

LONG BEACH FIRE DEPARTMENT MANUAL



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OPERATIONAL PROCEDURES

OPS 100

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City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Written Directives	ADM 101	All
POLICY	<p>The Department recognizes the need to create and maintain a system of written directives that enables Department members to understand what actions they should take in common situations, and to carry out their duties with confidence. The Department also recognizes that Officers must have the authority to issue certain types of directives, in fulfillment of their management responsibilities, that do not duplicate or conflict with existing Department directives. The policy of the Fire Department is to establish a clear, concise system of written directives that meets these goals and that is useful for reference purposes.</p>	
DEFINITIONS	<p>The approved written directives of the Department include: <i>policies, rules, procedures</i>. The authority for each directive will either be from the Fire Commissioner, Fire Board or the Chief's office.</p> <p>Additional written directives of the Department will include: <i>Orders and Notifications</i>. The authority for each of these directives will either be from the Fire Commissioner, Fire Board, Chief's office or the UFA Executive Officer respective to their span of authority and/or control.</p> <p>Policy: an aim or position of the Department that determines present or future courses of action.</p> <p>Rule: a concise written directive that dictates the conduct, behavior and actions of Members of the Department. All Rules require strict compliance.</p> <p>Procedure: a written course of action intended to guide Members of the Department in achieving a desired result.</p> <ol style="list-style-type: none"> 1. Administrative Procedure: a procedure for internal Department service functions to accomplish routine or repetitive tasks. This includes, but not limited to, budget matters, time and leave, equipment, facilities, and records. 2. Operational Procedure: a procedure for fire functions to accomplish routine or repetitive tasks. <p>Order: a written directive requiring action relating to a specific event. These shall include both Administrative and Operational orders.</p>	
Issuing Authority	Signature	Effective Date
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Written Directives

ADM 101

RULES

Notification: a written communication that informs, advises, or announces matters of immediate or general interest or importance.

Department Manual: a manual containing the written policies, procedures, and rules of the Department to be used by members in the performance of their official duties.

1. Members of the Department will not issue procedures, orders, and other written directives that duplicate or conflict with current Department policies, rules, procedures, or orders.

REPLACES

Not applicable.

PROCEDURE

Issuing Authority

1. Prepares written directives using the approved format.
2. Numbers written directives before issuing, using the following system:
 - a. Department Procedures are numbered using the approved Procedure Classifications Numbering System.
 - b. Orders and notifications are numbered consecutively in separate series. The number will include a prefix consisting of the last 2 digits of the current year, followed by a dash and a suffix commencing with one (1) on January 1, of each year, and continuing in succession until the year's end.
3. Retains a copy of each written directive issued in a separate file for future reference.
4. Determines how written directives will be disseminated, and disseminates written directives to affected units.
5. Has sufficient copies of directives made and distributes to affected members when appropriate.
6. Distributes copies, or disseminates contents of written directives, if appropriate, or as instructed in the directive.
7. Ensures files of written directives are maintained as follows:
 - a. Retains Department policies, Department rules, and Department procedures in the company office, according to number and classification
 - b. Replaces previously issued Department policies, rules, and procedures in the Department Manual with the latest revisions.
 - c. Retains current year Notifications in a post binder separated by category with the lowest number on the bottom.

Company Officer



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Written Procedures - Development	ADM 102	ALL
POLICY	The Department recognizes that clear, concise, and easily understandable procedures are necessary to accomplish Department goals and objectives. The policy of the Fire Department is to maintain a structured approach to the development of procedures at the Department level that promote uniformity in content and appearance.	
DEFINITIONS	Not applicable	
RULES	<i>Not applicable</i>	
REPLACES	Not applicable	
PROCEDURE	<p>A. Preliminary Steps</p> <ol style="list-style-type: none"> 1. Verifies the item under development is a procedure and not another type of Department directive. Note: The developer must not confuse procedures with orders. Orders are in effect for defined periods of time. Procedures, on the other hand, remain as guides until they are revoked or cancelled. If, after consideration, the item is not a procedure, then the developer will not create a procedure, but will consider the use of another written directive to achieve the desired communication. 2. Ensures that the same or similar procedure does not already exist or conflict with other procedures in effect. Note: A review of existing procedures will identify any duplication. No procedure can contradict a procedure issued by a higher authority. 3. Develops the procedure following the classic writer's list of questions: who, what, where, when, why and how. Note: The use of these questions contributes both to the process of creating a procedure and to the content of the procedure. The developer must use judgment to determine the steps to use and the most effective order of the questions. 	
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B. Who Has Information or Interest

This section of the procedure addresses those individuals who have an interest in the procedure or who have information or experience that would be helpful in creating or revising the procedure.

1. Contacts individuals in the Department who may have either background or experience with the procedure under development.

Note: the purpose of the contact is to obtain information and perspective on the components of the procedure that can influence how the procedure is organized. The materials collected may include published materials, copies of notes, forms, or answers to interview questions. The format of the materials is not as important as obtaining them.

The contacts should include:

- a. Other Department units, to identify those that can have a function related to the procedure being developed.
- b. Training Committee, to gather lesson plans and training materials related to the procedure. The developer should also note areas where there are no training materials, so that suggestions can be made for additions or changes to the training program when the procedure is issued.
- c. External agencies, to identify existing or changed procedures that are related to the procedure being developed. The contacts would include other city, county agencies (e.g. Medical Examiner, Health Department) as well as state and federal agencies.

2. Contacts the Department, unit or person(s) directly affected by the procedure, to discuss the implications of the procedure, including:
 - a. effect on operations
 - b. resource requirements
 - c. equipment acquisition, modification, replacement
 - d. training

3. Contacts the Approving Authority, to determine the proper timing for issuing the procedure or any special concerns that can affect the development of the procedure.

C. What Terms Identify This Procedure

This section of the process identifies key terms in the procedure, defines them, and identifies where the procedure fits among other procedures.

Written Procedures - Development**ADM 102**

1. Defines terms that are used in the procedure whose meaning is not immediately clear or that could be misunderstood. The developer will explain each identified term in a separate paragraph in alphabetical order.
2. Consults with the Chief's Office for proper procedure classification. The procedure number consists of the prefix OPS or ADM followed by the next number for a procedure of that classification.
3. Identifies forms that will be part of the documentation of the procedure (new forms to be created or current forms that need to be updated).

D. Where Do I Look for Information

This part of the process identifies the sources of information that the developer should review prior to creating or revising a procedure. The review items should be collected when the developer conducts the Who part of the development process.

1. Reviews the following classes of documents to identify issues or alternative approaches that contribute to or influence the content of the procedure:
 - a. current Department General Orders, Special Orders, By-Laws, current practices (whether documented or not). Cross references to existing procedures may be necessary.
 - b. Training Committee lesson plans, classroom handouts, NCFSA
 - c. procedures from other departments
 - d. published materials or other research sources (books, magazines, professional journals).

E. When Do I Issue or Revise the Procedure

This step in the process defines when the procedure is in force and how often it must be reviewed to make certain it stays current.

1. Determines the appropriate date for the procedure to become effective after discussion with the issuing authority and the affected unit(s). Factors that help to determine a procedure's effective date include:
 - a. critical nature of the procedure - a procedure addresses a critical function of the Department and requires no additional training of members will be issued without delay.

Written Procedures - Development

ADM 102

b. training requirements - a procedure that requires significant (re)training of the members will not be issued until adequate training can occur.

2. Assigns a date for the procedure to be reviewed. As a standard practice, all procedure should be reviewed at least every 2 years.

a. If the procedure is no longer necessary, then the procedure will be revoked or cancelled.

b. The procedure will be revised when there are new or changed circumstances, problems with the procedure itself, a changes in contracts or other agency procedures, public opinion, new or changed Department policy, and revised or obsolete forms.

F. Why Should I Create this Procedure

1. Identifies the specific reasons or needs that justify the procedure.

The sources for review are:

- a. Department policies
- b. Department By-Laws, Rules and Regulations
- c. other Department procedures
- d. regulations of other agencies

G. How Do I Create the Procedure

The final step in the process is the creation of the written procedure.

The content of a procedure is addressed in Written Procedures - Content [See ADM].

SOURCES

Developing Effective Standard Operating Procedures - FEMA
Nassau County Police Department Manual



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Written Procedures - Content	ADM 103	ALL
POLICY	The Department recognizes that the development of procedures that are clear, concise, and easily understandable should be viewed as an art, not a science, requiring the use of sound judgment. The policy of the Fire Department is to institute methods for determining the content of written procedures that meet certain standards of uniformity, yet permit the use of good judgment in their creation.	
DEFINITIONS	Not applicable	
RULES	Not applicable	
REPLACES	Not applicable	
PROCEDURE	<p>A. Who is Responsible (During procedure)</p> <ol style="list-style-type: none"> 1. Identifies individuals or units who are responsible for specific actions in the procedure. <ol style="list-style-type: none"> a. Each different actor must have a distinct title based upon the actor's function in the procedure, for example: <ul style="list-style-type: none"> Firefighter Officer (Captain, Lieutenant) Chief Fire Commissioner Amt/Emt <p>Note: The identification of an individual's function may assume an operational authority to coordinate specific tasks in order to complete the procedure. This authority is distinct from rank or administrative authority and only exists for the period of time necessary to complete the tasks.</p> b. The identification will not include rank unless the actor's rank is essential to the completion of the task. 2. Identifies the Department personnel who must comply with this procedure. 	
Issuing Authority	Signature	Effective Date
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B. What Must be Done

1. Describes the specific actions that the actors perform as part of the procedure. They can include:
 - a. verbal notifications that occur during or at the completion of the procedure,
 - b. documentation about the outcome of the procedure, including:
 - (1) forms
 - (2) reports
2. Identifies the compliance required. The above actions can result from rules applicable only to this procedure, requirements necessary to complete the procedure, or guidelines outlining a preferred course of action. The developer defines the type of compliance:
 - a. rules - for Department Procedures only, mandated conduct requiring strict compliance. The developer will list each rule separately in the Rules section of the procedure.
 - b. requirements - steps necessary to the procedure: will, shall, must
 - c. guidelines - preferred mode of action: should, can
3. Describes what action completes the procedure.

C. Where Does the Procedure Occur

1. Identifies the specific physical locations where the procedure's actions can or must occur, such as:
 - a. scene(s)
 - b. firehouse
 - c. apparatus
 - d. Headquarters
 - (1) Dispatcher
 - e. hospital
2. Describes special circumstances that can arise because of the physical location.

D. When Does the Procedure Apply

1. Identifies the circumstances required before the procedure can begin. The developer should consider 2 types of circumstances:
 - a. those dictated by regulations
 - b. those that logically must occur before the actor can start the procedure.

- 2. Describes the circumstances when the procedure itself is mandatory. The developer should identify the type of mandate:
 - a. regulation
 - b. Department policy or rule
 - c. good firefighting practice

E. Why Is the Procedure Necessary

- 1. Describes the overall purpose or objective of the procedure.
- 2. Documents any published material that makes the procedure necessary, including:
 - a. federal, state or local ordinance
 - b. agency regulations
 - c. Department policy, rule or procedure
- 3. Explains the uniqueness of this procedure and how it is different from other related procedures.
 - a. Identifying how a procedure is unique helps to eliminate duplicate procedures that can cause confusion and make revision difficult.
- 4. Identifies if this procedure is related to other procedures that must be used together to achieve a subsequent goal.
 Note: Related procedures are identified by topic, followed by its corresponding procedure number in brackets. Example: prepares PCR. [See OPS XXX]

F. How Is the Procedure Written and Distributed

- 1. Describes the background information necessary to justify or understand the procedure. The developer can create the following sections from the material gathered in the development process:

Section	Procedure Collection Step
Policy	Who, Why, When
Scope	Who
Definitions	What, Where, When
Sources	What, When, Why
Rules	What, When
Replaces	What, When

2. Describes each action of the procedure. The developer follows the sequence defined in the flow chart and identifies for each action:
 - a. the specific actor
 - b. the action
 - c. the outcome of the action
3. Uses declarative sentences in the captive voice to explain details of the action or options for consideration.
4. Reviews the draft procedure to make certain that it separates the physical actions or verbal notifications from forms, reports, or documentation.
5. Obtains the signature of the issuing authority and confirms the effective date for the procedure.
6. Arranges for the reproduction and distribution of the procedure, in conjunction with any required training, prior to the effective date of the procedure.

SOURCES

Developing Effective Standard Operating Procedures - FEMA
Nassau County Police Department Manual



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Development and Publication of the Department Manual	ADM 104	ALL
POLICY	The policy of the Fire Department is to develop and publish Department policies, rules, and procedures that provide direction and guidance to its members. The Department will utilize Officers to instruct the members in the content and changes to the Department Manual, and to distribute the documents so that each member can maintain his Department Manual.	
DEFINITIONS	Procedure Development Team (PDT): a team comprised of members developing the Department Manual. Their duties and responsibilities include developing Department procedure, maintaining a single style and clarity in writing, and ensuring that Department Manual documents are referenced properly and do not conflict.	
RULES	1. Companies and members of the Department who are issued a Department Manual will maintain the Manual by properly inserting documents when they are issued.	
REPLACES	General Order 83-231	
PROCEDURE PDT	<ol style="list-style-type: none"> 1. Researches and develops Department procedures or revisions. Screens and evaluates submitted procedures[See ADM 102 and ADM 103]. 2. Presents final drafts of procedures to the Fire Commissioner, Fire Board and Chief's Office for approval. 	
Fire Commissioner	3. Approves the procedures or returns them to PDT for changes.	
Chief's Office	<ol style="list-style-type: none"> 4. If the procedures are approved, <ol style="list-style-type: none"> a. dates the procedures b. presents them to the Commissioner for signature, c. delivers signed procedures to the Department Secretary for copying, d. notifies PDT <p>Note: Time should be allowed for the printing, distributing, and training to be completed prior to the effective date of a procedure.</p>	
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Development and Publication of the Department Manual

ADM 104

Department Secretary

- 5. Prepares and delivers to a printing facility the following:
 - a. Officer's instruction material for the training of Members of the Department,
 - b. revisions to the Table of Contents or Index as needed to reflect added or changed procedures.

Note: When a single procedure is issued, the revision to a Table or Index may be distributed later.

PDT

- 6. Coordinates with the Training Committee when additional training is necessary for the issuance of procedures.

Chief's Office

- 7. After receiving the completed printed material, distributes the material to units.

Officers

- 8. Reads the instruction material, and
 - a. distributes the documents,
 - b. trains members

Firefighter

- 9. Reads the documents and inserts the documents into the Department Manual.

SOURCES

Developing Effective Standard Operating Procedures - FEMA
 Nassau County Police Department Manual

ORGANIZATIONAL CHART
ADMINISTRATIVE

FIRE COMMISSIONER

1ST DEPUTY FIRE COMMISSIONER
2ND DEPUTY FIRE COMMISSIONER
3RD DEPUTY FIRE COMMISSIONER

VOLUNTEER

CAREER

CHIEF OF DEPARTMENT

CAREER EXECUTIVE OFFICER

1ST ASSISTANT CHIEF OF DEPARTMENT

CAREER LIEUTENANT

2ND ASSISTANT CHIEF OF DEPARTMENT

CAREER EMS/FIREFIGHTER

3RD ASSISTANT CHIEF OF DEPARTMENT

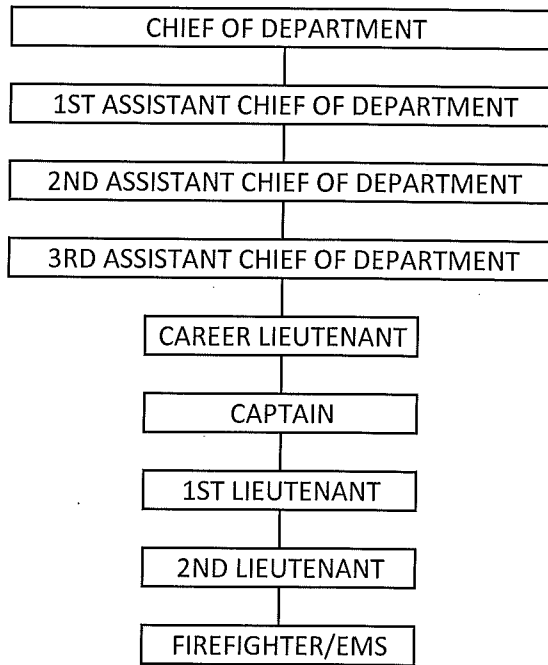
CAPTAIN

1ST LIEUTENANT

2ND LIEUTENANT

FIREFIGHTER/EMS

ORGANIZATIONAL CHART
OPERATIONAL





City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope	
Uniforms	ADM 202	All	
<p>POLICY</p> <p>DEFINITIONS</p> <p>REPLACES</p>	<p>The Long Beach Fire Department in order to provide unity in the appearance of members in both paid and volunteer shall establish a description of the uniforms to be worn by members.</p> <p>None applicable.</p> <p>General Order 85-14 ; 99-3</p> <p>In order to standardize the uniforms now in use, the following directive will govern the wearing of the various classes of uniforms within the Department.</p> <p>A. Uniforms</p> <p>1. Class "A" Uniform Dress Jacket 1. Double breasted for all Volunteers and career Lieutenants 2. Single breasted for career firefighters Dress pants Light blue long sleeve shirt -Volunteer Captains, Lieutenants and Department members White long sleeve shirt - Commissioners, Chiefs, Ex-Chiefs, and career Lieutenants Clip on black tie Black belt with buckle Black laced shoes Tie clip Bell cap; Blue - Commissioners, Ex-Chiefs, Volunteer Lieutenants and Department members. (Blue bell caps will be worn by all members for Funerals/wakes) White - Chiefs, Captains and career Lieutenants</p> <p>2. Class "B" Uniform Shall be the same as the Class A uniform with the exception of the dress jacket.</p>		
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Uniforms**ADM 202****3. Class "C" Uniform**

Shall be the same as the Class B uniform with the exception of long sleeve shirts. Short sleeve shirts shall be worn with no tie.

B. Emblems of Rank

Members of the Department will wear on the prescribed shirt, dress jacket the prescribed insignia designating their rank, which has been issued by the Department.

- 1) Fire Commissioner
- 2) Deputy Fire Commissioner
- 3) Chief of Department
- 4) Assistant Chief
- 5) Captain
- 6) Lieutenant

C. Uniform Patches

Members of the Department in uniform will wear the prescribed Department shoulder patch on the left shoulder of the dress jacket and each shirt, 1/2 inch below the shoulder seam, centered. Company patches shall be worn on the right shoulder of the dress jacket, shirt, 1/2 inch below the shoulder seam, centered.

D. Badge

Members of the Department shall be issued a badge. It shall be worn on the outer most garment over the left breast.

E. Identification Card

Members of the Department shall be issued a Departmental identification card.

F. Insignia for Department Recognition

Members of the Department who have been awarded a Department Recognition may wear the prescribed insignia indicating the award received at all times while in uniform.

Department Recognition bars will be worn horizontally, 1/4 inch above the shield and centered. Department recognition bars will be worn in the following order of precedence:

- 1) Class 1
- 2) Class 2
- 3) Class 3
- 4) Service Rating "A"
- 5) Service Rating "B"
- 6) EMS Pre Hospital Save
- 7) EMS Life Saving
- 8) EMS Medal of Excellence

Uniforms

ADM 202

- 9) Unit Citation
- 10) EMS Certificate of Commendation
- 11) County Awards
- 12) Any other pins/awards received (with permission to wear)

G. Longevity Stars

For every five (5) active years of service, members of the Department shall receive a silver longevity star, gold for Commissioners, Chiefs, Ex-Chiefs, that shall be worn four (4) inches from the cuff of the dress jacket on the left sleeve, centered.

H. Fraundorf Pin

Members who have received the Fraundorf Award may wear the pin 1 1/2 inch directly above the longevity stars, centered on the left sleeve.

I. Exempt Pin

Members may wear an Exempt pin 1 1/2 inch directly below the longevity stars, centered on the left sleeve.

J. Memorial Bands

Memorial Bands may be worn by members when authorized by the Fire Commissioner or Chief of Department.

SOURCE

None applicable



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope	
Departmental Recognition	ADM 204	All	
POLICY	The Long Beach Fire Department recognizes the goal of personal excellence that each member strives for in the execution of their Fire/EMS related duties. Presenting departmental awards for meritorious service provides recognition, thereby enhancing morale and reinforcing the Department's commitment to a high standard of performance by its members.		
DEFINITIONS	<p>Awards Committee: a committee composed of members of the Department, both paid and volunteer, appointed by the Chief of the Department, to review requests and make recommendations to the Chief of Department for the presentation of awards.</p> <p>Department Recognition Program: a formalized system which establishes the award level requirements and guidelines for recognizing exemplary member service. The program includes the following awards:</p> <p>A. FIRE</p> <p>Class 1 - The member shall have performed a valorous act involving a degree of danger properly classified as EXTREME PERSONAL RISK.</p> <p>Class 2 - The member shall have performed a valorous act involving a degree of danger properly classified as GREAT PERSONAL RISK.</p> <p>Class 3 - The member shall have performed a valorous act involving a degree of danger properly classified as UNUSUAL PERSONAL RISK.</p> <p>Service Rating "A" - The member shall have performed an act of personal bravery, in conjunction with initiative and capability.</p> <p>Service Rating "B" - The member shall have performed an act of personal bravery or involving initiative and capability.</p> <p>Unit Citation - When the performance of an entire unit or a group of 3 or more Department members working together is outstanding and reflects teamwork and cooperation towards a common goal. This award shall not preclude any other individual recognition, which may be deemed appropriate for the same incident.</p>		
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Departmental Recognition

ADM 204

B. EMS

EMS Certificate of Commendation - The member shall have performed a commendable act, but not to the degree which warrants any other EMS recognition.

EMS Pre-Hospital Save Award - The member shall have performed medical treatment directly related to successfully restoring a pulse and/or breathing to a patient in cardiac or respiratory arrest.

EMS Life Saving Award - The member shall be directly responsible for saving a human life by delivering medical care in an unusual situation and under extreme or adverse circumstances.

EMS Medal of Excellence - The member shall have performed:

1. An act of intelligent and valuable service.
2. Demonstration of unusual faithfulness and/or perseverance in patient care or performance of duties.
3. An act, which demonstrates integrity and loyalty to the delivery of Emergency Medical Services.

REPLACES

General Order 89-01

PROCEDURES

A. Awards Committee

Award Committee

There shall be an Awards Committee, appointed by the Chief of the Department composed of a minimum of one (1) volunteer member and one (1) career member. Membership on the Committee shall be for a period of one (1) calendar year beginning in the month of May.

The Committee shall meet in the month of March to consider all awards requested by members of the department for actions performed during the previous calendar year, January 1 to December 31.

The Committee shall review all awards submitted and make its recommendations to the Chief of Department in writing.

The Chief of Department shall forward the awards and determinations to the Fire Board.

B. Applications procedures

Acts of valor, merit or special initiative performed by individual members of the department, or an entire company, will be subject to commendation and award.

Procedure Title

Procedure Number

Departmental Recognition

ADM 204

Member

After the performance of an act which a member believes is worthy of Department recognition, such member shall prepare a written account of the incident and have an officer of the Department submit the letter to the Chief's office.

Chief's Office

Upon receiving a letter of recognition, the Chief's Office shall record the receipt of such letter by issuing each letter received a numerical reference number for that calendar year, (i.e. 1-2015).

The Chief's Office shall hold the letters of request for recognition and provide them to the awards committee when they meet.

SOURCES

Not applicable



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Point of Distribution - POD	ADM 205	All
POLICY	It is the policy of the Department to provide an organized treatment plan for vaccinations or prophylactic medications to members and their families in the event of a potential public health emergency declared by the Department of Health.	
DEFINITIONS	POD - Point of Distribution NCDOH - Nassau County Department of Health Family - Anyone who lives in the member's household that the member considers to be a family member. FIRECOM - Nassau County Fire Communications EOC - Emergency Operations Center OEM - Office of Emergency Management Battalion Distribution Site - the Battalion EOC location that each Department will pick up their medicine from; 2nd Battalion - Baldwin	
RULES	None applicable	
REPLACES	None applicable	
PROCEDURE	In the event that the Nassau County Department of Health declares a potential public health emergency, the Department will enact its POD plan to treat its members and families in an organized and expeditious manner. Rescue Company will be tasked with operating/assisting in operating the POD.	
	A. MOBILIZATION	
NC DOH	1. Declares a public health emergency. 2. Notifies the Fire Marshal's office. 3. FIRECOM will activate the Battalion EOC.	
2nd Battalion EOC	1. Notifies the 2nd Battalion Management Team. 2. This team will be briefed by the OEM and NCDOH.	
Issuing Authority	Signature	Effective Date
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Point of Distribution Operations - POD

ADM 205

Chief	<p>NOTE: The 2nd Battalion EOC site will be located at the Baldwin Fire Department Headquarters, 2386 Grand Ave, Baldwin, NY.</p> <p>Each Department will have their Emergency Management Team representative respond to the site, or an alternate in his/her place.</p> <p>3. Notifies each Department.</p> <p>Each POD will be under the direct command of the 2nd Battalion EOC.</p> <p>1. Receives notification of public health emergency.</p> <p>2. Activates the POD plan.</p> <p>3. Determines location that the POD will be set up at.</p> <p>4. Assigns positions for the following tasks.</p> <ul style="list-style-type: none"> a. Command Staff - Department Surgeon (must have one medical physician present) Department Medical Director (if a medical physician is not available) Rescue Company Officers b. Liaison Officer - to coordinate with the EOC, OEM, NC DOH. c. Supply Officer - procure supplies needed for firehouse setup, (chairs, tables, medical equipment, etc.) d. Administrative personnel - project the number of persons to receive medications - process persons. - track documentation <p>4. Notifies the NC DOH if additional staff is needed at the site.</p> <p>5. Notifies members and their families where and when they are to respond.</p>
2nd Battalion EOC	<p>Will be kept appraised of the continuing situation on a regular basis.</p>
DOH	<p>DOH will contact the EOC if it is decided to terminate the POD procedure.</p>
2nd Battalion EOC	<p>EOC will contact the Long Beach POD when it is decided to terminate the POD procedure.</p>

B. DEMOBILIZATION

Procedure Title

Procedure Number

Point of Distribution Operations - POD

ADM 205

POD
Command Staff

After being contacted to demobilize the POD, shall notify the Chief of Department.

SOURCES

2nd Battalion EOC Committee POD Handout
2nd Battalion Emergency Operation Center Incident Action Plan For:
Distribution of Medicine to the Fire Service - 2006



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope	
Personal Communication Device and Social Media Policy	ADM 206	All	
POLICY	<p>With the widespread use of electronic devices with expanded capabilities (e.g. text messaging, cameras, video recorders, internet browsers and social media conversations) the way in which people can communicate, distract and bring attention to themselves has grown exponentially. While this creates new opportunities for communication, it also creates new responsibilities for all members and dispatchers, as well as many associated hazards. The policy of the Long Beach Fire Department is to protect the members, dispatchers and citizens from inappropriate postings, pictures and statements.</p>		
DEFINITIONS	<p>Internet Postings - are defined as online and cellular information including but not limited to text, images, video or audio content on multi-media and social networking websites such as Facebook, MySpace, Twitter, Snapfish, Flickr, Yahoo!Groups, LinkedIn, YouTube, and virtual worlds: blogs (both internal department blogs and blogs external to the department); and Wikis such as Wikipedia; or any other website where text, images, video or audio content can be posted.</p> <p>Personal Communication Device - as defined in this policy shall include, but not limited to; cell phones, smartphones, personal digital assistants, laptops or other mobile computers, ipads or other tablets, or other devices, both as currently exist or which reasonably simulate the functions of those existing, which have the ability to photograph, video and/or communicate with and through the internet, a cellular network, or otherwise.</p> <p>Social Media - as defined in this policy shall mean any website, or other media forum where multiple people can view words, images, audio, video or other content that the user posts. Such websites include, but are not limited to; Facebook, Twitter, MySpace, Photobucket, Snapfish, LinkedIn, Yahoo!Groups. The above list contains only examples. The absence of a specific website, network, form, etc. from the list does not preclude the applicability of this policy.</p>		
RULES	<p>1. Violation of this policy may result in disciplinary action.</p>		
REPLACES	<p>None applicable.</p>		
Issuing Authority	Signature	Effective Date	Page
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Personal Communication Device and Social Media Policy**ADM 206****PROCEDURE**

Department personnel are free to express themselves as private citizens on social media sites and with internet postings to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.

A. Compliance with Laws and Website Rules

1. Internet postings by a department member or dispatcher should reflect his or her own personal point of view; and must not claim, assert, intimate the same point of view of the Long Beach Fire Department, or any of its companies without the prior written approval of the Chief and/or Commissioner. Members and dispatchers are legally responsible for their own internet postings, and should recognize that they may be subject to liability if their internet postings are found to be defamatory, harassing, or in violation of any other applicable law, including laws affecting copyrighted or confidential information belonging to a third party. All of the above mentioned internet postings are prohibited under this policy.
2. No internet postings may include the City of Long Beach or the Long Beach Fire Department name, logos or trademarks, and at all times respect copyright, privacy, fair use, HIPPA, financial disclosure and other applicable laws.
3. If any member or dispatcher identifies himself or herself as a member or employee on any internet posting (including but not limited to user profile, resume, or background information) he or she is required to include the following disclaimer in a reasonably prominent place. "The views expressed on this post are mine and do not necessarily reflect the views of the Long Beach Fire Department".
4. Some social websites allow members to write recommendations or referrals, associates or entities. If a member or dispatcher chooses to make any recommendation, referral or endorsement of any person, whether formal or informal the member or dispatcher is required to include the following disclaimer in a reasonably prominent place "The view expressed on this post are mine and do not necessarily reflect the views of the Long Beach Fire Department".

B. Confidentially & Reputation

1. Internet Postings must not disclose any information that is confidential or proprietary to the department or any third party that has disclosed information to the department. Internet Postings shall not be considered

Personal Communication Device and Social Media Policy

ADM 206

subversive of good order, discipline or the reputation of the Long Beach Fire Department, unless they violate the provisions stated herein.

C. Use of Personal Communication Devices

1. The use of Personal Communication Devices is strictly prohibited during any alarm, this includes while driving or riding in any apparatus, during an alarm or while at actual emergency scene (except for official business or exigent circumstances).
2. The use of any unauthorized cameras, including those on Personal Communication Devices, video cameras or recording devices is strictly prohibited at any alarm without the express permission of the Chief and/or Commissioner.
3. Personal Communication Devices may be used at any firehouse for appropriate purposes. Members and dispatchers may not post to any social media site any pictures, video or other images or recordings created at or reflecting any City of Long Beach Firehouse without the prior approval of Chief and/or Commissioner.

D. Photography/Video/Audio Recording

1. Members are strictly prohibited from using their Personal Communication Devices for photographing, video/audio recording or utilizing any other type of digital imaging devices at all times during calls.
 - a. All scene photography shall be for clinical documentation or training purposes only, and conducted by or at the direction of the Chief and/or Commissioner.
 - b. Any on-scene images and any other images taken by Department Members in the course and scope of their duties are the sole property of the City of Long Beach. This includes any images created with a member's personally-owned camera, Personal Communication Device, or any other digital imaging device.

SOURCE

Oceanside Fire Department - Social Media Policy
 Merrick Fire Department - Social Media Policy