



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Apparatus Maintenance Report

Date: _____

Unit: _____

Reported by: _____

Vehicle: In Service _____ Out of Service _____

Description of Problem:

Completed Date:

1)

2)

3)

4)

5)

6)

7)

Fax # 516-431-6949

Dispatcher # (If notified) _____

Copies of this form are to be left in the Deputy Commissioner and Assistant Chief of Apparatus Mailboxes.

Form 301a



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Chauffeur Training	ADM 304	All
POLICY	The policy of the Fire Department is to establish a formal program to ensure the proper and consistent chauffeur training of all apparatus drivers.	
DEFINITIONS	Chauffeur - a qualified driver/operator of a fire department apparatus. VFIS - Volunteer Fireman's Insurance Service	
RULES	<ol style="list-style-type: none"> 1. Chauffeur trainers for each apparatus company must be appointed as such by that companies officer. 2. All Chauffeur trainers and trainees must possess and maintain a valid New York State driver's license. 3. Chauffeur trainers must be qualified themselves on the apparatus on which the training is to take place. 	
REPLACES	General Order 92-3	
PROCEDURE	A. Training Request	
Member	Requests chauffeur training through a company Officer. Note: Probationary members may be eligible to begin training, but will not receive chauffeur status prior to completing six months of service.	
Officer	Shall request authorization to initiate chauffeur training. Authorization will be granted by the Chief of Department and/or Fire Commissioner. B. Training A copy of the member's driver license shall be submitted to the Commissioner's office by the company officer to be verified valid. Chauffeur training will be conducted by the company chauffeur training personnel. Under no circumstances will training be conducted by a probationary member.	
Issuing Authority	Signature	Effective Date
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Chauffeur Training

ADM 304

Company Training

1. Chauffeur trainees will receive instruction in the following areas;
 - a. Apparatus familiarization,
 - b. Maintenance and Fueling procedures,
 - c. District familiarization,
 - d. Vehicle and traffic law review,
 - e. Radio usage and code signals,
 - f. Department response and operating procedures.
2. Members will complete a minimum number of hours of time of road training.
 - a. Engine, Ladders, Heavy Rescue and Floodlight - 20 hours
 - b. Ambulances and Command Post - 10 hours
3. Prior documented experience may be taken into consideration by the Chief's office or Executive Officer and the Fire Commissioner's office.

Specialized Training

1. Chauffeur trainees will receive detailed training and certification in the following areas specific to their apparatus;
 - a. Engine Companies [5 hours minimum]
 1. pump training
 2. apparatus placement
 - b. Truck companies [5 hours minimum]
 1. apparatus placement and set up
 2. elevating platforms
 - c. Heavy Rescue [5 hours minimum]
 1. generator and Hurst Tool equipment
 - d. Ambulance [5 hours minimum]
 1. location of equipment
 2. stretcher usage
 3. hospital locations
 - e. Floodlight [2 hours minimum]
 1. generator

Department Training

1. Training received from OSHA/Essentials of Firefighting course, VFIS video training and any training prescribed by the Chief of Department.
2. All road and operational training (pumps, aerial) shall be recorded accurately and legibly on the Long Beach Fire Department Chauffeur Training Evaluation form, 304a.
3. Upon the successful completion of the required company and Departmental training, the Department Training Committee may conduct a final training session with the chauffeur trainee, evaluating his/her skills.

Chauffeur Training

ADM 304

A completed Chauffeur Training Evaluation form, 304a shall be submitted to the proper authority; career - Executive Officer and volunteer - Chief's Office, for endorsement.

The paperwork shall be forwarded to the Fire Commissioner for final approval.

The company officer shall be notified if the member is granted driving privilege and the Department Chauffeur Training Evaluation form shall be filed in the members file.

C. Recertification

1. Current chauffeurs shall have their New York State Driver's license check for validity on a yearly basis.
2. The Training Committee may require members to complete a driver training review of the apparatus they are certified as a chauffeur on.

D. Revocation of Chauffeur Status

1. Revocation of a members chauffeur status will be in compliance with existing orders and procedures or at the discretion of a Chief and/or Fire Commissioner.
2. Company Captains may also revoke chauffeur status of a company member assigned to their company, at their discretion. Written notice of revocation will be sent to the Chief of Department with a copy to the Fire Commissioner.
3. Members may need to recertify on an apparatus, at the Officer's discretion.

SOURCE

VFIS Emergency Driver Training Program
Oceanside Fire Department SOP's

CITY OF LONG BEACH FIRE DEPARTMENT

Chauffeur Training Evaluation

Member: _____ Date: _____

Officer Requesting: _____ Company: _____

Date of Entry: _____

Department Vehicle: _____

- 1) Driving Procedures
- 2) V.T.L. and local laws
- 3) District Familiarization
- 4) Vehicle Equipment Location
- 5) Radio procedures

(Document on rear the number of hours)

Date completed:

Engine familiarization:

Completed

Standpipe connections	
Sprinkler connections	
Hose supply	
Deck gun	
Friction Loss	
Nozzle Pressures	
Hydrant Hook-up	
Forward/Reverse Lays	

Ladder familiarization:

Completed

Outriggers	
Turntable operations	
Bucket operations	
Generator	
Placement	
Emergency Aerial	
Operations	
Emergency Outrigger	
Operations	

MEMBER SIGNATURE

OFFICER SIGNATURE

CHIEF SIGNATURE/
EXECUTIVE OFFICER

COMMISSIONER SIGNATURE

APPROVED CHECK ONE
NOT APPROVED



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope	
Departmental Accidents	ADM 305	ALL	
POLICY	It shall be the policy of the Long Beach Fire Department to investigate all accidents when a Fire Department vehicle is involved and provide emergency medical care to all injured persons.		
DEFINITIONS	MVA - Motor vehicle accident		
RULES	1. Unless exigent circumstances exist, all Department vehicles involved in an auto accident should remain on the scene of the accident until the accident investigation has been completed.		
REPLACES	Not applicable		
PROCEDURE	A. Initial Action		
Apparatus Crew	1. Immediately stop the apparatus and investigate. 2. Check for injuries to members and civilians. 3. Begin assisting injured persons as needed. 4. Notify the dispatcher of the MVA and the following: a. Unit number. b. Exact location. c. Number and type of injuries. d. Need for additional resources. 5. Request the police and a Chief or Executive Officer to the scene. 6. If the unit was responding to an alarm, make sure the dispatcher is aware that your response has been delayed or terminated. If a patient was being transported request another ambulance respond unless arrangements can be made for the continuation of transport. 7. Utilize emergency lights, flares and/or reflectors to protect the scene.		
Issuing Authority	Signature	Effective Date	Page
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Departmental Accidents

ADM 305

Officer and Chauffeur	<ol style="list-style-type: none"> 8. Vehicles may be moved if it endangers persons at the scene and doesn't interfere in any crime scene that might need to be established. If there is any doubt, leave the vehicles where they are. 9. If the vehicle must leave, at least one member should be left behind. 10. Do not discuss the accident with anyone at the scene except the Chief, Executive Officer or police. 1. Shall prepare a written statement of the events and forward to the Chiefs/ Executive Officer within twenty four (24) hours of the accident
Chief	<p>B. Volunteers Accident Review</p> <ol style="list-style-type: none"> 1. Shall collect all necessary paperwork including, <ol style="list-style-type: none"> a. New York State Accident Report MV-104a b. Written statements c. photos if necessary 2. Shall notify the Trial Board Chairman of the accident and forward all paperwork to him/her.
Trial Board Chairman	<ol style="list-style-type: none"> 1. Shall notify members of the Trial Board and convene a meeting to review the accident with the member present.
Trial Board	<ol style="list-style-type: none"> 1. Shall make recommendations to the Chief regarding members Chauffeur status.
Chief	<ol style="list-style-type: none"> 1. Reviews the Trial Board's recommendation and forwards this with his/her recommendation to the Fire Commissioner for review.
Fire Commissioner	<ol style="list-style-type: none"> 1. Makes final determination. 2. Files accident paperwork and recommendations in members file.
SOURCES	Long Beach Volunteer Fire Department By-Laws



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Equipment/Supply Requisition	ADM 401	All
POLICY	The policy of the Fire Department is to establish written procedures for members to be able to request needed equipment and supplies from the appropriate authorities and establish how they will be distributed.	
DEFINITIONS	<p>DRF - Department Requisition Form.</p> <p>Quartermaster- member of the Volunteer Department given permission and authority by the Chief of Department to assist the Supply Officer with distributing the needed equipment and/or supplies to the Volunteer members.</p> <p>Supply Officer - shall be an Assistant Chief, designated by the Chief of Department responsible for equipment and supply distribution for volunteers.</p>	
RULES	None applicable.	
REPLACES	<p>General Order 79-157</p> <p>General Order 80-172</p>	
PROCEDURE	<p>Equipment shall be considered to be all tools, personal protective gear, pagers and uniforms that are issued to the company and/or member of the Department.</p> <p>Supplies shall be considered all material used for cleaning and general day to day living operations inside a firehouse, including but not limited to; paper, paper towels, toiletries, cleaning detergents, etc.</p>	
Member	<ol style="list-style-type: none"> 1. Department members requesting equipment or supplies for either firehouses, dens or company reasons shall notify their respective Officer of the need of said equipment and/or supplies. 	
Officer	<ol style="list-style-type: none"> 1. The Officer after being notified of needed equipment or supplies shall fill out a Fire Department Requisition Form, DRF, indicating the item(s) and the quantity that is needed, date and sign said form. 2. The Officer upon completion shall submit the form to the appropriate higher authority/Administrator; <ul style="list-style-type: none"> UFA to the Executive Officer Volunteer to the Supply Officer. 	
Issuing Authority	Signature	Effective Date
		1/1/2015
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Equipment/Supply Requisition

ADM 401

Administrator

1. Upon receiving the DRF, shall review said form for available inventory of requested equipment or supplies.
(If the Assistant Chief is unable to assist with the distributing of equipment /supplies, he may assign it to the Quartermaster to do so.)
2. If available and approved, the Administrator shall distribute the requested equipment or supplies to the Officer or his designee, requesting said items.
3. The Administrator shall complete the DRF, noting the quantity of equipment or supplies dispersed and date of distribution. The Administrator/ Quartermaster shall then sign the form after the member.
4. If the equipment/supplies are not in stock the Administrator will notify the Fire Commissioner in writing of needed equipment/supplies for the Department to be ordered.
5. Upon arrival of said equipment/supplies the requesting Officer will be notified of the arrival of said equipment/supplies to be distributed.
6. Each Administrator shall keep a log of DRF's submitted according to calendar year.

NOTE:

Volunteer members are not required to submit a DRF for bunker pants, jackets, helmets, uniforms and pagers. The distribution of these items shall be noted on the members personal Property Possession Form.



City of Long Beach Fire Department

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Department Requisition Form

	Item	Quantity	Date Requested	Date Distributed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Member requesting: _____
PRINT NAME

Company: _____

Issuing Officer: _____
SIGNATURE



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
SCBA Inspection & Maintenance	ADM 402	All
POLICY	The policy of the Fire Department is to establish written procedures for members on how to inspect and maintain all Self Contained Breathing Apparatus.	
DEFINITIONS	SCBA - Self Contained Breathing Apparatus. Hazardous environment - exposure of the SCBA to any environment that normal cleaning would not be able to handle properly, example: blood, bodily fluids, toxic materials, etc.	
RULES	<ol style="list-style-type: none"> 1. All SCBA shall be inspected on a minimum of a weekly basis by each company they are assigned to. 2. All SCBA shall be placed out of service until physically inspected and cleaned after exposure to a toxic atmosphere. 3. All repairs are to be completed by a certified technician with the exception of replacing batteries and O-rings. 	
REPLACES	Not applicable.	
PROCEDURE	INSPECTION	
Company	<ol style="list-style-type: none"> 1. Members shall physically inspect SCBA and be guided by form 501A, SCBA Inspection Sheet. 2. Company officers shall be responsible for timely submission of SCBA Inspection sheets to the Chiefs Office or Executive Officer, as applicable. 	
	STANDARD CLEANING	
Member	<ol style="list-style-type: none"> 1. Member shall remove facepiece and bottle from harness. 2. All components are to be cleaned with a warm soapy water mixture. (Be sure not to get water into the regulator). 	
Issuing Authority	Signature	Effective Date
		4/1/2015
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SCBA Inspection & Maintenance

ADM 402

Member

- 3. After rinsing and allowing pieces to dry, members shall reinstall facepiece and bottle to the harness.
- 4. Restore all straps into fully open position.

ADVANCED CLEANING

- 1. If a SCBA is exposed to a hazardous environment and requires advanced cleaning or decontamination, it shall be placed in a plastic bag and placed out of service. The SCBA shall then be brought to a certified technician of the Mask Service Unit for evaluation.

SOURCES

NFPA 1852
Scott Safety Regulator & Facepiece Cleaning
FDNY Probationary Manual - SCBA

City of Long Beach Fire Department

Weekly SCBA Inspection

LBFD TAG # (IF PRESENT) _____

COMPANY PACK ID # _____

PLACE A CHECK IF SATISFACTORY

PLACE AN X IF UNSATISFACTORY

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Date					
Member Badge #					
CYLINDER INSPECTION					
At Least 4000 PSI					
Overall Condition					
SYSTEM INSPECTION					
Frame					
Harness Straps & Clips					
Cylinder Strap & Clip					
'O' Ring					
High Pressure Coupling					
RIC Boot (if applicable)					
High Pressure Hose					
Pressure Reducer Assy.					
Low Pressure Hose					
Remote Gauge Hose					
Remote Gauge					
PASS Alarm Hoses					
PASS Alarm Batteries					
PASS Alarm Functions					
HUD or Bell Line					
HUD Batteries					
HUD or Bell Functions					
Overall Condition					
REGULATOR INSPECTION					
Purge Valve					
Sponge Rubber Washer					
Air Saver Switch					
Facepiece Release Clip					
Spray Bar					
Overall Condition					
FACEPIECE INSPECTION					
Straps & Netting					
Nosecup & Voicemitters					
Exterior Rubber Seal					
Lens Condition					
Overall Condition					

***** IF IN DOUBT, TAKE SCBA OUT OF SERVICE. PLACE TAG ON UNIT DETAILING PROBLEM(S) AND TURN ENTIRE UNIT IN TO MASK SERVICE, INCLUDING FACEPIECE & CYLINDER. DO NOT ATTEMPT TO MAKE ANY REPAIRS. *****



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Missing/Stolen Departmental Property	ADM 404	All
POLICY	To establish a written procedure for members to follow when reporting Department issued property or equipment that is either lost or stolen.	
DEFINITIONS	Not applicable	
RULES	Not applicable	
REPLACES	Not applicable	
PROCEDURE		
Member	<ol style="list-style-type: none"> 1. Member realizes that a Department issued property is either lost or stolen. 2. Attempts to locate missing/stolen item. 3. If unable to locate item, notifies an officer of incident. 	
Officer	<ol style="list-style-type: none"> 1. Completes a Long Beach Fire Department form 404a with all pertinent information and submits to the appropriate officer: <ol style="list-style-type: none"> a. Career - Executive Officer b. Volunteer - Chief of Department 	
Chief/ Executive Officer	<ol style="list-style-type: none"> 1. Reviews the incident and determines if a police report is required. 2. If so, directs the member to file a police report for the loss with the appropriate precinct of occurrence. 3. Records the police report number on the form. 4. Issues a replacement item, if necessary. 5. Forwards Long Beach Fire Department form 404a to the Fire Commissioner. 	
Fire Commissioner	<ol style="list-style-type: none"> 1. Shall review of all incidents of loss or theft. 	
Issuing Authority	Signature	Effective Date
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Procedure Title

Procedure Number

Missing/Stolen Departmental Property

ADM 404

SOURCES

2. Shall make final determination if the member was negligent and if disciplinary charges are to be brought against the member.

None applicable



City of Long Beach Fire Department

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Missing Property Report

Reported by:		Company:
Item Description		Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Remarks: _____

Chief of Department/Executive Officer:

- 1 Investigation conducted: Y or N (circle one) Date: _____
- 2 Fire Commissioner notified: Y or N (circle one) Date: _____
- 3 Replacement items issued: Y or N (circle one)

CHIEF /EXECUTIVE OFFICER SIGNATURE

Fire Commissioner:

Approved _____ Disapproved _____ Date: _____
SIGNATURE



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Damaged Property	ADM 405	All
POLICY	To establish a written procedure for members on how to properly notify the Department when Departmental property is damaged and the repair of such property is needed.	
DEFINITIONS	Not applicable	
RULES	1. All damaged property must be hand delivered to the appropriate officer and not left unattended.	
REPLACES	Not applicable	
PROCEDURE		
Member	<ol style="list-style-type: none"> 1. Member realizes that a Department issued item has been damaged or not working properly. 2. Notifies an officer of the company. 	
Officer	<ol style="list-style-type: none"> 1. Examines equipment and attempts to rectify the problem. 2. If unable to correct the issue, completes a repair tag, LBFD form 405a, for the item, stating reason why the piece is defective. 3. Delivers the item to the following for repair: Career - Executive Officer Volunteer - Chief's Office 	
Chief/ Executive Officer	<ol style="list-style-type: none"> 1. Receives the item to be repaired. 2. Attempts to determine if the item is repairable, if so, prepares for the item to be sent out for repair. 3. Issues replacement piece of equipment, if necessary. 4. Shall keep track of all equipment/property that is turned in for repair. 	
Issuing Authority	Signature	Effective Date
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Procedure Title

Procedure Number

Damaged Property

ADM 405

SOURCES

5. Upon return of item from repair, returns equipment to company.

Not applicable



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
Drill Reports	ADM 502	All
POLICY	To establish a written procedure for companies to accurately record the training, weekly or otherwise, that is performed by each company.	
DEFINITIONS	OFPC - Office of Fire Prevention and Control	
RULES	Not applicable	
REPLACES	Not applicable	
PROCEDURE	After each company training session, the company officer or senior member shall fill out the proper forms documenting the training completed.	
	A. Career	
Officer	Shall document all training on the proper OFPC form 426.7 In-Service Fire Training and enter it into the member's training record.	
	B. Volunteers	
Member	Shall list the following on the drill report (LBFD form 502a); a. Date b. Times c. Location d. Members present e. Training conducted	
	C. Filing	
Company Officer	Upon completion of the drill report, it shall be placed in the mailbox of the appropriate Officer, career - Executive Officer, volunteer - Chief assigned to training.	
Officer	Upon receipt of a companies drill report, the officer shall properly file said report either electronically or in a folder/binder based on calendar year and company.	
SOURCES	Not applicable	
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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
Fire Reports	ADM 501	VOL
POLICY	To establish a departmental procedure for companies to accurately record their actions at the scene of any fire that the Long Beach Fire Department responds to.	
DEFINITIONS	Not applicable.	
RULES	Not applicable.	
REPLACES	General Order 81-199 General Order 73-70	
PROCEDURE	Fire Report	
Officer	<ol style="list-style-type: none"> For all fires that the volunteer force responds to, the Officer shall be responsible for accurately completing a department form 501a, Fire Report. This form shall include the following details; <ol style="list-style-type: none"> Company Date/time Location of alarm Actions taken Members present This form shall be placed in the Chief of Department's mailbox upon completion. 	
Chief	<ol style="list-style-type: none"> Shall record all Fire Reports in a binder based on calendar year and company. 	
SOURCE	Not applicable.	
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City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

COMPANY DRILL REPORTS

COMPANY: _____

LOCATION OF COMPANY DRILL: _____

DATE: _____ TIME: _____ HANDS ON YES/NO CLASSROOM YES/NO

OFFICER CONDUCTING DRILL: _____

COMPANY DRILL : _____

COMPANY MEMBERS PRESENT:

1	_____	2	_____	3	_____
4	_____	5	_____	6	_____
7	_____	8	_____	9	_____
10	_____	11	_____	12	_____

OUTSIDE MEMBERS/OTHER NOTES ON DRILL:

RETURN ALL COMPANY DRILL REPORTS TO THE TRAINING CHIEF MAILBOX

OFFICER IN CHARGE : _____ DATE: _____



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
EMS Quality Assurance/Improvement	ADM 504	All
POLICY	The policy of the Long Beach Fire Department is to establish a quality assurance program, as mandated by New York State law, for the emergency medical services of the department to monitor and evaluate the quality and appropriateness of the medical care provided by the department and which shall pursue opportunities to improve patient care and to resolve identified problems.	
DEFINITIONS	EMS - Emergency Medical Services QA - Quality Assurance QI - Quality Improvement PCR - Prehospital Care Report	
RULES	None applicable.	
REPLACES	General Order 96-6	
PROCEDURE	A. Daily Review	
Career Lieutenants	Shall review all PCR's generated during the tour on a daily basis.	
	B. Committee	
	1. A committee shall be established and appointed by the Fire Commissioner. 2. Members of this committee shall serve at the discretion of the Fire Commissioner. Any member failing to maintain attendance at regularly scheduled meetings shall be removed from the committee and replaced by a member designated by the Fire Commissioner. 3. The committee shall meet on a monthly basis on dates established by the committee. 4. The committee secretary shall maintain minutes of each meeting and detailed notes regarding the tasks listed below. A copy of these records shall be forwarded to the Fire Commissioner.	
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EMS Quality Assurance/Improvement

ADM 504

Committee

- 5. The committee shall review the New York State Care Report (PCR) for;
 - a. Legibility,
 - b. Completeness,
 - c. Accuracy.
- 1. Shall review care rendered by the Long Beach Fire Department, utilizing PCR's and other available material, including but not limited to;
 - a. All PCR's for cardiac and traumatic Arrests,
 - b. All PCR's for patient's deferred from Long Beach for
 - 1. Burn,
 - 2. Trauma,
 - 3. OB/GYN,
 - 4. other appropriate deferrals.
 - c. Ten (10) PCR's selected at random each month are to be evaluated. These shall include PCR's of all patient types, BLS and ALS dispositions handled by all department technicians.
- 2. Make notification to the Fire Commissioner of any significant deficiencies.
- 3. Review credentials and performance of department members providing care.
- 4. Review compliance with State procedures, Nassau County protocols, complaints filed against the agency or members, and occurrence of incidents injurious or potentially injurious to patients.
- 5. Participate in regional QI/QA programs.
- 6. The committee shall report directly to the Fire Commissioner with all evaluations, problems and excellence encountered and recommend solutions and proposed training programs.
- 7. The committee shall maintain confidentiality at all times. New York State Law provides for confidentiality and legal protection for the committees and committee members while on committee business.

SOURCES

New York State Public Health Law



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

Department Procedure

Procedure Title	Procedure Number	Scope
National Incident Fire Reporting System	ADM 505	All
POLICY	To establish a departmental procedure for companies to accurately record their actions at the scene of any alarm that the Long Beach Fire Department responds to.	
DEFINITIONS	NIFRS - National Incident Fire Reporting System	
RULES	1. If the career force does not respond on an alarm it shall be the duty of the ranking Officer of the volunteer force to prepare a form 505a for that alarm. This form shall be forwarded to the career officer for entry into NIFRS.	
REPLACES	General Order 81-199 General Order 73-70	
PROCEDURE	A. Career	
Officer	The on duty Officer shall be responsible for completing all NIFRS reports for all alarms that the department responds to.	
	B. Volunteer - Alarm Report	
Officer	1. Prepares a form 505a if the career force has not responded to the alarm. This shall include basic information regarding the alarm; <ol style="list-style-type: none"> a. Date/Time b. Name c. Address d. Alarm type e. Describe initial scene f. Action taken 	
	2. If the alarm is an actual fire (structural or vehicular) that the career force has not responded to, the ranking Officer shall fill out a more detailed 505a, including; <ol style="list-style-type: none"> a. Appliances description, make and model b. Vehicle information <ul style="list-style-type: none"> - VIN - Make/model 	
Issuing Authority	Signature	Effective Date
		10/15/2017
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Procedure Title

Procedure Number

National Incident Fire Reporting System

ADM 505

Chief

SOURCE

- Year
- Source of ignition
- Where fire started

3. Forwards the form to the career Lieutenant through official channels.

1. Upon receipt of form 505a, forwards to the Executive Officer of the career force.

Not applicable.



City of Long Beach Fire Department

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Department Procedure

Procedure Title	Procedure Number	Scope
Water Rescue Team Qualifications	ADM 601	ALL
POLICY	It is the policy of the Long Beach Fire Department to set forth qualifications for members to be part of the Water Rescue Team, whether as a Rescue swimmer, watercraft operator or crew member.	
DEFINITIONS	<p>PFD - Personal Flotation Device as defined by the USCG</p> <p>Watercraft - shall mean any type of boat or jet ski used by the department during water rescue operations.</p> <p>Watercraft Operator - member who has a minimum of a New York State Boater Safety course, basic swimming capability and has completed departmental watercraft operation training.</p> <p>Rescue Swimmer - member who has a current ocean lifeguard certification, grade 3, that has been documented with the department or has completed departmental certification.</p> <p>USCG - United States Coast Guard</p>	
RULES	None applicable	
REPLACES	General Order 2008-02	
PROCEDURE	<p>The Chief of Department shall appoint a Team Coordinator from the ranks of the department. It shall be the Team Coordinator's responsibility to document and maintain the training qualifications and guidelines for training that the Water Rescue Team members shall adhere to.</p> <p>1. Team Coordinator certification</p> <p>The Water Rescue Team Coordinator shall possess the following qualifications to properly supervise the unit:</p> <ol style="list-style-type: none"> a. Current ocean lifeguard certification grade 3 	
Member	<p>If a member is interested in joining the Water Rescue Team he/she shall notify the Team Coordinator or a Chief Officer.</p> <p>The member shall submit the required documentation that demonstrates the member has the necessary qualifications for the position being sought on the Water Rescue Team. If the member does not possess the certifications as</p>	
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Water Rescue Team Qualifications

ADM 601

Training Curriculum

detailed then the member will be required to complete the departmental water rescue training curriculum.

A. Rescue Swimmer

- 1. Members shall possess a current ocean Lifeguard certification.
or
Members may qualify for the Water Rescue Team by performing the required training outlined herein.

Water Rescue Testing:

- 1. swim 200 yards in 3 minutes and 45 seconds
- 2. swim 50 yards in 35 seconds
- 3. deep water brick retrieval
- 4. tread water for 5 minutes
- 5. demonstrate proficiency in ocean swimming

- 2. Members will receive additional training on rescue board including;
 - a. victim recovery
 - b. first aid
- 3. Members must re-qualify on a yearly basis.

B. Watercraft Operations

- 1. Member shall possess a minimum of a New York State Boater Safety Course certificate.

Note: Members may qualify to operate both types of watercrafts or individual watercrafts.

- 2. Members shall be required to learn but not limited to the following:
 - a. watercraft inflation/deflation (if applicable)
 - b. deployment - jet ski beach
 boat ramp
 - boat dock
 boat ramp
 - c. basic seamanship and navigation
 - d. docking
 - e. line handling skills
 - f. fueling procedures
 - g. engine start/stop procedures
 - h. anchoring and recovery procedures

Water Rescue Team Qualifications

ADM 601

- i. cleaning and maintenance
- j. bailing system and self bailing capabilities
- k. ocean surf entry and exit
- l. exiting the watercraft underway
- m. recovery of persons in water
- n. man overboard drills

3. Members must re-qualify on a yearly basis.

C. Documentation

- 1. All training must be documented on the appropriate form.
 - a. Swimming Proficiency Record, form 601a.
 - detailing each members performance on each part of the training or requalification.
 - b. Watercraft Operator Training Record, form 601b.
 - detailing each members performance on each part of the training or requalification.

SOURCES

Long Beach Fire Department Personal Watercraft Rescue Operations



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

SWIMMING PROFICIENCY RECORD

Member: _____ Instructor: _____

200 Yard Swim (3 min 45 sec)	50 Yard Swim (35 sec)	Deep Water Brick Retrieval	Tread Water (5 min)	Ocean Swim Proficiency

601a



City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

WATERCRAFT OPERATOR TRAINING RECORD

Member: _____

Vessel: Jetski [] Boat []

Date	Hours	Location	Type of Training Conducted	Instructor Name