous blast for a period of three (3) minutes by moving the switch marked on the siren control box to the position marked "TORNADO". After the three minute blast, move the switch to the center position for normal operation.

FIRE GROUND REHABILITATION

The purpose of this policy is to provide the Memphis Fire Department and supporting ambulance personnel with a working knowledge of the rehabilitation division for an emergency incident or training exercise in order to:

- Prevent injuries, illnesses and deaths that may result from excessive fatigue.
- Establish procedures for medical evaluation and treatment, food and fluid replenishment, relief from extreme climatic conditions, during prolonged emergency operations.

Recommended Procedure:

1. Upon arrival on the fire ground the ambulance should be set up for maximum advantage for use as an emergency care station and secondly as a rehabilitation unit. The first priority on any emergency scene is patient care. The first arriving ambulance Crew Chief or highest ranking Ambulance officer must evaluate this situation prior to any efforts to set up rehab.
2. The unit most likely responsible for establishing a rehab division will be the ambulance responding from outside the fire response area. For example, the ambulance responding as backup or dispatched as "Fire Standby" will most likely be responsible for establishing the rehab division at the incident scene.
3. Before arriving at the incident, the ambulance responsible for rehab will gather cold and/or hot drinks from the Memphis Fire station.
4. Determine the weather conditions that the crews will be operating in.
Base rehabilitation needs analysis on:
 - Weather, Temperature, Humidity, Wind, and Severity of Incident
5. Once it is determined that a rehabilitation division should be established the Crew Chief will consult with the IC to determine the following:
 - Appropriateness of establishing the Rehab Division.
 - Appropriate location for the Rehab Division. Don't forget shelter if it's cold or windy. Shade in the summer.
 - Establish guidelines for whom and how often personnel will visit rehab.
6. Once the rehab division has been established and "open for business", ask the IC to inform the officer staff and announce its location to all personnel operating in the incident.
7. As a reminder, operations can be far reaching; remote tanker fill sites, traffic control, etc. Take into account ALL personnel and plan accordingly for everybody's well being.
8. Ultimately, every person on the fire ground must be put through rehabilitation during a prolonged emergency response. Documentation should be kept of all personnel who travel through rehab using the attached log sheets.

9. Incident officers will issue re-habilitation cards to crews needing to report to the rehab division and announce the number of crew members that should be expected. Upon arrival the crew member is to check-in and begin rehab procedures. When complete and determined that the crew member can return to active duty the rehab card shall be "Checked" by the attending medic so that the crew member can return it to the issuing officer and start further assignments.
10. During rehab, conditions permitting, all outer gear will be removed. Personnel will sit down. Vital signs will be taken. Water will be given to all personnel. While in rehabilitation the patient's physical and mental condition will be evaluated prior to release from the rehabilitation division. The name of any personnel whom the rehab crew chief feels is unable to return to duty will be reported to the Chief or line officer of that member's respective department.
11. All personnel will have a 2 air bottle maximum and will be subjected to at least one half hour rehabilitation prior to involvement with any more fire ground duties upon reaching the two bottle maximum. When personnel are changing air bottles approximately 2 cups of water should be consumed prior to re-entry into the fire building.
12. All forms filled out during the course of rehab will be turned into the IC at the conclusion of the incident to become part of the permanent record of the call.

<p>MEMPHIS FIRE DEPT.</p> <p>REHABILITATION ORDERS</p> <div data-bbox="263 550 480 697" style="border: 1px solid black; width: 134px; height: 70px; margin: 10px auto;"></div> <p>Upon Receipt of this card report immediately to rehab division leader.</p>	<p>MEMPHIS FIRE DEPT.</p> <p>REHABILITATION ORDERS</p> <div data-bbox="656 550 873 697" style="border: 1px solid black; width: 134px; height: 70px; margin: 10px auto;"></div> <p>Upon Receipt of this card report immediately to rehab division leader</p>	<p>MEMPHIS FIRE DEPT.</p> <p>REHABILITATION ORDERS</p> <div data-bbox="1045 550 1263 697" style="border: 1px solid black; width: 134px; height: 70px; margin: 10px auto;"></div> <p>Upon Receipt of this card report immediately to rehab division leader</p>
<p>MEMPHIS FIRE DEPT.</p> <p>REHABILITATION ORDERS</p> <div data-bbox="263 1314 480 1461" style="border: 1px solid black; width: 134px; height: 70px; margin: 10px auto;"></div> <p>Upon Receipt of this card report immediately to rehab division leader</p>	<p>MEMPHIS FIRE DEPT.</p> <p>REHABILITATION ORDERS</p> <div data-bbox="656 1314 873 1461" style="border: 1px solid black; width: 134px; height: 70px; margin: 10px auto;"></div> <p>Upon Receipt of this card report immediately to rehab division leader</p>	<p>MEMPHIS FIRE DEPT.</p> <p>REHABILITATION ORDERS</p> <div data-bbox="1045 1314 1263 1461" style="border: 1px solid black; width: 134px; height: 70px; margin: 10px auto;"></div> <p>Upon Receipt of this card report immediately to rehab division leader</p>

**MEMPHIS FIRE EMERGENCY INCIDENT
REHABILITATION REPORT**

THIS DOCUMENT TO BE RETURNED TO MEMPHIS FD
UPON TERMINATION OF THE INCIDENT

MEMPHIS FIRE EMERGENCY INCIDENT REHABILITATION REPORT		INCIDENT:		AGENCY AMBULANCE #:						
THIS DOCUMENT TO BE RETURNED TO MEMPHIS FD UPON TERMINATION OF THE INCIDENT		DATE:	EMT:	MEDIC:						
DEPT / FF#	TIME (S) IN / OUT	FG Task Performed	BP	PULSE	RESP	TEMP	SKIN	TAKEN BY	COMPLAINTS / CONDITION	Status
										<input type="checkbox"/> Return <input type="checkbox"/> Halt <input type="checkbox"/> Transport
										<input type="checkbox"/> Return <input type="checkbox"/> Halt <input type="checkbox"/> Transport
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EMPLOYEE ATTENDANCE

Purpose:

All personnel shall understand the appropriate response and attendance expectations set forth in this policy to ensure all department members are within the guidelines of this document.

Employee Attendance Guidelines

All department members of the membership classifications Active (Regular and Apprentice), Associate-Medical, and Associate-Reserve are required to make 30% of the total runs, department meetings, and regular scheduled training events of a 3 month period. If a member fails to meet these requirements they shall be requested to meet with the Fire Officer Board to undergo a verbal review.

If subsequent attendance periods are not met, the member shall be subject to disciplinary actions including discharge from the department or change of their current membership status.

DISCIPLINE AND ENFORCEMENT

Purpose:

All personnel shall understand the discipline and enforcement guidelines set forth in this policy to ensure all department members are within the guidelines of this document.

Employee Discipline and Enforcement Guidelines

The Fire Chief and Department Fire Officers shall have full responsibility and authority to enforce these rules and regulations.

Any charge against an employee shall be investigated and a conclusion of fact reached which will be as follows.

Proper Conduct

Improper Conduct

Policy and/or procedure failure

Insufficient evidence

Unfounded Complaint

If discipline is required, every effort will be made to respond to the deficiency with training or counseling.

Violations of any of the provisions of the rules and regulations, directives, procedures, and special orders, or the neglect or evasion of the duties and responsibilities contained herein shall be the subject of disciplinary action up to and including discharge.

Any member violating these rules and regulations may be subject to any of the following disciplinary action with due regard for the nature of the offense and the member's previous record of conduct.

1. Reprimand: Oral or Written
2. Restriction of activities or privileges
3. Requirement of restitution
4. Demotion
5. Suspension
6. Probation
7. Discharge

Any member of the fire department may be suspended or dismissed for cause for any of the following list of offenses which is not to be considered as all inclusive.

- Use of intoxicants or Illegal drugs while on duty
- Operation of department equipment while intoxicated or influence of drugs
- Thievery
- Immoral or indecent conduct that would be offensive to the average citizen
- Insubordination
- Refusing an order from an officer
- Leaving an alarm incident early without notification to officer in charge.
- Giving Fire/Medical information to unauthorized persons.
- Loss of valid Michigan Motor Vehicle Operators License.
- Misuse of fire department equipment
- Failure to use proper chain of command, involving matters or procedures.
- Loaning of fire department identification or equipment to unauthorized persons.
- Responding to an incident in a careless / reckless manner.
- Failure to complete required training / emergency response guidelines.
- Any conduct which brings discredit to the fire department.
- Abuse of leave time or absence without leave.
- Unsatisfactory work performance.
- Failure to follow Department Standard Operating Guidelines.

Any member of the fire department can be suspended by an officer, at anytime, and charges must be preferred by the officer in writing, and referred to the Fire Chief within twenty-four (24) hours, or the charges are automatically dropped. All charges must be acted upon by the Chief within five (5) working days.

The Fire Chief may dismiss or suspend any member for cause, after apprising the member of the action to be taken and reasons therefore. Upon dismissal or suspension, a member shall have the right to appeal said action as outlined in the employee handbook within twenty-four (24) hours.

JOB CLASSIFICATION QUALIFICATIONS

Apprentice

- Valid State of Michigan Drivers License without restrictions or limitations
- Acceptable State of Michigan LEIN background check.
- Passing Medical Physical Examination by Approved City of Memphis Physician.

Level I Firefighter (Apprentice to Level I Firefighter)

- State of Michigan FF Training Council Firefighter I certification
- State of Michigan FF Training Council Haz-Mat Awareness certification
- State of Michigan Medical First Responder License
- State of Michigan Firefighters Drivers Training certification
- Completion of Memphis Fire Department Mentor/Training Program
- National Incident Management System 100/200 Level certification

Level II Firefighter (Level I Firefighter to Level II Firefighter)

- State of Michigan FF Training Council Firefighter II certification
- State of Michigan FF Training Council Haz-Mat Operations certification
- National Incident Management System 700/800 Level certification

Level III Firefighter (Level II Firefighter to Level III Firefighter)

- State of Michigan Advanced Vehicle Extrication certification
- Firefighter Survival and RIT Technician certification
- Water and Ice Rescue Technician certification
- Farm/Agricultural Rescue certification
- State of Michigan Emergency Medical Technician or Higher License
- State of Michigan Fire Officer Level I
- National Incident Management System 300/400 Level certification

Senior Firefighter (Level I Firefighter to Senior Firefighter)

- 20 years Active Service with Memphis Fire Department
- Served as a Mentor for an Apprentice to Level I Firefighter

Medical Responder Level I

- State of Michigan Medical First Responder License
- Certified Emergency Vehicle Operators certification
- Completion of Memphis Fire Department Mentor/Training Program
- National Incident Management System 100/200 Level certification

Medical Responder Level II

- 24 Months active membership with Memphis Fire Department.
- State of Michigan Emergency Medical Technician or Higher License
- State of Michigan Firefighters Drivers Training certification
- State of Michigan Vehicle Extrication certification
- National Incident Management System 700/800 Level certification

Lieutenant II

- Level I Firefighter
- 24 Months active membership with Memphis Fire Department.
- Working knowledge of PC Applications including Microsoft Office (Word, Excel, Powerpoint)
- Ability to manage Department Correspondence, Checking Fund Account, Audit Reviews.

Lieutenant I

- Level I Firefighter
- 24 Months active membership with Memphis Fire Department.

Captain

- Level II Firefighter
- 24 Months active membership with Memphis Fire Department.
- 12 Months active officer position in Lieutenant I/II role.

Assistant Fire Chief (I/II)

- Level II Firefighter
- 60 Months active membership with Memphis Fire Department.
- 24 Months active officer position in Captain role.
- State Certified Fire Officer I/II desirable.

Fire Chief

- Level II Firefighter (Level III Firefighter desirable)
- 60 Months active membership with Memphis Fire Department (MFD).
- 24 Months active Assistant Fire Chief I or II role with Memphis Fire Department
- State Certified Fire Officer I (Fire Officer II/III desirable)

Retired

- Voluntary retirement after 20 years of service
- Voluntary retirement at the age of 55 years
- Mandatory retirement at the age of 60 years

NOTE: Equivalent training and experience may be considered in lieu of the requirements.