

Bogota Fire Department
375 Larch Avenue
Bogota, NJ 07603

Standard Operating Guidelines

Revision Completed – October 2010

Emergency Response S.O.G. – Rev. 8/2008

General Alarm Calls

1800 hours to 0600 hours send two rounds of horns, except for box alarms.

- All outside box alarms.
- All building fire alarm activations
- All incidents involving propane.
- All reports of anything inside a structure.
- All calls between 0600 and 1800 hours.
- Bomb threats. (District Engine should respond and stage near the scene. Other units should remain in quarters and await instructions.

Single Engine Assignments

*1800 hours to 0600 hours do not transmit the horns.

*The appropriate Engine to respond can be determined by the colored wall map in Police Headquarters.

*DO NOT use horns for single Engine calls. PLECTRON ONLY.

- All incidents involving vehicle fires and minor fuel spills, unless the vehicle is involved with a structure.
- All poles or wires down, or any transformer fires.
- All dumpster, trash, leaves, brush fires, except if near a building.
- Hose 2 should be dispatched to any Rescue call for people trapped in autos.

*****IF YOU HAVE ANY DOUBT, TRANSMIT A GENERAL ALARM**

Response Preparedness S.O.G. – Rev. 2/2009

The Chief of Department has ordered that an S.O.G. be developed consistent with the General Order of 1987 governing protective equipment to be worn when mounted on apparatus in response to alarms. This S.O.G. applies to all members responding upon the apparatus to a report of a fire, smoke, smoke odor, electrical malfunction, heating malfunction, gas leak, hazmat call, alarm activation, and to any alarm received via fire alarm box, with the exception of drivers and Chief Officers.

1. All members should be seated and belted while department vehicle is in motion.
2. All members should wear full protective equipment including boots, protective pants, turnout coat, helmet, gloves, and SCBA.
3. All equipment should comply with applicable NFPA and OSHA standards and worn as designed for proper personal protection.
4. Upon arrival at any incident with nothing showing, light smoke, smoke odor, or any alarm activation with nothing showing, the investigation team(s) should also carry:
 - a. At least one 2 ½ gallon pressurized water extinguisher.
 - b. A set of irons (halligan bar and axe).
 - c. At least one hand light.
 - d. At least one portable radio.
 - e. Any 6 foot ceiling hook.
 - f. Thermal imaging camera.
 - g. Gas meter when applicable.
5. If the building is 3 or more stories, or is a large 2 story building such as any of the schools, the investigation team(s) should carry a utility rope of sufficient length and strength to be dropped out of a window and used to haul a hose line up from the exterior.
6. If the building is a type where numerous interior doors are securely locked, such as apartment houses, schools, and office buildings, the Rabbit Tool should be carried.
7. If the building has a maze-like layout where disorientation is an imminent hazard, a search rope should be laid as a guide line for escape if conditions rapidly deteriorate.
8. Any roof firefighter or roof team sent to any flat roof should carry a life rope. (One is sufficient per team) At 270 Orchard Terrace, 15 Palisade Avenue, 114 East Fort Lee Road, and 124 East Fort Lee Road, a life belt should also be carried.
9. Company Officers and firefighters-in-charge should ensure that whenever possible, no member is required to carry more than one item beyond his/her protective equipment and SCBA.

Incident Command S.O.G. – Rev. 6/2009

1. The Incident Commander is the Officer in charge of the Department as per Department Rules and Regulations.
2. First arriving officer should establish command and immediately provide a size-up of the building.
3. Command should be stationary when possible. Location of the Command Post should be given immediately over the radio.
4. If Command is mobile it should be announced immediately.
5. Command should utilize a mobile radio to communicate with Headquarters when possible.
6. Transfer of Command to another senior officer should be announced over the radio.
7. Prior to transferring command, information should be exchanged as per the scope of the incident, location of companies operating, etc.
8. Transfer of command should be performed in person.
9. Officer in charge should be identified as Command over the radio.
10. Sides and exposures are to be identified as A, B, C, D, proceeding clockwise.

Radio Communication S.O.G. – Rev. 1/2010

1. Portable radios should be designated by letter not rank. Officer in charge should be portable A. (Engine 1 A)
2. Company number and portable letters should be used. (Engine 1 Alpha, Bravo, etc.)
3. Companies should designate themselves by number. (Engine 1, Ladder 1, etc.)
4. The Bogota Fire Dept. should use the ICS system at all times.
5. If an apparatus is called by number only (Engine 1) company officer should respond.
6. Call in service when ready to respond and specify number of firefighters on-board.
7. Repeat the address of the dispatch once responding.
8. Apparatus should notify other companies via radio when approaching the suspected path of another company.
9. Arriving units should report their location upon arrival.
10. Any hazardous conditions should be reported to the IC immediately.
11. Company Officers should periodically report conditions.
12. No attendance calls over the radio.
13. Names should not be used regarding injured or lost firefighters.
14. NO SCREAMING OVER THE RADIO.

Mutual Aid Response S.O.G.– Rev. 8/2008

1. From 0600 hours to 1900 hours, 7 days a week, a GENERAL CALL should be transmitted, and signal 2-2-2 should be sounded over the horns.
2. From 1900 hours to 0600 hours, 7 days a week, SEE BELOW:
 - Engine 1 should respond to Hackensack and Bergenfield.
 - Hose 2 should respond to Teaneck and Englewood.
 - Engine 3 should respond to Ridgefield Park and South Hackensack.
 - Ladder should respond to any town when requested. Ladder should also respond to any request for a FAST team. A Ladder should be requested to cover the Borough via Mid Bergen Mutual Aid. (201) 837-6880.

Personnel Allocations:

1. There should be a minimum of 4 firefighters, including the driver, on any responding unit.
2. A minimum of 12 firefighters, including a driver for each remaining apparatus should stay in the Borough.
3. Any request for mutual aid outside of Mid Bergen Mutual Aid, at any time, should require a GENERAL CALL.
4. NO probationary firefighters, cadets, or junior firefighters should respond out of the Borough.

FAST Team Response S.O.G. – Rev. 10/2009

A FAST team is a Firefighter Assistance and Safety Team. A FAST team may be requested by the IC at any incident. Primarily a FAST team should be requested to respond to working fires. This guideline pertains to Bogota FD responding as a FAST team to a neighboring town.

1. Always transmit a GENERAL CALL and signal 2-2-2 over the horns.
2. Always transmit a company call for the Ladder Company.
3. The Ladder Company should be the primary response company for FAST team requests, however manpower can be drawn from the remaining companies at the discretion of the IC.

Personnel Allocations

1. There should be a minimum of 4 firefighters including the driver for a FAST team response.
2. Highest ranking Department Officer may modify these requirements at any time.

Notes

Consider an additional FAST Engine Company to respond with the Ladder Company when fire conditions warrant. FAST Engine should have water supply and hose line available for deployment at the direction of the IC.

Carbon Monoxide (CO) Detector Response S.O.G. - Rev. 2/2008

Monday through Friday from 0600 to 1800 hours – General alarm should be transmitted and EMS dispatched.

Friday 1800 hours through Monday 0600 hours – Ladder Company, District Engine, and EMS are dispatched.

Additional resources may be requested by Incident Command at any time.

Special Notes:

First arriving Police Department personnel: Evacuate the structure but DO NOT ventilate.

PSE&G is to be notified immediately.

(2) (TWO) Meters should be activated in fresh air, and zeroed prior to entering the structure.

Meter reading should be taken with both meters and recorded at point of entry.

All readings should be recorded.

*** **Meter readings of 35 ppm or higher should require all personnel inside the building to wear SCBA.**

Haz Mat Response S.O.G. – Rev. 12/2009

1. An auto accident with routine fluid spill should be handled as per the Bogota FD Response S.O.G.
2. For all other Haz Mat calls, a General Call should be transmitted via pagers only. Chiefs and Haz Mat team members should respond for incident assessment and evaluation. This should include spills or leaks of unknown substance, illegal dumping, and any condition involving known or suspected hazardous substances not covered by any other S.O.G.

Haz Mat Operational S.O.G. – Rev. 12/2009

1. Approach and placement of all apparatus should be upwind, updrift and at a safe distance from the incident.
2. Mid Bergen Mutual Aid Hazmat and Bergen County Health Dept. Hazmat should be requested by the Incident Commander if the scope of the incident is beyond the capabilities of the Department.
3. During the initial size-up the DOT Guidebook and the DEPE Incident Report Questionnaire are to be utilized.
4. BCDHS Hazmat and NJDEP are to be notified for anything other than incidental petroleum spills. DEP case number is to be recorded on report.
5. After establishing a dangerous or unknown product, the area is to be treated as contained, and a safe distance around the material is to be roped off or restricted to emergency responders only.

6. Any Fire Dept. personnel approaching a known or unknown hazardous material should be in full protective clothing including SCBA.
7. At the discretion of the Incident Commander an appointed aide should record and provide all necessary documentation of the incident. Included should be a report of all expended Dept. equipment and other items.
8. Guidelines for cost recovery can be found in the Haz Mat Annex of the Bogota Emergency Management Plan and previously established policies of the Department.
9. Incident reports must be completed IMMEDIATELY following the incident.
10. All pertinent information (responsible party, responding agencies, material identifications, etc.) must be included.

Route 80 Response S.O.G. – Rev. 8/2008

1. Two engines should respond onto the highway.
2. Adequate manpower should be confirmed by the Officer in Charge prior to responding to the highway.
3. NO Junior or Cadet Firefighters should be permitted on the highway.
4. Second due Engine should block the roadway for the first Engine, assuming a flanking position for maximum personnel protection.
5. A flare line should be established at the discretion of the Incident Commander.
6. For westbound calls, both Engines should respond via DeGraw Avenue unless instructed otherwise.
7. On General calls, 3rd due Engine should respond and prepare for water supply.
8. Use of the dry standpipe system is restricted to large scale incidents, and should be used at the discretion of the Incident Commander.
9. NO personal vehicles are allowed to respond on the highway.
10. All members operating on the highway should wear full turnout gear. Drivers should wear a turnout coat at minimum.
11. Hook and Ladder should remain in service and in quarters awaiting instructions during a general alarm.

Highway Dry Standpipe System S.O.G. – Adopted 11/2009

Consider using dry standpipes to establish a continuous water supply onto major highways.

Consider a water supply officer to oversee that all safety measures are taken, and to direct the engine companies assigned to supply water, and receive water, from the dry standpipe system.

All safety precautions for operating on a highway are to be followed per Department guidelines.

Companies on the attack side of the standpipe should remove caps, inspect, and remove any debris or rubbish from the standpipe. Consider using a tool to remove any debris to avoid injury.

The supply pumper should hookup to the standpipe using 5” hose, reverse lay to a hydrant, and hook up.

The system **MUST** be flushed prior to use, to remove any hidden objects from the pipe.

Communicate before flushing. Ensure everyone is ready.

Companies on the attack side can now complete their hose lay to the attack pumper. Consider using relay for long stretches.

The supply pumper can start water to the system after confirmation that all hose connections are made.

Two stage pumps should be in volume except for the attack pumper.

The supply pumper’s discharge should not exceed 125 psi. Consider elevation gain / loss in pressure.

Relay any problems immediately to the Incident Commander.

Cab Tilt (Engines 1 and 3) S.O.G. – Adopted 2/2009

1. Remove all loose items from the cab such as SCBA packs, radios, tools, books, etc.
2. Ensure that all 4 folding steps on the rear of the cab are folded up in the stowed position.
3. Disconnect front suction hose, and ensure that the swivel inlet is facing forward.
4. Ensure that the front bumper discharge is also facing forward.
5. Ensure adequate overhead clearance before tilting cab.
6. Do not raise the cab inside of any structure, including firehouses without first ensuring adequate clearance.
7. Once all safety precautions are met, turn the battery to the on position and turn the ignition to the on position.
8. You may now tilt the cab according to the Pierce owner's manual.
9. Once the cab is in the tilted position, place the safety prop in the upright position so that in the event of hydraulic failure, serious injuries or death may be avoided.
10. When work under the cab is complete, remove the safety prop, and proceed according to the Pierce owner's manual.

*****DO NOT tilt the cab unless you have been qualified to do so. Once qualified, you must still obtain the permission of the Company Captain and Mechanic before each time you tilt the cab. If you have any doubt about this procedure, STOP immediately, contact the Company Captain or Mechanic, and refer to the Pierce owner's manual.**

Snow Chains S.O.G.– Rev. 8/2008

1. Chains should be put on all Engines once snow reaches a depth of 6”.
2. At a Chief’s order, chains should be put on all department apparatus due to ice conditions.
3. Chains should be removed from apparatus once streets have been cleared to prevent damage to apparatus.

Driving Fire Department Vehicles S.O.G. – Rev. 2/2009

1. Bogota Fire Department vehicles are only to be driven by those members who have been qualified as drivers by Company Officers responsible for those specific vehicles. A central list of qualified drivers should be maintained by the Department Training Officer.
2. Any member driving a Department vehicle should be required to possess a valid driver's license.
3. While on non-emergency missions, the vehicles should be driven in full observance of all state laws and local ordinances governing operation of motor vehicles.
4. While responding to emergencies, Department vehicles should be driven in full observance of all state laws and local ordinances.
5. The driver should have the vehicle under control at all times, prepared to come to a safe stop to avoid an accident.
6. When approaching a stop sign or signal, the driver should bring the vehicle to a stop, then proceed once the cross traffic has yielded.
7. When approaching the suspected path of another emergency vehicle, the driver and officer should desist from sounding the horn and siren momentarily to allow the other vehicle to be heard.
8. Where possible, brief radio contact between conflicting units should be made to coordinate approaches. This must not interfere with fire ground radio messages.
9. Where possible, vehicles should be parked at emergency scenes so that other units can maneuver and carry out their respective functions.
10. While parked on a highway, the front wheels of the vehicle should be turned so that dismounted members should not be injured by a rear-end collision.
11. During darkness, drivers should ensure that a parked vehicle's headlights, spot lights, or flood lights are positioned in a way not to blind oncoming traffic.
12. Prior to passing another department vehicle, the passing vehicle should ask for permission to pass the stationary vehicle via radio. Permission should be granted before proceeding.

Probationary Firefighters S.O.G. – Rev. 9/2009

1. When a member is appointed to the Bogota Fire Dept. by the Mayor and Borough Council, they should be issued a Probationary Firefighter shield for their helmet.
2. Helmet shield should be orange in yellow or orange in color with a large black “P” in place of the company number.
3. This identification must be worn whenever protective apparel is worn, until such time that the member is authorized to remove it by a Department Officer.
4. If a new member is appointed who has documented proof of required training, a Department Officer may issue a memorandum authorizing the member to forego the use of the Probationary shield, and immediately issued a company shield.
5. Probationary Firefighters may not be permitted to enter any structure during firefighting or overhaul operations, or any condition immediately dangerous to life or health.
6. Probationary members should be excluded from operating in collapse zones and also from raising ladders.
7. Probationary members may be used for exterior service and support duties while under the supervision of a qualified firefighter,
8. Probationary members may be escorted by qualified individuals after overhaul for the purpose of observation and instruction.

Dead End Streets S.O.G. – Rev. 2/2008

This guideline applies to the following locations:

Bogota Gardens – No hydrants.

Feller Place – Hydrant located at W. Park and Feller

Highview Place – Hydrant located in the middle of the block.

Kramer Court – No hydrants.

Linden Avenue (South of West Broad St.) – Hydrant located at south end of the street.

Lynn Court – Hydrant located at the middle of the block.

Preston Street – Hydrant located at both ends of the block.

3rd Place – No hydrants.

Veterans Way – Hydrant located at corner of West Main St.

Roadway – Hydrant located at the middle of the block.

West Fort Lee Road (West of Elm Ave.) – Hydrant located at Elm Ave. and West Fort Lee Rd.

Apparatus Allocations:

Ladder Company enters the block and locates at the front of the fire building.

1st due Engine enters block and locates near the fire building.

2nd and 3rd due Engines stage outside of the block and await instructions.

****Incident Command may order revisions to this S.O.G. at any time.****

Bixby Elementary School S.O.G – Rev. 2/2008

Apparatus Allocations:

1. The Ladder should stage on Maplewood Avenue in front of the building.
2. 1st due Engine should locate at the hydrant and F.D. connection on Chestnut Avenue (South side of the building)
3. 2nd due Engine should proceed west on Maplewood Avenue, stopping short of Fischer Avenue, and await instructions.
4. 3rd due Engine should proceed south on Palisade Avenue, stopping short of Maplewood Avenue, and await instructions.

Apparatus Response Routes:

1. Engine 1 should respond via Palisade Avenue.
2. Engine 2 should respond via Queen Anne Road.
3. Engine 3 should respond via West Shore Avenue to Chestnut Avenue.
4. Ladder should respond via Palisade Avenue.

Personnel Allocations:

1. The Officer and (2) Firefighters from the 1st arriving company should check the annunciator panel at the front of the building for location and cause of the alarm.
2. At this point incident command should take over from the S.O.G.

Bogert Church S.O.G. – Rev. 2/2008

Bogert Church is a church with a child day care center.

Apparatus Allocations:

1. 1st arriving Engine Company should stage west of the driveway on West Fort Lee Road,
2. Ladder Company should stage at the parking lot on West Fort Lee Road.
3. Engine #1 should proceed south on Larch Avenue to the hydrant opposite 280 Larch Avenue.
4. Hose #2 should proceed south on Elm Avenue to the hydrant at Elm Avenue and West Fort Lee Road.
5. Engine #3 should proceed north on Larch Avenue to the hydrant north of McDougal Lane.

Personnel Allocations:

1. 1st arriving Officer and (2) firefighters should check the annunciator panel in the office for location and cause of the alarm.
2. 2nd arriving Officer and (2) firefighters should perform a check of the perimeter.
3. At this point incident command should take over from the S.O.G.

Utilities:

1. Gas shutoff is located outside the kitchen along the west wall.
2. Electric shutoff in boiler room near east entrance to basement.

Special Notes:

Entire building is truss roof construction, with (2) five ton HVAC units over the school.

Saint Joseph School S.O.G. – Rev. 2/2009

Apparatus Allocation:

Ladder should proceed south on Palisade Avenue and stage in front of the school building.

Engine 1 should proceed East on Main Street, south on Crestview Place and stage on 4th Place, west of 1st Place.

Hose 2 should stage on East Fort Lee Road and Crestview Place.

Engine 3 should stage on Bogert Street, south of East Fort Lee Road.

Personnel Allocation:

The first arriving officer and 2 firefighters from both the Ladder and the 1st due Engine should investigate the cause and location of the alarm.

Utilities:

The main gas shutoff is located in the Rectory garage, at the A/B corner.

The main electric disconnect is located in the boiler room behind the Rectory garage.

The main water shutoff is located in the boiler room behind the Rectory garage.

Special Notes:

The annunciator panel is located at the center entrance next to the master box.

FACP is located at the center entrance, right of the gym doors.

A/C unit is located on back roof of the school.

Rectory and Church have slate roofs.

School has flat tar roof.

Auditorium ceiling is steel bar joist with poured concrete.

Roof access is located at the east entrance to the school. (Padlocked)

PRIMARY VOLTAGE located on Fort Lee Road, North side.

Boiler contains asbestos.

Standpipes are NOT to be used. (No outside water supplement.)

Rectory is always occupied.

Scissor gate elevator is located in the Rectory, which looks like a regular door. Elevator motor is located in the cockloft, with access from the 3rd floor. Power located in storage closet.

Steen Elementary School S.O.G – Rev. 2/2008

Apparatus Allocations:

1. Ladder company is to locate at the front of the building on Main Street.
2. 1st due engine company is to stage at the hydrant at Main Street and Orchard Terrace, and prepare the water supply for fire attack.
3. 2nd due engine company is to stage on River Road and prepare to supply the Fire Department Connection.
4. 3rd due engine company is to standby, uncommitted to the fire scene, and await further instruction from the incident commander.

Response Routes:

1. Ladder company, Engine 1, and Hose 2 are to respond via Main Street.
2. Engine 3 is to respond via River Road.

Personnel Allocations:

1. Ladder company and 1st arriving engine company are to check the annunciator panel for location and cause of alarm. The annunciator panel is located in the principal's office.
2. At this point, incident command should take over from the S.O.G.

*****Lightweight wood truss construction is present throughout the entire new addition.*****

Trinity Lutheran School S.O.G. – Rev. 2/2008

Trinity Lutheran is a church with a child day care center.

Apparatus Allocations:

1st arriving Company should proceed to the front of the building and assist the Ladder Company with initial investigation of the alarm.

Remaining Companies should then refer to the following:

1. Ladder should proceed south on Palisade Avenue to the front of the building.
2. Engine #1 should proceed south on Palisade Avenue to the hydrant at Linwood Avenue.
3. Hose #2 should proceed west on Linwood Avenue, stopping short of Palisade Avenue.
4. Engine #3 should proceed north on Palisade Avenue and stage at the hydrant at Beechwood Avenue.

*** The hydrant at Elmwood Avenue should be left open for any mutual aid companies.

Personnel Allocations:

1. The 1st arriving officer and (2) firefighters should proceed to the annunciator panel with forcible entry tools to investigate the location and cause of the alarm.
2. The 2nd arriving Company should execute a perimeter search.
3. At this point incident command should take over from the S.O.G.

Special Notes:

1. Search rope may be needed due to interior layout.
2. Roof hatch is located in the stairwell to the right when accessing the courtyard from the A side.
3. There are (2) boiler rooms (large room on the northeast wall, and at the center of the east wall).
4. Gas connection is located at the ½ corner of the basement in the boiler room. Electric service is nearby. Secondary gas shutoff located in the ¼ corner of the basement.

270 Orchard Terrace S.O.G. – Rev.2/2008

Apparatus Allocations:

1. 1st due Engine should locate at the hydrant on West Fort Lee Road at Orchard Terrace, leaving room for the Ladder to pass them.
2. 2nd due Engine should locate at the hydrant at West Fort Lee Road and River Road.

Apparatus Response Routes:

1. Engine #1 and Ladder should proceed south on Larch Avenue and West on West Fort Lee Road.
2. Engine #3 should proceed north on River Road, stopping short of West Fort Lee Road.
3. Hose #2 should proceed West on Main Street, stopping short of Orchard Terrace.

***** HYDRANT AT WEST FORT LEE ROAD AND RIVER ROAD MUST BE COVERED BY A RESPONDING ENGINE. *****

Special Notes:

1. Three phase primary wires located on West Fort Lee Road, single phase primary wires located on Orchard Terrace.
2. Utilities accessible via #B side entrance.
3. Gas meter room located at #C side of the building.
4. No annunciator panel. Manual pull stations and blinking indicator type detector heads throughout building.
5. Stairwells at the front of the building at the center, and B and D sides provide roof access.
6. Entrances at #C and D side provide additional basement access.
7. Entrance at #C side leads into laundry room.

*****Consider mutual aid Ladder to respond to driveway at 275 River Road for aerial access to roof. *****

280 Larch Avenue S.O.G. – Rev. 2/2008

Elderly and invalid boarding house

Apparatus Allocations:

1. Ladder Company should stage in front of the building. 1st due Engine should prepare to use the hydrant across the street from the building.
2. Engine #1 should proceed south on Larch Avenue to the hydrant at Larch Avenue and Main Street.
3. Engine #3 should proceed north on Larch Avenue and stage south of West Fort Lee Road.
4. Hose 2 should proceed West on Main Street, stopping short of Larch Avenue and await instructions.

Personnel Allocations:

1. 1st arriving Officer and (2) Firefighters should proceed to the front of the building to ascertain location and cause of the alarm.
2. 2nd arriving Officer and (2) Firefighters should proceed to the rear of the building to investigate the basement.
3. Remaining manpower should prepare for an immediate search, rescue, and evacuation.
4. Incident Command should take over for the S.O.G. at this point.

Special Notes:

1. Electric, hot water heater, gas furnace, are located at the A/D corner of the basement.
2. Gas shutoff is located OUTSIDE at the A/D corner of the building.
3. Fire escapes are located on sides B and D of the building.
4. Low ceilings in the basement.
5. Fan in attic on the third floor, north gable.
6. Unusual roof / ceiling configuration on the third floor.
7. Fire alarm control panel is located on the rear stairs between the basement and 1st floor. Annunciator keypad located at front door.
8. Master box is located at the A/C corner on the exterior of the building.

360 Larch Avenue S.O.G. – Rev. 2/2008

Boarding house for children.

Apparatus Allocations:

1. Ladder should stage in front of the building.
2. Engine #1 should proceed north on Larch Avenue to 370 Larch Avenue. (1 House north of 360)
3. Hose Company #2 should proceed north on Elm Avenue, west on W. Broad Street, then stage at the hydrant on W. Broad Street.
4. Engine Company #3 should proceed north on Larch Avenue and stage at the hydrant located at Main Street and Larch Avenue.

Personnel Allocations:

1. 1st arriving Officer and (2) Firefighters should go to the annunciator panel (back door – C/D corner stairwell) for location and cause of the alarm.
2. 2nd arriving Officer and (2) Firefighters should conduct a perimeter search.
3. At this point Incident Command should take over for the S.O.G.

Utilities:

Enter back door and proceed to C/D corner of the basement.

Sprinkler controls located at A/D corner of the basement.

Master Box located at A/D corner of the exterior of the building.

20-24 River Road S.O.G. – Rev. 11/2009

Response Routes

Engine 1 and Ladder 1 should respond via Main Street to River Road.

Hose 2 should respond via Palisade Avenue to Cypress Avenue to River Road.

Engine 3 should respond via River Road.

Apparatus Allocation

1st arriving Engine should respond to the front of the building to check the annunciator panel for location of the alarm.

Ladder Company should stage on River Road south of Cross Street and await instructions.

2nd and 3rd arriving Engine companies should stage at the hydrants at West Shore Avenue and Cypress Avenue, and River Road and Cross Street.

Personnel Allocation

1st arriving Officer and 2 Firefighters should check the annunciator panel and begin investigating the alarm.

Once the alarm location is verified, Ladder Company Officer and 2 Firefighters should assist with the investigation.

Remaining manpower should stand by and await instructions.

Special Notes

Steel truss roof construction over the middle of the building.

Most of the roof is heavy timber with I Beam reinforcement.

Multiple construction types throughout the complex.

No pre-connected hose loads should be used in this complex.

Consider use of 2 ½” hose lines.

DO NOT use yard hydrants.

Propane storage is located in detached shed along CSX tracks.

Gas Supply is located at North side of Outwater section. (Front of building)

Electrical supply for the entire complex is located at Northwest corner of the complex.

Water key is located in the grass on the A side, to the right of the loading bays.

If electrical shutoff is needed, PSE&G will be immediately notified to respond and handle shutoff.

Siamese connections are not to be backed up unless instructed by the Incident Commander.

In the event of a working fire, 2 Engines and 1 Ladder will be requested to the scene immediately.

*****If smoke condition is present or working fire is confirmed, the following equipment should be used:**

-Thermal Imaging Cameras

-Gas Meters

-Search Ropes

-Hand Lights

-Portable Radios

Mayday S.O.G. – Adopted 7/2010

Urgent

A common verbal radio signal used to gain control of fire ground radio communications to inform personnel of an imminent threat to their own or others life safety. Circumstances which warrant urgent transmissions include:

Change in conditions
Fire extension
Potential collapse
Water supply problems
Compromised structures
Rapidly extending fire

L.U.N.A.R.

An acronym that identifies the components of a common, verbal system of emergency communication used by distressed firefighters to report the nature of their emergency to the incident commander.

Location
Unit
Name
Assignment
Resources needed

Mayday Procedure

Firefighters in life threatening situations shall immediately contact the incident commander via radio by issuing the following mayday message:

Mayday, mayday, mayday. FF xxxxx to command, Mayday.

The firefighter shall then immediately utilize the LUNAR acronym to provide the incident commander with his location, unit, name, assignment, and resources needed.

The distressed firefighter will repeat this message if necessary until acknowledged by the incident commander.

Upon hearing the mayday message, the incident commander will acknowledge the firefighter by responding:

A mayday has been issued. All members clear the air for a mayday message. FF xxxxx, proceed with the mayday message.

The member transmitting the mayday message shall respond to the mayday acknowledgement by repeating the full mayday message.

If the distressed firefighter does not provide the LUNAR information, the incident commander will attempt to ascertain the info from the firefighter over the radio.

Immediately after transmitting the mayday message, the distressed firefighter will activate their personal alert safety system (PASS device).

If possible, the firefighter will coordinate the use of the PASS device with their radio transmissions so that the radio transmissions are clear and not interfered with by the PASS device.

At this time the RIC / FAST team shall be deployed in accordance with FAST team S.O.G.

Once the rescue has been made by the FAST team, the incident commander shall initiate personnel accountability roll call (PAR).

Rapid Intervention / FAST Companies S.O.G. – Adopted 7/2010

1. A RIT or FAST unit should be requested / dispatched as soon as a working fire is reported by members on-scene.
2. Police dispatch should notify the responding company that they are the FAST unit.
3. The FAST unit shall consist of 4 members.
4. The FAST unit must have the following equipment at a minimum:

- Full PPE including hoods and SCBA (Donned immediately upon arrival to the scene)
- Personal harness (When available, donned immediately upon arrival to the scene)
- Hand lights (each member)
- Portable radio (each member, when possible)
- Life Saving rope
- Forcible entry tools
- Spare SCBA cylinder
- Thermal imaging camera

Additional tools shall be selected as needed.

5. If more than one FAST unit is established, they will operate under the command of a division chief. Units will be designated FAST 1, FAST 2, etc.
6. The company officer will report upon arrival to the Incident Commander and remain in verbal contact with him unless put to work or released from the scene.
7. In a high-rise operation the FAST team will position themselves at the operations post below the fire.
8. The FAST officer should conduct a size up to determine any further tools / equipment needed.
9. The FAST team will operate under the command of the Incident Commander until the Safety Officer arrives or the IC instructs the FAST unit otherwise.
10. Radio designations for the FAST unit will be “FAST Alpha” “FAST Bravo” “FAST Charlie” etc.
11. Other members of the FAST unit shall monitor fire ground transmissions for any mayday or other distress calls such as a man-down signal
12. Once a FAST unit is put to work, they must be replaced by a new FAST unit to stand fast.
13. Fire suppression operations and related tasks must continue during FAST operations

Fire Ground Evacuation S.O.G. – Adopted 7/2010

1. Any member operating at an emergency incident may issue a request to evacuate a structure or area based on current or emerging hazardous situations which may place personnel in an immediate or probable life threatening situation.
2. In order to request an evacuation of the fire ground, the member shall gain control of the fire ground radio channel by issuing an URGENT message to the Incident Commander. This URGENT message shall be issued in accordance with the Radio Communications S.O.G.
3. Based on the existing fire ground conditions and the information provided by the member requesting the evacuation, the incident commander or his designee, if deemed necessary, may issue the order to evacuate the structure or area.
4. To issue an evacuation order, the Incident Commander, or Safety Officer shall notify the apparatus cheauffers to sound their air horns in a series of three short blasts for a total of no more than ten seconds, followed by ten seconds of silence. The series will be repeated three times for a total of no more than 50 seconds, and nine horn sounds.
5. Immediately following the air horn signals, the Incident Commander shall contact Fire Dispatch and order the transmittal of the evacuation tones over Fire Dispatch.
6. Fire Dispatch shall immediately announce the following transmission over fire dispatch and again on fire ground : “Bogota Police to all Fire Department members operating at ..., all members are ordered to evacuate the building / area immediately as per Command.
7. Once the evacuation order has been issued, all members shall immediately remove themselves from the structure / area. It shall be the responsibility of all members to ensure the other members are aware of the evacuation order and are in fact evacuating the structure / area. During an emergency evacuation, it may be necessary to abandon tools and equipment to facilitate evacuation of personnel. However, all PPE including SCBA shall remain intact.
8. Once personnel have evacuated the hazardous area they shall report to the officer or supervising firefighter of the apparatus on which they responded. This reporting shall take place in a safe area, away from the hazard zone. At this time, the supervising firefighter or officer shall account for all personnel assigned to their apparatus.
9. The Incident Commander, Safety Officer, or designee shall then conduct Personnel Accountability Roll Call (PAR). Any member at the scene not assigned to a specific detail or supervisor, or unable to locate a supervisor or officer shall report to the command post for inclusion in the PAR.

10. The Incident Commander, Safety Officer or his designee shall be responsible to contact all supervisors and officers either by radio or face to face for a roll call account of all personnel at the scene. The Incident Commander, Safety Officer or his designee shall also request PAR of all mutual aid companies operating at the scene. This PAR shall be completed in conjunction with the ranking officer of each mutual aid company operating at the scene.
11. If necessary, the Safety Officer shall immediately transmit the results of the PAR to the Incident Commander either via radio or face to face.
12. If results of the PAR confirm a member is missing, the Incident Commander shall deploy the on-scene Rapid Intervention Crew / FAST team to initiate search and rescue of the missing member based on Department guidelines covering RIC / FAST team deployment.
13. The Incident Commander, Safety Officer or his designee shall be the only personnel allowing re-entry of members into the evacuated structure / area.

Death and Serious Injuries S.O.G. – Adopted 7/2010

The following notifications are to be made in the event of a serious injury or line of duty death.

1. Prosecutors office Arson Squad
2. Chief of Department
3. Assistant Chief of Department
4. Battalion Chief of Department
5. Police Department
6. Borough Administrator
7. Mayor and Borough Council
8. County Fire Marshall
9. Critical Incident Stress Debriefing Team
10. NJ Division of Fire Safety*
11. NJ Department of Labor
12. U.S. Fire Administration and National Fire Academy*
13. Public Safety Officers Benefits Program*
14. Workman's Compensation
15. Secretary of Relief Association
16. Any social or professional organization which the member may be affiliated that can possibly provide assistance.

Numbers 1-11 are to be made immediately by the Police Desk.

Numbers 13 and 16 are to be made as soon as possible following the termination of the incident.

* Line of Duty Death ONLY.

On scene procedures:

1. Radio traffic regarding member(s) shall be kept to a minimum. Use cell phone or land line for privacy when possible.
2. Send a Department Officer to the hospital immediately. See Liaison duties.
3. Secure the scene. Do not alter, add or remove anything, or allow anyone else to.
4. Ensure that all areas and equipment that are pertinent to the investigation are photographed and/or video taped.
5. Impound all personal and department property used by member as well as any items which may have played a part in the member's injury or death. Items must be secured and held in the same manner as evidence. Follow chain of custody.
6. Injured or deceased member's immediate supervisor and the Incident Commander shall document all pertinent information such as decisions, orders, actions, etc.

7. Incident Commander shall be responsible for ordering the holding of the communications radio tape as evidence.

Hospital Liaison Officer

1. Incident Commander shall designate a liaison with the hospital as Fire Department Representative.
2. Concentrate completely on the member's needs.
3. Any of the member's belongings which are removed at the hospital shall be collected by the liaison and documented as evidence.
4. Provide a phone number to Police Desk to ensure timely communications.
5. If the injury is cardiac related, the Emergency Room physician MUST order blood work for both Carbon Monoxide level and blood alcohol level. Specific percentages are required.
6. In the event of death, an autopsy MUST be ordered in order to be eligible for PSOB benefits.
7. Refer all media contacts to the appropriate DEPARTMENT OFFICER. Under no circumstances should firefighters or company officers make any comment to the media.

General Procedures

1. The Incident Commander or his designee shall make notification to the member's family, in person when possible.
2. Police or Fire Department personnel shall provide transportation or escort to the hospital for the member's family.
3. Immediate care for children shall be provided when necessary, and until friends / family become available to assume care of the child / children.

Personnel Accountability S.O.G. – Adopted 7/2010

1. All officers shall be aware of the position and function of all members under their command.
2. Every member of the Department shall be issued (2) accountability tags.
3. The accountability tag shall be considered an item of personal protective equipment.
4. If an accountability tag is lost or misplaced, a replacement shall be obtained as soon as possible.
5. Each member's accountability tags shall be inspected regularly.
6. The accountability tags will consist of a snap fastener with personnel identification tag attached.
7. Each member shall keep their accountability tags attached to the outside of their turnout coat when not operating at an emergency incident.
8. Each emergency vehicle shall be equipped with a metal tag collector ring.
9. The tags shall be maintained in the crew cab of each vehicle, and shall be removable.
10. The collector rings will consist of a large metal ring with unit identification attached.
11. The officer shall be responsible for ensuring the tags are attached to the collector ring by all members operating at the incident.
12. The officer may designate an alternate member to complete this task.
13. Members shall only operate with the unit where they are tagged in.
14. At the order of the Incident Commander the collector rings may be maintained at the Command Post.
15. Officers shall ensure that all personnel assigned to their units are accounted for prior to departing the scene.

16. It is the responsibility of each member to retrieve their tag at the completion of the incident or prior to leaving the incident scene.
17. Officers are responsible for ensuring the collector rings are returned to their unit when necessary.

Point of Entry Accountability

1. When the Incident Commander determines that more stringent accountability is required, Point of Entry Accountability will be implemented.
2. During Point of Entry Accountability, designated Officer(s) will monitor all points of entry to a structure, or area involved.
3. These Officers shall be referred to as "Entry Control".
4. Entry Control shall ensure that each member's tag is collected and the member's name, unit number, air supply, time of entry, and assignment are recorded.
5. Entry Control shall ensure that all members are relieved as appropriate.
6. Members exiting the structure or area at a location different from their entry point shall notify their initial entry control officer of their exit.
7. Entry Control shall ensure that search and rescue operations are initiated by Incident Command for any member not accounted for.

Fire Dept. Dispatch Action Guide

<i>TYPE OF INCIDENT</i>	<i>DAYTIME 6AM - 6PM</i>	<i>NIGHT TIME 6PM - 6AM</i>
Any type of fire involving a structure	General	General
Any fire close to a structure	General	General
Activated fire alarm / box alarm	General	General
Outside fire NOT near a structure	General	District Engine
Auto fire	General	2 Closest District Engines
All incidents on Route 80	General	Engines 2 and 3
Auto accidents with entrapment	General	Engine 2, next closest engine, Rescue, EMS
Auto accidents without entrapment	General	District Engine
All mutual aid requests	General	General
Wires down / Wires burning on pole or tree	General	District Engine
Natural gas leak / odor inside structure	General	General
Natural gas leak / odor outside structure	General	District Engine, Ladder 1
Carbon Monoxide incident / detector activation	General	District Engine, Ladder 1, EMS
Water leak (no odor of smoke or burning)	General	District Engine, Ladder 1
Flooded basement	District Engine, Rescue	District Engine, Rescue
Stuck elevator	Ladder 1, Rescue	Ladder 1, Rescue
Hazmat Incident	General	District Engine, and Chief or Dept. Officer
Lock Out	Ladder 1, or District Engine	Ladder 1, or District Engine