



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Initial Scene Size-Up</b>	<b>OPS 102</b>	<b>All</b>
<b>POLICY</b>	The purpose of a scene size-up is to share what is encountered by the first arriving unit with the incoming companies to help them prepare for the job at hand.	
<b>DEFINITIONS</b>	High-Rise - A multiple dwelling structure consisting of more than three floors.	
<b>RULES</b>	1. Upon arrival at all alarms of fire, responding engine companies will relay to the dispatcher the hydrant location in which they will be establishing water from.	
<b>REPLACES</b>	Not applicable.	
<b>PROCEDURE</b>	The Incident Command System is a standardized, on scene Incident management approach that allows for the integration of equipment, personnel, procedures and communications operating within a common organizational system. By establishing a Command, we implement this system.	
First Arriving Unit	<p>1. Upon arrival at an alarm, the first arriving unit will give a brief and concise description of which unit they are, their location, what is found on arrival and their action plan which will include the following;</p> <ul style="list-style-type: none"> <li>a. If the address is different than what was reported, relay that information to the dispatcher to advise responding units. This should be done while relaying the initial size-up.</li> <li>b. Building type.</li> <li>c. What is showing.</li> <li>d. What action the unit is taking.</li> </ul> <p>Example (1): 2343 is 22 at 55 Florida St, we have a 2 story wood frame with fire showing. Unit has the hydrant at Florida and Beech St. and establishing command.</p> <p>Example (2): 2344 is 22 at 260 West Broadway, we have a 5 story high rise with nothing showing. Unit has the hydrant at Laurelton and Broadway. Investigating.</p> <p>Any other information the first arriving unit feels is pertinent should be included in the size-up.</p>	
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# City of Long Beach Fire Department

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## Department Procedure

Procedure Title	Procedure Number	Scope
<b>EMS Alarm Response (Non-Medical)</b>	<b>OPS 201</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to emergency medical services members responding to non-medical alarms.	
<b>DEFINITIONS</b>	EMS- Emergency Medical Services BLS- Basic Life Support ALS- Advanced Life Support IC- Incident Command UFA - Uniformed Firefighter Association (career personnel) PCR - Pre Hospital Care Report PPE- Personal Protective Equipment	
<b>RULES</b>	UFA personnel shall be considered firefighters during response unless otherwise directed by a higher authority or upon arrival at an incident, they encounter an aided that requires immediate medical attention.  A PCR shall be generated for all assignments an ambulance responds to.	
<b>REPLACES</b>	General Order 87-4	
<b>PROCEDURE</b> EMS Personnel	1. Members shall safely respond to an alarm with the required number of personnel. (If the ambulance only has a chauffeur, the Chief or IC at the scene may authorize a response.)  2. Upon arrival; A. The unit shall notify dispatch of their arrival and location. ( The ambulance should be positioned off of the fire block, leaving room to exit the scene if necessary.)  B. Members shall wear the appropriate PPE for the alarm.  C. Members shall bring the appropriate equipment needed for that alarm to the vicinity of the front of the building and await further orders.	
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**EMS Alarm Response (Non-Medical)**

Procedure Number

**OPS 201**

Working Fire

3. If an aided person is encountered, the aided person shall be triaged and treated at the scene based on the EMS personnel's qualification, ALS or BLS.
4. If the aided person is in need of treatment at a hospital , EMS personnel shall transport the aided to the appropriate hospital.
5. If the alarm turns into a mass casualty incident, the OIC or EMS Officer shall notify dispatch of such and establish a medical command location. (See Mass Casualty Incidents, OPS 203)

In the event a working fire is transmitted, EMS personnel shall perform the above steps followed by;

1. A Medical Command shall be established at a location set by the EMS Officer.
2. The EMS Officer shall notify dispatch and/or the Command Post of the Medical Commands location.
3. The EMS Officer shall coordinate all EMS operations and responses with the IC and/or Command Post.

Rehab

EMS personnel shall be responsible for rehab for any and/or all personnel that are involved in firefighting operations.

**SOURCES**

None applicable.



# City of Long Beach Fire Department

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## Department Procedure

Procedure Title	Procedure Number	Scope
<b>EMS Alarm Response (Medical)</b>	<b>OPS 202</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide emergency medical services to save lives and aid the injured. These procedures are to direct emergency medical services members responding to medical alarms.	
<b>DEFINITIONS</b>	EMS- Emergency Medical Services BLS- Basic Life Support ALS- Advanced Life Support IC- Incident Command PCR - Pre Hospital Care Report DNR - Do Not Resuscitate PPE - Personal Protective Equipment Mentally competent - a patient that is oriented to person, place and time and shows no significant mental impairment or mental illness.	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. A PCR shall be generated for all assignments.</li> <li>2. Members of the Department will render aid to a sick or injured person in accordance with their level of training, ALS or BLS.</li> </ol>	
<b>REPLACES</b>	General Order 04-3	
<b>PROCEDURE</b> EMS Personnel	<b>A. Rendering Aid</b> <ol style="list-style-type: none"> <li>1. Members shall safely respond to an alarm with the required number of personnel. (If the ambulance only has a chauffeur, the Chief or IC at the scene may authorize a response.)</li> <li>2. Upon arrival;               <ol style="list-style-type: none"> <li>a. The unit shall notify dispatch of their arrival.</li> <li>b. Members shall wear the appropriate PPE for the alarm.</li> </ol> </li> <li>3. Members shall bring the appropriate equipment needed for that alarm with them to the patient's location.</li> <li>4. Interviews the patient (if possible) and assesses their physical condition.</li> </ol>	
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5. Renders aid in accordance with their level of training unless:
  - a. the patient refuses medical aid, ( See Section C)
  - b. presented with a DNR. (See Section D)
6. Requests the helicopter, if necessary. (See Section B)
7. Requests additional personnel and equipment as needed.
8. Requests police response in all cases of suspected crimes, including domestic violence.
9. Collects the patient's information, medications and all necessary signatures required for insurance purposes.
10. Prepares to transport patient.
  - a. If the first arriving unit will not be the transporting unit then transfers patient care to the transporting unit.

NOTE: Personal health information is confidential, therefore sharing information about the patient's current health or past health history should only be exchanged among members of the department at the scene and only when necessary for patient care.

**B. Transporting the Patient**

1. Advises Medical Control of the patient's status and destination.

NOTE: The patient shall be transported to the closest, appropriately available hospital. Diversions may be made to other hospitals when;

- a. The primary hospital is unable to accept patients at that time, or
- b. Necessary for patients with trauma, burns, Pediatrics or mental aided.
- c.
  1. The patient remains stable, and
  2. requests treatment or receives regular care at an alternate hospital, and
  3. The additional transport time is less than 10 minutes.

NOTE: Diversions may be declined by the EMS crew with considerations to patient status, weather, incidents in progress and crew status.

2. Transport the patient by ambulance unless helicopter transportation is appropriate. Consider transporting by helicopter when:
  - a. The patient has a spinal injury and ground transportation interferes with spinal stabilization or may further compromise the patient's condition.

**EMS Alarm Response (Medical)****OPS 202**

b. Transport time to a trauma center can be decreased by more than 15 minutes and

1. the patient is a trauma case,
2. the patient is a burn victim with second and third degree burns covering more than 30% of the body,
3. patient has a major amputation that requires specialized care,
4. extrication interferes with time limitations, which may result in the deterioration of the patient's condition.

NOTE: Helicopter transportation is not an option when the patient:

1. weighs more than 250 pounds,
  2. may be difficult to control due to an altered mental state or fear of flying.
  3. has acute congestive heart failure, acute myocardial infarction, or must have the head and upper body in an elevated position.
3. Updates Medical Control with any changes in the patient's condition.
  4. Transfers care of patient to hospital staff upon arrival at the hospital.
  5. Completes a PCR.

**C. Refusal of Care**

Note: A person less than 18 years of age cannot refuse medical aid for him/herself. Only a parent or guardian who is at the scene can refuse medical aid for the person less than 18 years old. An emancipated minor, who by virtue of a court order, marriage or parenthood is legally responsible for his/her actions, can refuse medical aid.

1. Reviews the assessment of the patient with the patient him/herself or parent or guardian, informing him/her of the risks involved if he/she refuses.
2. Determines if the patient is mentally competent to make the decision to refuse medical aid.
3. Release the patient if all of the following are met:
  - a. patient refuses medical aid,
  - b. patient is mentally competent,
  - c. patient does not need immediate medical care.

**EMS Alarm Response (Medical)****OPS 202**

4. If the patient is not mentally competent, contacts the Medical Control physician and advises him:
  - a. of the level of the patient's mental competence,
  - b. if the patient needs immediate medical care.
5. Follows the direction of the Medical Control physician.
6. Continues medical aid, if the Medical Control physician directs transportation.
  - a. requests for a police officer to the scene, if necessary. (Only a police officer can force a patient to the hospital.)
7. Release the patient, if the Medical Control physician directs release.
8. Obtains signature of patient or his parent or guardian on the release section of the PCR, if released.

**D. Do Not Resuscitate Orders**

1. Determine if the DNR order is valid and has not been revoked or cancelled.

Note: A valid DNR order may be disregarded if a family member or a person, other than those emergency medical personnel, at the scene objects to the order and physical confrontation appears likely.

2. Refrain from or discontinue the use of medical attention if the DNR order is valid.
3. Continue the appropriate resuscitative measures if DNR order is not valid.
4. Notes all relevant information from the DNR onto the PCR, if a copy is available secures to PCR.
5. Initiate other necessary procedures, such as;
  - a. Implied Pronouncement of Death, (See OPS 206)
  - b. Police notification.

**E. Reporting**

1. Completes the PCR.
2. Obtains the signature of hospital personnel on the agency copy of the PCR.
3. Provides the hospital patient record copy of the PCR to one of the following only:
  - a. the hospital which receives the patient, or

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**EMS Alarm Response (Medical)**

**OPS 202**

SOURCES

- b. transfer care of patient to another ambulance, or
- c. the Nassau County Medical Examiner in the case of a pronouncement.

NYS Department of Health Bureau of Emergency Medical Services Student Reference Guide  
Public Health Law, Article 29-B  
Nassau County Emergency Medical Services (EMS) Protocol and Procedure Manual





# City of Long Beach Fire Department

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## Department Procedure

Procedure Title	Procedure Number	Scope	
<b>Mentally Disabled Persons</b>	<b>OPS 204</b>	<b>All</b>	
<b>POLICY</b>	<p>The policy of the fire department is to assist persons who are in need. This includes rendering necessary aid in a humane and sensitive manner to persons who appear to be suffering from mental illness or disability.</p>		
<b>DEFINITIONS</b>	<p>PCR - Pre Hospital Care Report            OIC - Officer in Charge            Likely to result in serious harm:</p> <ol style="list-style-type: none"> <li>1. a substantial risk of physical harm to him/herself as manifested by threats of, or attempts at, suicide or serious bodily harm, or other conduct demonstrating that he/she is dangerous to him/herself.                Note: This may include the person's refusal or inability to meet essential need for food, shelter, clothing, or health care.</li> <li>2. a substantial risk of physical harm to other persons as manifested by homicidal or other violent behavior by which others are placed in reasonable fear of serious physical harm.</li> </ol>		
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. Members of the Department will not use any restraint technique during transport that dangerously inhibits a restrained person's breathing.</li> </ol>		
<b>REPLACES</b>	None applicable		
<b>PROCEDURE</b> Member	<ol style="list-style-type: none"> <li>1. Assesses the situation, interviewing persons present including police.                Note: For all Mentally Disabled Persons responses, if the police are not at the scene they shall be requested to respond.</li> <li>2. If it is determined that the behavior is not due to mental illness, treats the incident as a normal medical response, (See OPS 202).</li> </ol> <p><b>A. No Risk Perceived</b></p> <ol style="list-style-type: none"> <li>1. If the patient voluntarily requests to go to the hospital, and no risk is perceived by the members, transports to the hospital.</li> </ol>		
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**Mentally Disabled Persons**

**OPS 204**

Member

Note: If at any time before or during a transport, a member of the department is uncomfortable with being in the ambulance with the patient, the member shall request police assistance with transporting.

2. Prepares a PCR.

**B. Risk Perceived**

1. If it is determined that the patient is conducting him/herself in a manner which is likely to result in serious harm to him/herself or others, the OIC may notify the dispatcher for a police ambulance to respond.

Note: If a police ambulance shall transport the patient then custody will be turned over to the police department.

2. If a police ambulance is not available or has a protracted response time, the members may transport the patient but only with the patient properly restrained by the police who shall accompany the patient in the rear of the ambulance.

3. Ascertains the patient does not have any sharp objects or instruments that can be used as weapons on their person, a police officer may be notified to assist if necessary.

4. If the stretcher is going to be used to transport the patient, ensures the patient is lying on their left side facing member.

5. Prepares a PCR.

**SOURCE**

New York State Mental Hygiene Law, Section 9.41



# City of Long Beach Fire Department

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## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Suspected Child Abuse</b>	<b>OPS 205</b>	<b>All</b>
<b>PURPOSE</b>	To establish a procedure for members that may encounter a suspected child abuse/maltreatment situation and what their responsibilities are.	
<b>DEFINITIONS</b>	<p>PCR - Pre Hospital Care Report</p> <p>Abused Child - a child less than eighteen years of age whose parent or other person legally responsible for his care:</p> <ol style="list-style-type: none"> <li>1) Inflicts or allows to be inflicted upon the child serious physical injury, or</li> <li>2) Creates or allows to be created a substantial risk of physical injury, or</li> <li>3) Commits or allows to be committed against the child a sexual offense as defined in the penal law.</li> </ol> <p>Child Maltreatment - a child under eighteen years of age whose physical, mental or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care:</p> <ol style="list-style-type: none"> <li>1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care, though financially able to do so or offered financial or other reasonable means to do so, or</li> <li>2) in providing the child with proper supervision or guardianship, or</li> <li>3) by unreasonable inflicting, or allowing to be inflicted, harm or a substantial risk thereof, including the infliction of excessive corporal punishment, or</li> <li>4) by using a drug or drugs, or</li> <li>5) by using alcoholic beverages to the extent that he loses self-control of his actions, or</li> <li>6) by any other acts of a similarly serious nature requiring the aid of the Family Court.</li> </ol>	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. Pursuant to Section 415 of the New York State Social Service Law, all Medical Technicians (EMT, EMT-CC and EMT-P) of the Long Beach Fire Department are mandated to report suspected child abuse or maltreatment, regardless whether or not other mandatory reporters have done so.</li> </ol>	
<b>REPLACES</b>	General Order 2004-2	
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**Suspected Child Abuse****OPS 205****PROCEDURE**

Member

Upon suspecting child abuse/maltreatment, the technician will report suspected child abuse/maltreatment as follows:

- 1) Provide appropriate medical care as required.
- 2) Document all findings, relevant statements, care provided, and comments on a PCR.
- 3) Request a police response for an aided case report. Notify officer in person of your suspicions. Respect patient confidentiality.
- 4) Transport the child for appropriate medical care as required/requested.
- 5) Notify the Physician or Registered Nurse at the Emergency Department of your findings and suspicions. Record the name and title of the person that you reported this to at the hospital, on your PCR.
- 6) Immediately notify the New York State Central Child Abuse and Maltreatment Register by telephone at 1-800-635-1522, giving information requested regarding your suspicions/findings.
- 7) Document on the PCR the name of the person that you reported the suspected abuse to, the date and the time of report.
- 8) Notify the dispatcher of the referral and have said recorded on the run sheet.
- 9) Within 48 hours of the initial telephone report, you **MUST** submit form LDSS-2221A via fax to the Nassau County Child Protective Services at 516-571-5323. Telephone the agency after faxing to confirm receipt of report at 516- 571-5312.
- 10) Secure a copy of form LDS- 2221A to the PCR for safekeeping.

**NOTE:** When in doubt, report all suspicions of child abuse or maltreatment. All persons participating in good faith in the making of a report, the taking of photographs, or the removal or keeping of a child pursuant to the NYS Office of Children and Family Services shall have immunity from any liability, civil or of any person required to report cases of child abuse or maltreatment shall be presumed.

Members may use the attached fact sheet to determine whether or not the abused/maltreated child meets the criteria for one or both.

**SOURCES**

New York State Office of Children and Family Services, Section 412-420.



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Implied Pronouncement of Death</b>	<b>OPS 206</b>	<b>All</b>
<b>POLICY</b>	The policy of the Fire Department is to provide procedure for a pronouncement of death that is consistent with the protocols of the Nassau County Emergency Services (EMS) System and the Nassau County Medical Examiner's Office.	
<b>DEFINITIONS</b>	<p>EMS - Emergency Medical Services            CPR - Cardiopulmonary resuscitation            AMT - Advanced Medical Technician            EMT Emergency Medical Technician            PCR - Pre Hospital Care Report            Implied pronouncement - a determination that an individual has no pulse and is not breathing and that cardiopulmonary resuscitation (CPR) is contraindicated and therefore will not be performed. This determination can be made by any Fire Department AMT or EMT.</p> <p>NOTE: CPR is contraindicated, and not performed, in cases of obvious death involving one or more of the following:</p> <ol style="list-style-type: none"> <li>1. rigor mortis,</li> <li>2. tissue decomposition,</li> <li>3. extreme dependent lividity.</li> <li>4. decapitation.</li> </ol>	
<b>RULES</b>	None applicable.	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>		
EMS	<ol style="list-style-type: none"> <li>1. Determines if an individual is an obvious death, if so, notifies for a police response.</li> <li>2. If the individual is not an obvious death, initiates OPS 202, EMS Alarm Response (Medical).</li> <li>3. If the individual is an obvious death, examines the body and determines if he/she is an obvious death.</li> <li>4. Records the determination time as the time of implied pronouncement.</li> </ol>	
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**Implied Pronouncement of Death**

**OPS 206**

**All**

5. Notifies the Medical Examiner's Office and provides the Forensic Medical Investigator with details of the implied pronouncement, including the information obtained on form 206A.
6. Prepares a PCR, including the time of the implied pronouncement and other pertinent facts.
7. After the PCR is prepared, the pink copy will be given to the police officer at the scene, to be forwarded to the Medical Examiner's office.

**SOURCES**

Nassau County EMS Protocol and Procedure Manual

**CITY OF LONG BEACH FIRE DEPARTMENT**  
**INFORMATION FOR THE MEDICAL EXAMINER (PHONE # 572-5166)**

Name of Deceased \_\_\_\_\_ S/S Number \_\_\_\_\_  
Deceased Residence \_\_\_\_\_ Phone Number \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Marital Status \_\_\_\_\_  
Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_  
Next of Kin Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Identified by \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
By Whom Last Seen Alive \_\_\_\_\_ Date/Time \_\_\_\_\_  
By Whom Found \_\_\_\_\_ Date/Time \_\_\_\_\_  
Place of Death \_\_\_\_\_  
Position Found \_\_\_\_\_ Clothes Wearing \_\_\_\_\_  
Place of Death Condition \_\_\_\_\_  
Death Pronounced - Date \_\_\_\_\_ Time \_\_\_\_\_  
Pronounced By Name \_\_\_\_\_ Shield/NYS ID \_\_\_\_\_  
Agency \_\_\_\_\_  
Police Officer - Name \_\_\_\_\_ Shield Number \_\_\_\_\_  
Medical Examiner \_\_\_\_\_ M.E. Investigator \_\_\_\_\_  
Injury if any \_\_\_\_\_  
Past Medical History \_\_\_\_\_  
Medications \_\_\_\_\_  
Name of Physician \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address of Physician \_\_\_\_\_  
Last Seen By Physician \_\_\_\_\_ DNR \_\_\_\_\_ Date of DNR \_\_\_\_\_  
Complaints Prior to Death \_\_\_\_\_

RIGOR MORTIS		
_____ JAW	_____ ARMS	_____ NECK
_____ BACK	_____ LEGS	_____ CHEST
_____ ABDOMEN		

DEPENDANT LIVIDITY	
_____ ANTERIOR	
_____ POSTERIOR	
_____ LATERAL-	_____ RIGHT
	_____ LEFT



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Sexual Assault Victims</b>	<b>OPS 207</b>	<b>All</b>
<b>POLICY</b>	It is the policy of this department to treat the victims of sexual assaults with dignity and compassion, while administering medical attention when necessary.	
<b>DEFINITIONS</b>	PCR - Pre-Hospital Care Report NUMC - Nassau University Medical Center	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. When necessary, sexual assault victims will be transported to a medical facility with the capabilities of dealing with these types of sensitive cases. Either NUMC or North Shore - Manhasset shall be utilized.</li> <li>2. All pediatrics shall be brought to NUMC.</li> </ol>	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b> Member	<ol style="list-style-type: none"> <li>1. Assesses the situation to determine if emergency medical attention is required.</li> <li>2. If emergency medical attention is required, treats the incident as a normal medical response, (See OPS 202). NOTE: The victims' immediate medical condition is the primary concern.</li> <li>3. If medical attention is not required, and it is determined the person is a victim of a sexual assault, requests the police to respond.</li> <li>4. Ensures the victim does not do any of the following prior to any examination;               <ol style="list-style-type: none"> <li>a. bathe,</li> <li>b. defecate or urinate,</li> <li>c. drink,</li> <li>d. smoke.</li> </ol> </li> <li>5. If the victim has no immediate medical concerns, turns custody of victim over to police to transport to an appropriate hospital.</li> </ol>	
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**Sexual Assault Victims**

**OPS 207**

**SOURCE**

6. If it is necessary for the victim to be transported to the hospital in a departmental ambulance, requests a police officer accompany the victim if the victim is of the opposite sex.

7. PCR completed.

NYS Dept. of Health



# City of Long Beach Fire Department

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## Department Procedure

Procedure Title	Procedure Number	Scope	
<b>Infectious Control / Exposure</b>	<b>OPS 208</b>	<b>All</b>	
<b>POLICY</b>	<p>It is the policy of this department to ensure proper treatment of Department members who have been exposed to blood or other potentially infectious materials while performing their duties. In compliance with the Division of Public Employee Safety and Health Bureau (PESH) regulations, the Department also maintains an Exposure Control Plan.</p>		
<b>DEFINITIONS</b>	<p>Designated Officer - the Long Beach Fire Department Medical Director, Chief or Career Lieutenant who shall act as the confidential liaison between members of the department and a medical facility.            PCR- Pre Hospital Care Report            Exposure Incident - having specific contact with airborne, blood or other potentially infectious materials, from a source individual, or another outside source resulting from the performance of a members duties.            Other Potentially Infectious Materials - include body fluids, tissue or organs, other than skin contact and inhalation exposure.            Source Individual - any person whose blood or other potentially infectious material may be the source of exposure to a member of the department. The source individual may be an aided person, Department member or any contacted individual.            Note: A source individual must have been transported to a medical facility by an emergency response employee, for treatment, in order to mandate a medical facility to disclose information about a source individual. If the source individual is not in need of, or if refusing medical attention, the Designated Officer shall attempt to get written consent from the source individual.            Specific Contact - contact made with a member's eye, mouth, nose, or non-intact skin. Specific contact may be direct or by a piercing of the skin by a needle stick, or a possible contaminated sharp object.            HBV - Hepatitis B Virus            HIV - Human immunodeficiency virus</p>		
<b>RULES</b>	<p>1. Universal precautions will be observed at all times.</p>		
<b>REPLACES</b>	<p>General Orders 97-3, 94-1</p>		
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**PROCEDURE**

Member

**A. Initial Actions**

1. Suspects he/she may have been involved in an exposure incident.
2. Notifies the Officer at the scene or has the dispatcher contact the appropriate Officer, either Chief or Career Lieutenant.  
Note: NO personal information shall be transmitted over the radio.
3. Seeks medical attention at scene, if available.

Chief/Career  
Lieutenant

1. Reviews the facts of the incident and determines if an exposure incident has occurred.
2. If it is determined that an exposure incident occurred, proceed to Section B. If not, end procedure.

**B. Investigation of Exposure Incident**

Chief/Career  
Lieutenant/  
Designated Officer

1. Advises member to respond to a medical facility for treatment or base line testing, if necessary.
2. Responds to the medical facility or designates another to respond to the medical facility and locates the member.
3. Ensures the incident is handled as an EMS medical assignment, see OPS 202, and a PCR is prepared.
4. Investigates the incident and prepares an Exposure Contact form, 208a, and ensures it is delivered to the Fire Commissioner.
5. Locates source individual and have hospital personnel request consent for a blood test to be performed.  
Note: When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.  
Results of the source individual's testing shall be made available to the exposed member, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
6. Contacts the dispatcher and receives the next Exposure Number to assign to this incident.  
Note: A log book shall be kept in the Dispatcher office of all exposures that occur, in numerical order for that calendar year.

**Infectious Control / Exposure**

**OPS 208**

Member

7. Notifies the Long Beach Fire Department Fire Commissioner.

**C. Treatment**

1. Responds to medical facility for treatment.
2. Receives shots for HVB, if deemed appropriate.
3. Member may elect to accept or decline HIV vaccination, if deemed appropriate.
4. Receives counseling, if necessary.
5. Conducts follow up with Medical Director, or designee.

Fire Commissioner

1. Notifies the Medical Director and relays all available information regarding the exposure incident, if necessary.

Medical Director

1. Ensures the source individual's blood is tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
2. If no reply is received from the medical facility within 10 days, contacts the facility to ascertain the status of the blood test.
3. Advises member when he/she:
  - a. determines there was no exposure incident, or
  - b. receives a negative finding from the medical facility.

[ End Procedure]
4. Advises member of the appropriate medical procedures to be followed when:
  - a. determines there was an exposure incident, or
  - b. receives a finding, other than negative, from the medical facility, or
  - c. receives a notification that a diagnosis is unavailable, or
  - d. receives a notification that no diagnosis can be made, or
  - e. receives a report for the blood test from the Department of Health.
5. Provides member an opinion of the exposure incident, if possible.

**SOURCE**

OSHA 1900 Blood Borne Pathogen Standard  
 Long Beach Fire Department Exposure Control Plan  
 Nassau County Police Department Procedure Exposure to Blood



CITY OF LONG BEACH FIRE DEPARTMENT  
INFECTIOUS CONTROL/EXPOSURE REPORT FORM

Run # \_\_\_\_\_  
Exposure Report # \_\_\_\_\_

Member: \_\_\_\_\_  
Company: \_\_\_\_\_ Badge : \_\_\_\_\_  
Phone Number \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_  
Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Officer Notified: \_\_\_\_\_  
Member Responded to Hospital: Y / N  
Hospital: \_\_\_\_\_  
Describe how exposure occurred (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you exposed to: Blood / Tears / Feces / Urine / Saliva / Sweat / Vomitus /  
Sputum / Other (specify) \_\_\_\_\_

What part(s) of body were exposed (check all that apply)? Face / Hands / Arms / Legs  
Chest / Abdomen / Eyes / Mouth / Other (be specific) \_\_\_\_\_

Do you have open cuts, rashes, etc. that became exposed (be specific): \_\_\_\_\_  
\_\_\_\_\_

Designated Officer Assigned: \_\_\_\_\_  
Please print

- Select one of the following:
- Source individual has communicable disease / Type of disease:
  - Source Individual tested; no communicable disease identified
  - Source Individual not tested; high suspicion of communicable disease
  - Source Individual not tested; low suspicion of communicable disease

Designated Officer Signature: \_\_\_\_\_

Follow up by Department Medical Director:

Date of follow up: \_\_\_\_\_



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>Dwellings - Engine Operations</b>	<b>OPS 301</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to members of an engine company for safe operations when dealing with structural fire incidents in common residential type buildings.	
<b>DEFINITIONS</b>	IC - Incident Command Dwelling - One or two family house, garden apartment or townhouse. PPE- Personal Protective Equipment, including SCBA. Officer - Member in charge of the apparatus and personnel assigned. Nozzle - Member in control of the nozzle attached to the hose line. Back-up - Member assisting the Nozzle with controlling the hose line, Door - Member feeding hose line through the doorways and around corners. Control - Member that breaks down/connects the hose line. Chauffeur - Member that operates the apparatus both driving and pumping. SCBA - Self Contained Breathing Apparatus.	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. All members performing firefighter functions will be required to wear their department issued PPE at alarm calls, with the exception of the chauffeur, if needed.</li> <li>2. All apparatus should be positioned as to not hinder incoming units.</li> </ol>	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of another responding engine company.  Positions shall remain the same for all responding engine companies.	
First Due Engine	<ol style="list-style-type: none"> <li>1. Safely responds to the alarm.</li> <li>2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.</li> <li>3. Establishes a water source.</li> </ol>	
Issuing Authority	Signature	Effective Date
		1/1/2015
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Procedure Title	Procedure Number
<b>Dwellings - Engine Operations</b>	<b>OPS 301</b>
Officer	<ol style="list-style-type: none"> <li>4. Makes obvious rescues, if necessary.</li> <li>5. Initiates proper fire suppression tactics to confine/control/suppress the fire.</li> <li>1. Attempts to ascertain if all occupants are accounted for.</li> <li>2. Formulates tactics to be used based upon information at hand and relays all relevant information to his members.</li> <li>3. Ensures proper access is gained to the fire building.</li> <li>4. Coordinates with Ladder company personnel in regards to locating the fire.               <ol style="list-style-type: none"> <li>a. If no Ladder company is present to assist, locates fire.</li> </ol> </li> <li>5. Supervises hose line personnel and overall hose line operation.</li> <li>6. Communicates with IC with updates on progress and any other relevant information.</li> </ol>
Nozzle	<ol style="list-style-type: none"> <li>1. Retrieves appropriate hose line from apparatus.</li> <li>2. Responds to the area of entry at the fire building and flakes out hose line.</li> <li>3. Follows the Officers orders in regards to hose advancement and fire extinguishment.</li> </ol>
Back-Up	<ol style="list-style-type: none"> <li>1. Assists Nozzle in retrieving the required number of lengths of hose from the apparatus.</li> <li>2. Assists Nozzle in flaking out hose line at the area of entry to the fire building.</li> <li>3. Enters fire building with Nozzle and assists with hose advancement and fire extinguishment.</li> <li>4. Relieves Nozzle, if necessary.</li> </ol>
Door	<ol style="list-style-type: none"> <li>1. Assists Nozzle in retrieving hose lengths and with flaking of hose line at the area of entry to the fire building.</li> <li>2. Assists with feeding of hose line into fire building and around corners inside.</li> </ol>
Control	<ol style="list-style-type: none"> <li>1. Responds to rear of apparatus.</li> </ol>
	2 of 3

Procedure Title	Procedure Number
<b>Dwellings - Engine Operations</b>	<b>OPS 301</b>
Chauffeur	<p>2. After a sufficient amount of hose has been pulled off, breaks down couplings and hooks up to a discharge, advising chauffeur of lengths, nozzle size and discharge number.</p> <p>3. Assists with the advancement of the hose line.</p>
Second Due Engine	<p>1. Upon arrival, secures a water source.</p> <p>(If the chauffeur finds the hydrant to be defective, he must notify the IC or dispatcher immediately.)</p> <p>2. Monitors radio for orders from the Officer.</p>
Third Due Engine	<p>The primary goal for the second due engine is to supplement the first due engine with manpower and necessary equipment.</p> <p>1. Safely responds to the alarm.</p> <p>2. Upon arrival, establishes a water source, notifies the dispatcher of their location and confirms the first due engine has sufficient manpower and has secured a water source.</p> <p>a) if the first due engine does <b>not</b> have sufficient manpower or has <b>not</b> secured a water source the second due engine manpower shall assist the first due engine, this might involve supplying water to the first due engine.</p> <p>b) If the first due engine has sufficient manpower and has secured a water source then the second due engine shall acquire a second hose line to either back-up the first hose line or be used as an exposure line to protect adjoining properties, unless ordered otherwise.</p> <p>The primary goal for the third due engine shall be to provide additional manpower and equipment to the hose lines already in service or if needed provide a hose line as a back-up hose line or for exposures of adjoining properties, unless ordered otherwise.</p> <p>All additional engine companies that respond to the alarm shall be staged to provide relief for the initial engine companies.</p>
<b>SOURCES</b>	None 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
<b>Taxpayer - Engine Operations</b>	<b>OPS 302</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to members of an engine company for safe operations when dealing with structural fire incidents in common commercial type buildings.	
<b>DEFINITIONS</b>	IC - Incident Command Taxpayer - A commercial business type building, either one or more stories. PPE- Personal Protective Equipment, including SCBA. Officer - Member in charge of the apparatus and personnel assigned. Nozzle - Member in control of the nozzle attached to the hose line. Back-up - Member assisting the Nozzle with controlling the hose line, Door - Member feeding hose line through the doorways and around corners. Control - Member that breaks down/connects the hose line. Chauffeur - Member that operates the apparatus both driving and pumping. SCBA - Self Contained Breathing Apparatus.	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. All members performing firefighter functions will be required to wear their department issued PPE at alarm calls, with the exception of the chauffeur, if needed.</li> <li>2. All apparatus should be positioned as to not hinder incoming units.</li> </ol>	
<b>REPLACES</b>	None applicable.	
<b>PROCEDURE</b>	In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of another responding engine company.  Positions shall remain the same for all responding engine companies.	
First Due Engine	<ol style="list-style-type: none"> <li>1. Safely responds to the alarm.</li> <li>2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.</li> <li>3. Establishes a water source.</li> </ol>	
Issuing Authority	Signature	Effective Date
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Procedure Title	Procedure Number
<b>Taxpayer - Engine Operations</b>	<b>OPS 302</b>
Officer	<ol style="list-style-type: none"> <li>4. Makes obvious rescues, if necessary.</li> <li>5. Initiates proper fire suppression tactics to confine/control/suppress the fire.</li> </ol>
Nozzle	<ol style="list-style-type: none"> <li>1. Attempts to ascertain if all occupants are accounted for.</li> <li>2. Formulates tactics to be used based upon information at hand and relays all relevant information to his members.</li> <li>3. Ensures proper access is gained to the fire building.</li> <li>4. Coordinates with Ladder company personnel in regards to locating the fire.               <ol style="list-style-type: none"> <li>a. If no Ladder company is present to assist, locates fire.</li> </ol> </li> <li>5. Supervises hose line personnel and overall hose line operation.</li> <li>6. Communicates with IC with updates on progress and any other relevant information.</li> </ol>
Back-Up	<ol style="list-style-type: none"> <li>1. Retrieves appropriate hose line from apparatus.</li> <li>2. Responds to the area of entry at the fire building and flakes out hose line.</li> <li>3. Follows the Officers orders in regards to hose advancement and fire extinguishment.</li> </ol>
Door	<ol style="list-style-type: none"> <li>1. Assists Nozzle in retrieving the required number of lengths of hose from the apparatus.</li> <li>2. Assists Nozzle in flaking out hose line at the area of entry to the fire building.</li> <li>3. Enters fire building with Nozzle and assists with hose advancement and fire extinguishment.</li> <li>4. Relieves Nozzle, if necessary.</li> </ol>
Control	<ol style="list-style-type: none"> <li>1. Assists Nozzle in retrieving hose lengths and with flaking of hose line at the area of entry to the fire building.</li> <li>2. Assists with feeding of hose line into fire building and around corners inside.</li> </ol>
Control	<ol style="list-style-type: none"> <li>1. Responds to rear of apparatus.</li> </ol>
	2 of 3

**Taxpayer - Engine Operations**

**OPS 302**

Chauffeur

- 2. After a sufficient amount of hose has been pulled off, breaks down couplings and hooks up to a discharge, advising chauffeur of lengths, nozzle size and discharge number.
- 3. Assists with the advancement of the hose line.
- 1. Upon arrival, secures a water source.  
(If the chauffeur finds the hydrant to be defective, he must notify the IC or dispatcher immediately.)
- 2. Supplies sprinkler and/or standpipe connections, if necessary.
- 3. Monitors radio for orders from the Officer.

Second Due Engine

The primary goal for the second due engine is to supplement the first due engine with manpower and necessary equipment.

- 1. Safely responds to the alarm.
- 2. Upon arrival, establishes a water source, notifies the dispatcher of their location and confirms the first due engine has sufficient manpower and has secured a water source.
  - a) if the first due engine does **not** have sufficient manpower or has **not** secured a water source the second due engine manpower shall assist the first due engine, this might involve supplying water to the first due engine.
  - b) If the first due engine has sufficient manpower and has secured a water source then the second due engine shall acquire a second hose line to either back-up the first hose line or be used as an exposure line to protect adjoining properties, unless ordered otherwise.

Third Due Engine

The primary goal for the third due engine shall be to provide additional manpower and equipment to the hose lines already in service or if needed provide a hose line as a back-up hose line or for exposures of adjoining properties, unless ordered otherwise.

All additional engine companies that respond to the alarm shall be staged to provide relief for the initial engine companies.

**SOURCES**

None applicable.



# City of Long Beach Fire Department

1 West Chester Street, Long Beach, New York 11561

## Department Procedure

Procedure Title	Procedure Number	Scope
<b>High-Rise - Engine Operations</b>	<b>OPS 303</b>	<b>All</b>
<b>POLICY</b>	It is the policy of the Fire Department to provide clear and concise instructions to members of an engine company for safe operations when dealing with structural fire incidents in common high-rise type buildings.	
<b>DEFINITIONS</b>	<p>IC - Incident Command</p> <p>PPE- Personal Protective Equipment, including SCBA.</p> <p>High-Rise - A multiple dwelling or commercial structure consisting of more than three floors.</p> <p>Cockloft - The enclosed space between the top floor and the roof's underside.</p> <p>Officer - Member in charge of the apparatus and personnel assigned.</p> <p>Nozzle - Member in control of the nozzle attached to the hose line.</p> <p>Back-up - Member assisting the Nozzle with controlling the hose line,</p> <p>Door - Member feeding hose line through the doorways and around corners.</p> <p>Control - Member that attaches the hose line to the building standpipe system.</p> <p>Chauffeur - Member that operates the apparatus both driving and pumping.</p> <p>SCBA - Self Contained Breathing Apparatus.</p>	
<b>RULES</b>	<ol style="list-style-type: none"> <li>1. All members performing firefighter functions will be required to wear their department issued PPE at alarm calls, with the exception of the chauffeur, if needed.</li> <li>2. All apparatus should be positioned as to not hinder incoming units.</li> </ol>	
<b>REPLACES</b>	General Order 99-8.	
<b>PROCEDURE</b>	<p>In the event manpower is insufficient to fill all the positions, then multiple assignments might have to be completed by one member, or the arrival of another responding company.</p> <p>All members will utilize stairwells, when practical, to reach upper floors if the fire is located on the sixth floor or less from the ground. If the fire is determined to be above the sixth floor, elevators may be utilized if working properly but should be exited on two floors below the fire floor.</p> <p>Positions shall remain the same for all responding engine companies.</p>	
Issuing Authority	Signature	Effective Date
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**High Rise - Engine Operations**

**OPS 303**

First Due Engine

1. Safely responds to the alarm.
2. Upon arrival, if first due, follows OPS 102, Initial Scene Size-Up.
3. Establishes a water source.
4. Makes obvious rescues, if necessary.
5. Initiates proper fire suppression tactics to confine/control/suppress the fire.
6. Shall consider a hose bed stretch if the fire is located on the first or second floor of the building.
7. If there is no standpipe system in the building, units shall consider using alternate means of supplying water to the fire, Example, water thief or a hose line to the floor below from a window.

Officer

1. Attempts to ascertain if all occupants are accounted for.
2. Formulates tactics to be used based upon information at hand and relays all relevant information to his members.
3. Ensures proper access is gained to the fire building.
4. Coordinates with Ladder company personnel in regards to locating the fire.
  - a. If no Ladder company is present to assist, locates fire.
5. Supervises hose line personnel and overall hose line operation.
6. Communicates with IC with updates on progress and any other relevant information.

Nozzle

1. Retrieves the appropriate hose line (Standpipe kit) from the apparatus.
2. Coordinates with the Back-Up and Control members in connecting the hose line and then responds to the fire floor if the stairwell is enclosed, or the floor below if it is an open stairwell.
3. Follows the Officers orders in regards to hose advancement and fire extinguishment.

Back-Up

1. Retrieves the appropriate hose line (Standpipe Kit) from the apparatus.

**High Rise - Engine Operations**

**OPS 303**

	<ol style="list-style-type: none"> <li>2. Coordinates with the Nozzle and Control members in connecting the hose line and then responds to the fire floor if the stairwell is enclosed, or the floor below if it is an open stairwell.</li> <li>3. Flakes out the hose line in stairwell, as needed.</li> <li>4. Backs up the Nozzle and relieves member, if necessary.</li> </ol>
Door	<ol style="list-style-type: none"> <li>1. Assists in flaking out the hose line in the stairwell.</li> <li>2. Assists with feeding of hose line down the hallway and around corners.</li> </ol>
Control	<ol style="list-style-type: none"> <li>1. Retrieves the appropriate hose line (Standpipe Kit) and standpipe bag from the apparatus.</li> <li>2. Responds to the floor below the fire floor and attaches the standpipe hose line to the buildings standpipe riser.</li> <li>3. Coordinates with the Nozzle and Back-Up member.</li> <li>4. Awaits orders from Officer on when to open the water gate and follows his orders. Stays at standpipe connection.</li> </ol>
Chauffeur	<ol style="list-style-type: none"> <li>1. Upon arrival, secures a water source. (If the chauffeur finds the hydrant to be defective, he must notify the IC or dispatcher immediately.)</li> <li>2. Supplies sprinkler and/or standpipe connections, if necessary.</li> <li>3. Monitors radio for orders from the Officer.</li> </ol>
Second Due Engine	<p>The primary goal for the second due engine is to supplement the first due engine with manpower and necessary equipment.</p> <ol style="list-style-type: none"> <li>1. Safely responds to the alarm.</li> <li>2. Upon arrival, establishes a water source, notifies the dispatcher of their location and confirms the first due engine has sufficient manpower and has secured a water source.             <ol style="list-style-type: none"> <li>a) if the first due engine does <b>not</b> have sufficient manpower or has <b>not</b> secured a water source the second due engine manpower shall assist the first due engine, this might involve supplying manpower to assist in the first due engine's standpipe operation.</li> </ol> </li> </ol>

**High Rise - Engine Operations**

**OPS 303**

Officer

b) If the first due engine has sufficient manpower and has secured a water source then the second due engine shall acquire a second hose line to back-up the first hose line, unless ordered otherwise.

1. Coordinates with first due engine officer.
2. Formulates tactics to be used based upon information at hand and relays all relevant information to his members.
3. Ensures proper access is gained to the fire building.
4. Coordinates with Ladder company personnel in regards to locating the fire.
  - a. If no Ladder company is present to assist, locates fire.
5. Supervises hose line personnel and overall hose line operation.
6. Communicates with IC with updates on progress and any other relevant information.

Nozzle

1. Retrieves the appropriate hose line (Standpipe kit) from the apparatus.
2. Coordinates with the Back-Up and Control members in connecting the hose line and then responds to the fire floor if the stairwell is enclosed, or the floor below if it is an open stairwell.
3. Follows the Officers orders in regards to hose advancement and fire extinguishment.

Back-Up

1. Retrieves the appropriate hose line (Standpipe Kit) from the apparatus.
2. Coordinates with the Nozzle and Control members in connecting the hose line and then responds to the fire floor if the stairwell is enclosed, or the floor below if it is an open stairwell.
3. Flakes out the hose line in stairwell, as needed.
4. Backs up the Nozzle and relieves, if necessary.

Door

1. Assists in flaking out the hose line in the stairwell.
2. Assists with feeding of hose line down the hallway and around corners.

**High Rise - Engine Operations**

**OPS 303**

Control

1. Retrieves the appropriate hose line (Standpipe Kit) and standpipe bag from the apparatus.
2. Responds to two floors below the fire floor and attaches the standpipe hose line to the buildings standpipe riser.
3. Coordinates with the Nozzle and Back-Up members in connecting the hose line.
4. Awaits orders from Officer on when to open the water gate and follows his orders. Stays at standpipe connection.

Chauffeur

1. Upon arrival, secures a water source.  
(If the chauffeur finds the hydrant to be defective, he must notify the IC or dispatcher immediately.)
2. Supplies sprinkler and/or standpipe connections, if necessary.
3. Monitors radio for orders from the Officer.

Third Due Engine

The primary goal for the third due engine shall be to provide additional manpower and equipment to the hose lines already in service or if needed provide a hose line as a back-up hose line, unless ordered otherwise.

All additional engine companies that respond to the alarm shall be staged to provided relief for the initial engine companies.

**SOURCES**

None applicable.