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| East Lake Tarpon Special Fire Control District | | | | | |
|  | <i>SOP 606 Operational Readiness Inspection Program</i> | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Implementation Date: 03/2013</td> <td style="width: 50%;">Revision Date(s): 03/24/2015</td> </tr> <tr> <td></td> <td>Reviewed Date(s):</td> </tr> </table> | Implementation Date: 03/2013 | Revision Date(s): 03/24/2015 | | Reviewed Date(s): |
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The purpose of the Operational Readiness Inspection Program is to ensure compliance, standardization, and a high level of operational readiness for emergency response and services provided throughout the department. Through preparation and evaluation; issues, deficiencies, and improvements are identified and resolved in a timely manner utilizing industry best practices.

The intent of the Operational Readiness Inspection Program is to evaluate how East Lake Tarpon Special Fire Control District is managing its physical resources, internal processes, and personnel to provide a higher level of oversight and accountability for the citizens of the district.

Inspection Schedule

The following shifts will be inspected biennially unless otherwise noted:

- “A” Shift: March; all inspections will be completed by April 15
- “B” Shift: May; all inspections will be completed by June 15
- “C” Shift: August; all inspections will be completed by September 15

Station Inspections will be conducted in three phases:

Pre-Inspection: The assigned Division Chief will review the inspection criteria with the responsible/assigned Lieutenant regarding the expectations and any additional direction not contained within this procedure. The pre-inspection is conducted by the Division Chief assigned to the shift/station, and is intended to assist station personnel in preparation of the formal

inspection by identifying deficiencies and taking corrective actions that are within their capabilities prior to the formal inspection.

Formal Inspection: The formal inspection is conducted by the Deputy Chief and assisted by the shift Division Chief in the presence of the assigned Lieutenant.

- Deficiencies found during the inspection that can be corrected by station personnel will be re-inspected by the Deputy Chief during the formal inspection.
- Deficiencies that cannot be corrected by station personnel will be mitigated and inspected by the Deputy Chief during a re-inspection.

Re-Inspection: The re-inspection is conducted if the overall operational readiness rating is found to be unsatisfactory by the Deputy Chief and is intended to ensure that deficiencies were addressed.

The Division Chief shall schedule a re-inspection date with the Deputy Chief and ensure that the Lieutenant has addressed the issues, deficiencies, or improvements from the Formal Inspection. The assigned Division Chief shall receive a briefing from the Deputy Chief after the conclusion of the re-inspection.

East Lake Tarpon Special Fire Control District Operational Readiness Inspection Program

Fire Station:

Shift:

Inspection Date:

Division Chief:

Lieutenant:

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| <u>Personal Protective Equipment</u> (NFPA 1001, Chapter 5) Inspect condition of individual PPE for all assigned personnel. Inspect the function, cleanliness, integrity, and operation of all assigned PPE. Soiled or contaminated PPE shall be scheduled for cleaning. Structural firefighting assigned equipment is evaluated including helmet and eye protection, SCBA mask, Nomex hood, fire footwear, coat, pants, and suspenders, and fire gloves. | 100PTS/ |
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| Additional equipment evaluated includes safety rope, Howd strap, spanner wrench, and wire cutters. (NFPA 1500, Chapter 5) | |
| SCBA Inspection (NFPA 1001, Chapter 5) | |
| Identify all components of SCBA are present: harness assembly, cylinder, face piece and voice amplification. | |
| Inspect all components of SCBA for cleanliness and damage. | |
| If dirty components are found they are cleaned immediately. If damage is found, remove from service and report to officer. | |
| Check that cylinder is full (90%-100% of capacity). (4050 PSI) | |
| Open the cylinder valve slowly; verify the operation of the low air alarm and the absence of audible air leaks. | |
| If air leaks are detected, determine if connections need to be tightened or if valves, donning switch, etc. need to be adjusted. Otherwise SCBA with audible leaks due to malfunctions shall be removed from service, tagged, and reported to the officer. | |
| Check that gauges and/or indicators (i.e. heads-up display) are providing similar pressure readings. Manufacturer's guidelines determine the acceptable range. (100 PSI) | |
| Check function (all modes) of PASS device. | |
| Don face piece and check for proper seal. | |
| Don regulator and check function by taking several normal breaths. | |
| Check bypass valve. | |
| Remove face piece and prepare all components for immediate reuse. | |
| Place SCBA components so that they can be accessed quickly for donning in the event of a reported emergency. | |
| SCBA Emergency Procedures (NFPA 1001, Chapter 5) | |

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| Check regulator and open bypass valve. Close mainline if applicable. | |
| Check main cylinder valve and verify it is fully opened. | |
| Check remote gauge or indicators, if applicable. | |
| Use bypass valve to breathe. | |
| Communicate with partner about situation and ask partner to call Mayday. | |
| Activate “alarm” mode on PASS device after Mayday is called. | |
| Exit hazardous atmosphere quickly. | |
| Notify Command after exiting building. | |
| Demonstrate a controlled breathing technique or skip breathing technique for two minutes. | |
| <u>Structural Fire Fighting Exercise</u> (NFPA 1410): A no notice structural exercise will be conducted which is a performance based exercise. As a minimum, personnel must demonstrate proficiency in all the following areas: | 90PTS/ |
| Was clear and concise communication established on the scene utilizing mobile radios, portable radios, hand signals and/or face to face communication? (NFPA 1500, Chapter 6, and 1561, Chapters 2 and 4) | |
| Was the initial size-up of the simulated fire adequate, i.e., vehicle positioning, protection of exposures, correct hose lay for the scenario, etc.? | |
| Were standard operating procedures utilized and was sufficient fire hose removed to reach the most remote point of the expected or probable fire area and endangered exposures without undue delay? (NFPA 1901, Paragraph 3-8.1) | |
| Did the supply line layout and hydrant provide the necessary flow to adequately supply the requirements of the evolution? Were flows obtained without major interruptions? Did pump operators demonstrate proper pump operating procedures and were they knowledgeable of procedures for determining correct pump pressure to support hose line, standpipe, and sprinkler operations? (NFPA 1410, and 1002, Chapter 3) | |

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| Were the proper numbers of firefighters assigned to operate hose lines to ensure safety for all personnel involved? Were two-in/two-out procedures followed? Was RIT Team properly established? (NFPA 1410) | |
| Did all personnel working in the fire environment wear all of their Personal Protective Equipment? (Bunkers, SCBA, protective hood, fire gloves, etc.) (NFPA 1500, Chapter 5) | |
| Was a logical and systematic building search conducted by the rescue team (lifelines used, if appropriate)? Did fire fighters display proper forcible entry, ventilation, and laddering procedures? (NFPA 1001, Chapter 3) | |
| <u>Firefighting Tools and Equipment</u> (NFPA 1001, Chapter 9) | 80PTS/ |
| Ensure operational readiness and overall cleanliness of the firefighting tools and equipment. Determine if there are deficiencies, needed repairs, suggested improvements, areas of concern, and ensure proper maintenance of equipment. | |
| Verify station members can operate the thermal imager and change battery | |
| Power Tools (NFPA 1001, Chapter 9) | |
| Inspect power tools for damage. | |
| Inspect parts for tightness and function. a. Ensure that all guards are functional and in place. b. Check all electrical components for cuts or other damage. | |
| Change a cutting blade on a power tool. a. Check blades for damage or wear. b. Replace blades that are damaged or worn. | |
| Check fuel level in all power tools and fill as necessary. a. Use correct fuel type. b. Ensure that fuel is fresh. | |
| Check oil level in tool and fill as necessary. | |
| Start all power tools and keep them running. a. Ensure power tools will start manually. b. Ensure battery packs are fully charged. | |

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| Halligan/Axe Forcible Entry through Inward Swinging Door (two firefighter) (NFPA 1001, Chapter 9) | |
| Firefighter #1: Simulate the fork of a Halligan bar just above or below the lock with the bevel side of the fork against the door. | |
| Firefighter #1: Angle the tool slightly up or down. | |
| Firefighter #2: Simulate striking the tool with the back side of a flat-head axe. | |
| Firefighter #2: Simulate driving the forked end of the tool past the interior doorjamb. | |
| Firefighter #1: Move the bar slowly perpendicular to the door being forced to prevent the fork from penetrating the interior doorjamb. | |
| Firefighter #1: Simulate the fork penetrating between the door and the doorjamb. | |
| Firefighter #1: Simulate pressure on the tool toward the door, forcing it open. | |
| 24' Ladder Raise (two firefighter flat) (NFPA 1001, Chapter 10) | |
| Firefighter #1: Place the butt end on the ground. | |
| Firefighter #2: Rest the ladder beam on a shoulder. | |
| Firefighter #1: Heel the ladder by standing on the bottom rung. | |
| Firefighter #1: Crouch down to grasp a convenient rung or the beams with both hands. | |
| Firefighter #1: Lean back. | |
| Firefighter #2: Step beneath the ladder. | |
| Firefighter #2: Grasp a convenient rung with both hands. | |
| Firefighter #2: Advance hand-over-hand down the rungs toward the butt end until the ladder is in a vertical position. | |
| Firefighter #1: Grasp successively higher rungs or higher on the beams as the ladder comes to a vertical position until standing upright. | |

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| Both Firefighters: Face each other. | |
| Both Firefighters: Heel the ladder by placing toes against the beams. | |
| Firefighter #1: Grasp the halyard. | |
| Firefighter #1: Extend the fly section with a hand-over-hand motion until the tip reaches the desired elevation. Engage the ladder locks. | |
| Firefighter #2: Grasp the beams. | |

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| Both Firefighters: Lower the ladder gently onto the building. | |
| a. Place one foot against a butt spur or on the bottom rung. | |
| Both firefighters: Tie the halyard. | |
| <i>EMS Exercise</i> (NFPA 1001, Chapter 21): A no notice EMS exercise will be conducted which is performance based. As a minimum, personnel must demonstrate proficiency with either a medical or trauma based scenario: | 70PTS/ |
| Medical Scenario Criteria: | |
| Takes or verbalizes body substance isolation precautions. | |
| Determines the scene/situation is safe. | |
| Determines the mechanism of injury/nature of illness. | |
| Determines the number of patients. | |
| Requests additional help if necessary. | |
| Considers stabilization of spine. | |
| Verbalizes general impression of the patient. | |
| Determines responsiveness/level of consciousness. | |
| Determines chief complaint/apparent life-threats. | |
| Assesses airway and breathing | |

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| <ul style="list-style-type: none"> -Assessment -Assures adequate ventilation -Initiates appropriate oxygen therapy | |
| <p>Assesses circulation</p> <ul style="list-style-type: none"> -Assesses/controls major bleeding -Assesses skin [either skin color, temperature, or condition] -Assesses pulse | |
| <p>Identifies priority patients/makes transport decision.</p> | |
| <p>History of present illness</p> <ul style="list-style-type: none"> -Onset -Severity -Provocation -Time -Quality -Clarifying questions of associated signs and symptoms as related to OPQRST -Radiation | |
| <p>Past medical history</p> <ul style="list-style-type: none"> -Allergies -Past pertinent history -Events leading to present illness -Medications -Last oral intake | |
| <p>Performs secondary assessment [assess affected body part/system or, if indicated, completes rapid assessment]</p> <ul style="list-style-type: none"> -Cardiovascular -Neurological | |

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| -Integumentary -Reproductive -Pulmonary -Musculoskeletal -GI/GU -Psychological/Social | |
| Vital signs -Pulse -Respiratory rate and quality -Blood pressure -AVPU | |
| Diagnostics [must include application of ECG monitor for dyspnea and chest pain] | |
| States field impression of patient. | |
| Verbalizes treatment plan for patient and calls for appropriate intervention(s). | |
| Transport decision re-evaluated. | |
| Repeats primary survey. | |
| Repeats vital signs. | |
| Evaluates response to treatments. | |
| Repeats secondary assessment regarding patient complaint or injuries. | |
| Trauma Scenario Criteria: | |
| Takes or verbalizes body substance isolation precautions. | |
| Determines the scene/situation is safe. | |
| Determines the mechanism of injury/nature of illness. | |

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| Determines the number of patients. | |
| Requests additional help if necessary. | |
| Considers stabilization of spine. | |
| Verbalizes general impression of the patient. | |
| Determines responsiveness/level of consciousness. | |
| Determines chief complaint/apparent life-threats. | |
| Airway -Opens and assesses airway -Inserts adjunct as indicated | |
| Breathing -Assess breathing -Assures adequate ventilation -Initiates appropriate oxygen therapy -Manages any injury which may compromise breathing/ventilation | |
| Circulation -Checks pulse -Assess skin [either skin color, temperature, or condition] -Assesses for and controls major bleeding if present -Initiates shock management | |
| Identifies priority patients/makes transport decision based upon calculated GCS. | |
| Obtains, or directs assistant to obtain, baseline vital signs. | |
| Attempts to obtain SAMPLE history. | |
| Head -Inspects mouth, nose, and assesses facial area -Inspects and palpates scalp and ears | |

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| -Assesses eyes for PERRL | |
| Neck -Checks position of trachea -Checks jugular veins -Palpates cervical spine | |
| Chest -Inspects chest -Palpates chest -Auscultates chest | |
| Abdomen/pelvis -Inspects and palpates abdomen -Assesses pelvis | |
| Lower extremities -Inspects, palpates, and assesses motor, sensory, and distal circulatory functions | |
| Upper extremities -Inspects, palpates, and assesses motor, sensory, and distal circulatory functions | |
| Posterior thorax, lumbar, and buttocks -Inspects and palpates posterior thorax -Inspects and palpates lumbar and buttocks area | |
| Manages secondary injuries and wounds appropriately. | |
| Reassesses patient | |
| <u>Apparatus</u> (NFPA 1901) | 60PTS/ |

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| Ensure operational readiness and overall cleanliness of the apparatus. Determine if there are deficiencies, needed repairs, suggested improvements, areas of concern, and ensure proper storage/mounting of equipment. | |
| <u>Communications Equipment</u> (NFPA 1001, Chapter 19) | 50PTS/ |
| Verify all station members have a fully functional portable radio and spare battery. | |
| Verify all station members have a digital pager in good condition. | |
| Have station members demonstrate proficiency with portable radio usage, mobile radio usage, and MDT usage/functions. | |
| Emergency Traffic Communication (NFPA 1001, Chapter 19) | |
| Rotate the selector knob to assigned frequency. | |
| Hold the microphone in the transmit position 1 to 2 inches (25 mm to 50 mm) from your mouth at a 45-degree angle. | |
| Depress the transmit button, holding down until through with transmission. | |
| Announce “(Unit identifier), MAYDAY, MAYDAY, MAYDAY”, interrupting air traffic as necessary. | |

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| Transmit emergency traffic message following SOP 600-28. | |
| a. Call a Mayday and communicate with Command: (LUNAR) location, unit, name, assignment, and resources needed. | |
| Repeat message until Command verifies information given. | |
| After transmitting mayday, activate PASS alarm and follow SOP 600-28. | |
| a. Activate PASS device in “alarm” mode after communicating with Command. | |
| <u>EMS Equipment</u> (NFPA 1001, Chapter 21) | 40PTS/ |

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| Ensure overall cleanliness of the EMS equipment. Determine if there are deficiencies, needed repairs, areas of concern, and expired or missing supplies. Inspect all EMS equipment to ensure operational readiness. Ensure that the Phillips cardiac monitor has performed self-check. | |
| <u>Fire Pre Planning</u> (NFPA 1001, Chapter 20) | 30PTS/ |
| Are fire extinguishers being properly maintained? (NFPA 10) | |
| Are hydrant tests being performed and documented correctly? The hydrant number should match the address and location; be accessible; be visible; have a 36” clearance around it; be at a reasonable height; and be painted red if it’s private. | |
| Are out-of-service (OOS) fire hydrants being reported and repaired in a timely manner? | |
| Pre-Incident Safety Survey (NFPA 1001, Chapter 20) | |
| Simulate contacting the business owner or manager to gain permission to conduct the survey. a. Emergency contact information b. Correct address | |
| Record initial observations regarding the outside of the building. a. Number and location of fire hydrants, fire department connections, fire alarm boxes, etc. b. Type of building construction and materials c. Types of exposures d. Access and egress from the site e. Occupancy of building f. Any construction which could negatively impact fire suppression | |
| Prepare a sketch of the building or modify the existing pre-fire plan. | |
| Calculate and record hydrant fire flow. | |
| Survey the interior of the building beginning on the lowest floor or roof. | |

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| Record any features or conditions related to life safety and fire suppression. | |
| <ul style="list-style-type: none"> a. Location of fire protection systems, alarm panel, control valves, standpipes, etc. b. Location of exit stairwells, corridors, doors, etc. c. Hazardous operations, equipment, or materials d. Electrical control panels e. Life safety risks f. Roof access g. Potential ventilation openings h. Elevators i. High value content or merchandise | |
| Simulate drawing a floor plan of building to include all pertinent information from above | |
| <p>Simulate discussing the results of survey with owner/manager.</p> <ul style="list-style-type: none"> a. Thank manager for allowing fire department to conduct survey. b. Offer to provide a copy of the pre-incident plan for the building's underwriter. c. Comment on favorable conditions found. d. Answer any questions. | |
| Disseminate completed pre-incident plan and safety survey to the fire prevention division. | |
| Fire and Life Safety Presentation (NFPA 1001, Chapter 20) | |
| <p>Simulate the audience and fire or life safety topic to be taught.</p> <ul style="list-style-type: none"> a. Topic is appropriate for the audience | |
| Select location, date, and time for the presentation. | |
| Review lesson outline and obtain necessary equipment and materials. | |
| Simulate notifying the group or audience of the presentation details. | |

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| a. Notification reaches audience or group prior to the date of the presentation | |
| Conduct the presentation according to the lesson outline. | |
| a. Educational methods used are developmentally appropriate | |
| b. All steps in outline are followed | |
| c. Questions are answered | |
| d. Participants are engaged by the presentation | |
| Record information about presentation in Target Solutions and the activity report. | |
| <u>EMS Protocol</u> (NFPA 1001, Chapter 21) | 30PTS/ |
| Blood Alcohol Specimen Protocol (MOM's CS16) (Florida Statute Chapters 322 and 327) | |

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| <p>Identify the three situations specified in the MOM's manual where a blood draw may be requested by law enforcement.</p> <ul style="list-style-type: none"> • An accident scene in which a fatality, or potentially fatal injury, has occurred. • Cases of DUI (Driving Under the Influence (of drugs or alcohol)) where an accident is of lesser severity or in which no accident has occurred. • Cases involving crimes apart from those involving traffic, such as rape, assault, etc. |
| <p>Simulate the procedure for attaining a blood alcohol specimen.</p> <p>Procedure:</p> <p>a) Check the "Supplemental Form" box to indicate a blood sample form is attached.</p> <p>b) Note the following in the "Remarks" section:</p> <ul style="list-style-type: none"> i) A blood specimen kit was used ii) Betadine (providone-iodine) solution (or hydrogen peroxide acetone if allergic to iodine) iii) Time of draw iv) If paramedic drawing sample is different from the one signing the report, that paramedic will sign <p style="padding-left: 40px;">under the above information</p> |

- v) A blood sample form was completed
- vi) The expiration date of the blood specimen kit
- c) Log the time of the blood sample as a procedure.
- d) Each vial containing blood samples shall have on the label:
 - i) Date of draw
 - ii) Time of draw
 - iii) Name of person drawing blood sample
 - iv) Initials of person drawing and officer requesting the drawing
 - v) Name of person whose blood was drawn
- e) All blood samples taken shall be surrendered to the requesting law enforcement officer.
- f) The paramedic shall:
 - i) Obtain a minimum of two samples per person per draw
 - ii) Render emergency medical service or treatment as necessary prior to the drawing of blood alcohol samples
 - iii) Obtain blood alcohol samples only at the request of a law enforcement officer

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| 12 Lead ECG Placement (Philips MRX Manual pg. 53) | |
| <p>Attain and print 12 lead ECG on one station member.</p> <p>Limb Leads: right arm, left arm, right leg, and left leg</p> <p>V Leads: V1-fourth intercostal space at right sternal margin; V2-fourth intercostal space at left sternal margin; V3-midway between V2 and V4; V4-fifth intercostal space at left midclavicular line; V5-same level as V4 on anterior axillary line; V6-same level as V4 at left midaxillary line.</p> <p>Acquire 12 lead ECG (Philips MRX Manual pg. 138)</p> <p>Press [12 lead] soft key</p> <p>Press the [Start Acquire] soft key</p> | |

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| <p>If the patient age and sex were not previously entered, you are prompted to enter the information.</p> <p>a. For age, use the navigation buttons to increase or decrease the displayed value of the patient’s age. Then press the menu select button [check symbol]</p> <p>b. For sex, use the navigation buttons to select the patient’s sex and press the menu select button. [check symbol]</p> <p>Keep the patient still while the message [Acquiring 12 lead] is displayed.</p> | |
| <p>Transmit the 12 lead report to the test site (Philips MRX Manual pg. 248)</p> <p>From the 12 lead report screen, press the menu select button [check symbol]</p> <p>Select send and press the menu select button [check symbol]</p> <p>Select the destination of the 12 lead from the Send To menu and press the menu select button [check symbol]</p> <p>If your device has more than one configured transmission device, highlight the device you want to use and press the menu select button [check symbol]. Transmission begins.</p> | |
| <p>EMS Certifications (Florida Administrative Code Chapter 64J-1.013)</p> | |
| <p>Are EMS personnel maintaining and carrying all required certifications?</p> | |
| <p><u>Building Facility</u> (NFPA 1001, Chapter 2), (NFPA 1001, Chapter 16)</p> | 20PTS/ |
| <p>Ensure overall cleanliness of the station. Determine if there are deficiencies, needed repairs, areas of concern, or station security issues. Inspect all smoke and Carbon Monoxide detectors for operation and ensure that they are appropriately installed. Ensure that the fire protection system is within required annual inspection period.</p> | |
| <p>Station Grounds</p> | |
| <p>Ensure overall cleanliness of the station grounds. Determine if there are deficiencies, needed repairs, areas or concern, suggested landscaping improvements, or required repairs of concrete drives and walkways.</p> | |
| <p><u>District Maps</u></p> | 10PTS/ |

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| Ensure operational readiness and placement of the district map books. Determine if the correct map books are on the apparatus, if there are torn or missing pages, binders need replacing, and ensure proper storage/mounting of the district map books. | | | | | |
| Total Possible Points | | | | | 580PTS |
| Total Scored Points | | | | | |
| Overall Percentage Rating: <i>Percentage points are obtained by dividing the total possible points into the total scored points.</i> | | | | | % |
| Overall readiness rating: | | | | | |
| Outstanding 100-97% | Excellent 90-96% | Satisfactory 80-89% | Marginal 79-72% | Unsatisfactory below 72% | |