



2022

Denver Fire Engineer Examination

Study Material for Multiple-Choice Exam
(Excluding Cover and Separation Sheets)

Section A

Local 858 2022-2024
Fire Fighters Agreement

DENVER FIREFIGHTERS – LOCAL 858

IAFF, AFL-CIO

AND

CITY AND COUNTY OF DENVER

2022 FIRE FIGHTERS AGREEMENT

JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

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Article I

SUBORDINATION

- Section 1.** This Agreement shall in all respects, wherever the same may be applicable herein, be subject and subordinate to the provisions of the Charter of the City and County of Denver, the Directives and Guidelines of the Denver Fire Department and the Rules and Regulations of the Civil Service Commission of the City and County of Denver as promulgated and adopted by the Civil Service Commission, and is further subject and subordinate to all applicable City Ordinances, Statutes, Constitutional provisions and any revisions, amendments or newly adopted provisions to any said Ordinance, Charter, Statute or Constitutional provision which may hereinafter be enacted.
- Section 2.** It is expressly intended that the duties, responsibilities and functions of the City in the operation of its Fire Department shall in no manner be impaired, subordinated or negated by a provision of this Agreement.

Article II

RECOGNITION

Section 1. The City recognizes Denver Fire Fighters, Local 858, IAFF, AFL-CIO (hereinafter referred to as “the Union”) as sole and exclusive bargaining agent for all fire fighters pursuant to Section 9.7.1, *et seq.*, of the Charter of the City and County of Denver. As used in this Agreement, the term “fire fighter” shall mean the members of the Classified Service of the Fire Department of the City and County of Denver, except any person holding the rank of Chief of the Fire Department, or any person assigned the duties of Deputy Fire Chief or Division Chief.

Article III

UNION SECURITY

Section 1. No fire fighter shall be required to become a member of the Union as a condition of their employment or continued employment by the City, and there shall be no discrimination against any fire fighter on account of their membership or non-membership in the Union. Provided, however, that the Union does not discriminate against non-members when it limits its services to and representation of non-members as follows:

The Union's duty of representation to an employee it represents but who is not a member of the Union shall be limited to the negotiation or enforcement of the terms of the agreement with the City. No provision of this article shall be construed to require the Union to provide representation to a non-member:

- (a) during questioning by the employer;
- (b) in statutory or administrative proceedings or to enforce statutory or regulatory rights; or
- (c) in any stage of a grievance, arbitration or other contractual process concerning the evaluation or discipline of an employee where the non-member is permitted to proceed without the Union and be represented by their own advocate.

Nor shall any provision of this Article prohibit the Union from providing legal, economic or job-related services or benefits beyond those provided in this Agreement with the City only to its members.

Section 2. The City shall deduct on a regular basis from the pay of all fire fighters who hereafter voluntarily authorize such deductions in writing on a form provided for this purpose by the Union or the City: (1) the amount of Union dues uniformly assessed all fire fighters who are Union members, and (2) initiation fees uniformly assessed against all Union members. Each authorization given under this Section shall state that it is irrevocable for a period of one (1) year or until the termination date of this Agreement, whichever occurs sooner, and is automatically renewable for another year unless written revocation of check-off authorization is given to the City during the thirty (30) day period immediately preceding the end of the period of irrevocability.

The Union will initially notify the City as to the amount of dues, or dues and initiation fees, to be deducted. Such notification will be certified to the City in writing over the signature of the President or Secretary-Treasurer of the Union. Changes in the Union membership dues or fees will be similarly certified to the City and shall be done at least one month in advance of the effective date of such

change. The City will remit to the Union such sums within thirty (30) days and shall accurately account for all changes in membership and monies deducted.

Section 3. The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or as a result from any conduct taken by the City for the purpose of complying with Section 2 of this Article.

Article IV

UNION ACTIVITY

- Section 1.** Neither the Union, nor its officers, agents, representatives, or members will intimidate, interfere with, or coerce fire fighters. No Union activity or Union business of any kind will be carried on during working hours without express written permission in advance from the Fire Chief or their designated representative. Violation of this Section 1 of this Article IV by any fire fighter shall be just cause for disciplinary action pursuant to the City Charter. Failure of the City to enforce any of the provisions of this Section 1 of this Article IV in any one (1) or more instances shall not be considered a waiver of any of the provisions of this Section 1 of this Article IV.
- Section 2.** No fire fighter shall be discharged, disciplined or discriminated against because of activity on behalf of the Union that does not interfere with the discharge of their duties or any assignments, or violate any of the provisions of the Agreement.
- Section 3.** The Union shall have the right to post on the bulletin board designated by the Fire Chief or their designated representative, within all respective fire houses and support services, notices of Union meetings, Union recreational and social affairs, notices of Union elections, and appointments and results of Union elections, all of which pertain to the Denver Fire Department, provided that such notices are first approved by the Fire Chief or their designated representative. Any postings of an inflammatory nature are expressly prohibited. There shall be no postings regarding any political candidate or candidates nor of any political matter.
- Section 4.** When approved by the Fire Chief or their designated representative in writing, the two principal officers of the Union shall be granted leave from duty with full pay for conducting necessary Union business. When approved by the Fire Chief or their designated representative in writing, during the term of the deliberations of the Union Bargaining Committee, as constituted pursuant to the Union by-laws, members of the Committee, (not to exceed three) shall be granted leave from duty with full pay for conducting necessary Union business. When approved by the Chief or their designated representative in writing, members of the Union Executive Board (not to exceed four) shall be granted leave from duty with full pay for attending Executive Board and general membership meetings. The Union shall endeavor to conduct all necessary Union business during the non-working time of the greatest number of fire fighters required for such business, to the greatest extent possible. Said approval shall be granted by the Chief or their designated representative in writing when said leave would not disrupt or interfere with the service of the department.
- Section 5.** Such fire fighters (not to exceed four) as may be selected by the Union and approved by the Fire Chief or their designated representative shall be granted leave from duty without pay for Union activities such as attending educational conferences, seminars and training courses for the improvement of fire service and the Fire Department.

Section 6. Members of the union's Executive Board shall be permitted to address each Department recruit class at a mutually agreeable time within the first week of the academy.

Article V

NON-DISCRIMINATION

Neither the City nor the Union shall discriminate against any fire fighter on the basis of actual or perceived age, race (including hair texture, hair type, or hairstyle commonly or historically associated with race), creed, color, sex, sexual orientation, gender identity or expression, politics, religion, national origin, marital status or family status, physical or mental disability, military status, genetic information, or membership or non-membership in a labor organization.

Nothing in this section, however, shall be construed to prohibit actions taken because of a bona fide occupational qualification.

Article VI

RIGHTS OF MANAGEMENT

Section 1. Except as otherwise specifically provided in this Agreement, the City has the sole and exclusive right to exercise all the rights or functions of management, and the exercise of any such rights or functions shall not be subject to any grievance procedure, except as to resolution of whether or not a specific matter is a management right. Without limiting the generality of the foregoing, as used herein, the term “Rights of Management” includes:

- (a) The determination of Fire Department policy including the right to manage the affairs of the Fire Department in all respects;
- (b) the right to assign working hours including overtime;
- (c) the right to establish, modify or change work schedules, staffing of apparatus, amount of apparatus in the main or reserve fleet, etc.;
- (d) the right to assign fire fighters to other duties within the Fire Department when their apparatus is out of service;
- (e) the right to direct the members of the Fire Department, including the right to hire, promote or transfer any fire fighter;
- (f) the table of organization of the Fire Department, including the right to organize and reorganize the Fire Department in any manner it chooses, including the size of the Fire Department and the determination of job classifications and ranks based upon duties assigned;
- (g) the determination of the safety, health and property protection measures for the Fire Department;
- (h) the selection, promotion or transfer of fire fighters to supervisory or other managerial or technician positions or to positions outside the Classified Service of the Fire Department;
- (i) the allocation and assignment of work to fire fighters within the Fire Department;
- (j) the determination of policy affecting the selection or training of fire fighters;
- (k) the scheduling of operations and the determination of the number and duration of hours of assigned duty per week;
- (l) the establishment, modification and enforcement of Fire Department Directives and Guidelines;

- (m) the transfer of work from one position to another within the Classified Service of the Fire Department;
- (n) the introduction of new, improved or different methods and techniques of operation of the Fire Department or a change in existing methods and techniques;
- (o) the placing of service, maintenance or other work with outside contractors or other agencies of the City;
- (p) the determination of the number of ranks and number of fire fighters within each rank;
- (q) the determination of the amount of supervision necessary;
- (r) the transfer of fire fighters from one house, district or support service to another.

Section 2. All discretionary power vested in the City and the Fire Chief shall not be exercised in an arbitrary or capricious manner. The term “arbitrary or capricious” in this article shall mean that this is action taken without adequate information, not founded on reason or rational judgment, or done on a whim or impulse without adequate analysis.

Article VII

PRODUCTIVITY

- Section 1.** The Union and the City recognize that increased productivity will require the continuation of improvements and technological progress through new methods, techniques and equipment which will contribute to improved quality and efficiency of fire protection for the citizens of Denver. The Union and the City will act in good faith and with a cooperative attitude to achieve these ends.
- Section 2.** There shall be established a Labor/Management Committee comprised of six (6) members, three (3) of whom shall be appointed by the President of Local 858 and three (3) of whom shall be appointed by the Chief of the Fire Department. The Committee shall address any matter of mutual concern. The Committee shall meet at the request of the President of Local 858 or the Chief of the Fire Department within ten (10) days of a request for a meeting. The Fire Chief and the Union may mutually agree upon another system to provide labor/management discussions.
- Section 3.** The Department shall provide the union with copies of and will email to the President and Secretary Treasurer all new or revised:
- (a) department orders;
 - (b) directives;
 - (c) guidelines; and
 - (d) Fire Chief and Division Memoranda (currently those denominated FCM, OPS, TRN, FPB, TEC and ADM).

Article VIII

CALL BACK COMPENSATION, FIRE FIGHTER OBLIGATION, AND OVERTIME

Section 1. If, in the sole opinion of the Fire Chief or their designees, it is necessary to call fire fighters back to work during their normal time off, such recalled fire fighters must report for duty. Failure to report for duty, if personally contacted, shall subject such fire fighter to disciplinary action pursuant to the Charter of the City unless reporting is excused by the Chief or their immediate designee.

(a) A recalled fire fighter of the following ranks or assignments:

- Emergency Medical Technician
- Fire Fighter Fourth Grade
- Fire Fighter Third Grade
- Fire Fighter Second Grade
- Fire Fighter First Grade
- Technician
- Engineer
- Fire Systems Technical Specialist
- Mechanic
- Lieutenant
- Captain
- Assistant Chief
- Shift Commander
- Assistant Master Mechanic
- Assistant Superintendent of Fire Alarm
- Master Mechanic
- Superintendent of Fire Alarm

shall be compensated at the rate of time and one-half (1-1/2) of their regular rate of compensation for the time worked, in 15-minute increments or a minimum of three (3) hours if required to respond to a station, work location or incident, in cash if the money is available, otherwise in the form of compensatory time off. Such time off shall be taken within one (1) year of the time in which it is earned, provided that the time to be taken off is approved by the Fire Chief or their designee in writing. If the call back is contiguous to the beginning or end of the scheduled shift, the three (3) hour minimum shall not apply.

Section 2. In the event that a fire fighter is called upon to work overtime in excess of fifteen (15) minutes after their regular shift has ended, the fire fighter shall be compensated at the rate of time and one-half (1-1/2) of their regular rate of compensation for all overtime worked after their regular shift has ended, in cash if the money is available, otherwise in the form of compensatory time off. Such time off shall be taken within one (1) year of the time at which it is earned, provided that the time is approved by the Fire Chief or their designee in writing.

Section 3. If a fire fighter of the following ranks or assignments:

- Emergency Medical Technician
- Fire Fighter Fourth Grade
- Fire Fighter Third Grade
- Fire Fighter Second Grade
- Fire Fighter First Grade
- Technician
- Engineer
- Fire Systems Technical Specialist
- Mechanic
- Lieutenant
- Captain
- Assistant Chief
- Shift Commander
- Assistant Master Mechanic
- Assistant Superintendent of Fire Alarm
- Master Mechanic
- Superintendent of Fire Alarm

is required to attend court due to job related matters during hours other than scheduled work hours, such fire fighter shall receive compensation as provided in Section 1 of this Article VIII.

Section 4. Fourth Grade Fire Fighters taking the intermediate (if any) and final tests in hours other than their normally scheduled work hours shall be compensated for such time at their regular rate of pay until the total hours worked, including such testing time, exceeds 144 hours within a twenty-one (21) day work period. Any time worked in excess of the 144-hour limit shall be compensated at the overtime rate as provided in Section 2 of this Article.

Article IX

UNIFORM ALLOWANCE AND REGULATIONS

- Section 1.** The City shall pay the total cost of procurement and replacement, including replacement for line of duty mishaps, of all uniforms, including replacement of Department issued blue T-shirts, except socks, ties, belts, briefs, panties, and brassieres, that are required to be worn by fire fighters. The style, quality, design, components and the quantity of uniforms shall be specified by the Manager of Safety for the individual fire fighter in an economical, equitable manner in the best interests of the City.
- Section 2.** Turnout gear required by the Fire Department is not considered to be part of the uniform for purposes of Section 1 above. All fire fighters shall have turnout gear and required personal protective equipment (PPE) provided by the City. If, in the sole opinion of the Fire Chief or their designated representative, any item of a fire fighter's turnout gear or required PPE becomes unserviceable, such article of turnout gear or PPE shall be replaced by the City. Whenever feasible, at the time of purchase, turnout gear and required PPE shall meet or exceed current National Fire Protection Agency safety standards and specifications.
- Section 3.** All fire fighters will maintain complete uniforms and turnout gear in good condition. Periodic inspections will be made by the Fire Chief or their designees to ensure the service-ability of each fire fighter's uniforms and turnout gear.
- Section 4.** If a non-uniformed fire fighter sustains line-of-duty damage to their clothing, the cost of such damaged article of clothing will be reimbursed by the City upon the submission of a claim accompanied by proof of loss and approved by the Fire Chief or their designated representative.
- Section 5.** Fire fighters assigned to the Fire Investigation Division and who are required to wear firearms, shall receive from the City a \$400.00 per year firearm allowance pro-rated for the time a firearm was required. Proration will be based on monthly increments only. Eligibility for a given month will be credited if said assignment is effective on or before the 15th day or transfer from the Fire Investigation Division is after the 15th day of the month. This payment shall be made at the end of each calendar year or upon termination or retirement from the Fire Department of each member entitled to such allowance.
- Section 6.** The practice of providing those fire fighters assigned to the repair shop with work uniforms and garments shall be pursuant to Executive Order No. 110, and the amendments thereto, for the term of this Agreement.
- Section 7.** Effective January 1, 2022, each fire fighter shall be paid an annual cleaning and maintenance allowance of \$550.00, payable with the last paycheck in November.
- Section 8.** Fire fighters may wear the official union insignia on both their dress and work uniforms. Such insignia shall be a pin not larger than the size of a dime.

Section 9. The City shall provide a cache of wildland PPE to be utilized by fire fighters who are deployed on urban interface strike teams, in accordance with policies and procedures to be determined by the Fire Chief.

Article X

INSURANCE, HEALTH AND SAFETY

Section 1. The City shall pay monthly, on behalf of each fire fighter, 80% of the total premium of the medical insurance plan selected by the fire fighter, a vision plan, and a mid-level Delta Dental plan. At a minimum, the City shall offer a high deductible plan with a health savings account, a co-pay based HMO and a deductible based co-insurance medical plan to the fire fighters that have a benefit level no lower than the same type of plan offered by the City to Career Service employees. The City's contribution for each individual will depend on the plan selected and the status of the fire fighter as qualifying either for employee, employee plus spouse, employee plus child(ren), or family plan coverage as may apply under the selected plan which will have a separate rate for each such category of coverage.

If during open enrollment or upon hiring a fire fighter selects a high deductible medical insurance plan offered by the City and opens a Health Savings Account (HSA), or if as of January 1 each year of this Agreement, a fire fighter is already enrolled in the high deductible medical insurance plan offered by the City and has a HSA, the City will contribute monthly to the fire fighter's HSA: (1) fifty dollars (\$50) if the fire fighter is enrolled in an employee only plan; or (2) one hundred dollars (\$100) if the fire fighter is enrolled in an employee plus spouse, employee plus child(ren) or family plan.

The Union will substantially participate with the City in the development of and negotiations for medical, vision and dental plans to be offered to fire fighters. The Union will have the opportunity to comment and make recommendations on proposals prior to their being finalized and offered to fire fighters.

Section 2. The City recognizes the right of the Union to consult with the City and make recommendations on safety matters.

Section 3. The City will continue to provide a physician's services and assistance on all multi-alarm emergencies. Occupational injuries or diseases shall be treated under Revised Municipal Code Sections 18-307 to 18-312.

Section 4. In the event a fire fighter is killed in the line of duty or dies from injuries or illness sustained in the line of duty, the City shall pay the cost of reasonable funeral expenses up to a maximum of \$20,000, which amount shall be offset by any other payments for funeral expenses made by insurance or by any other agency or organization or person(s) (other than relatives of the fire fighter.) This payment shall be made to the fire fighter's estate.

Section 5. Fire fighters are entitled to a maximum of 1.5 times one year of base pay up to a maximum of three hundred thousand dollars (\$300,000) in term life insurance with a double indemnity for accidental death or dismemberment in a plan chosen by the City for which the City will pay 100% of the cost.

Section 6. In the event a fire fighter is killed or has been killed in the line of duty, the City shall pay the full cost of health insurance and dental insurance for a surviving spouse, or spousal equivalent as defined by the City, and children of the fire fighter, subject to the following conditions:

- a. The payments for a surviving spouse or spousal equivalent will end five (5) years after the fire fighter's death or upon remarriage, whichever occurs first.
- b. The payments for an unmarried child shall continue through the end of the month in which the child reaches age 25.

Section 7. Any fire fighter who is diagnosed with any cancer specified in C.R.S. § 8-41-209 of the Colorado Workers' Compensation Act (as it may be amended from time to time) that is ultimately determined to be compensable shall be entitled to the following:

- a. Reasonable, necessary and related medical care with authorized providers.
- b. Any intermittent or consecutive leave of absence at their full salary for the rank that the member holds in the department and benefits, so long as the leave is necessary in reaching recovery from the sickness, until maximum medical improvement is reached.

Article XI

STRIKES AND OTHER DISRUPTIONS OF NORMAL WORK ROUTINE

- Section 1.** The protection of the public health, safety and welfare demands that neither the Union, nor the fire fighters, or any person acting in concert with them, will cause, sanction, or take part in any strike, walkout, sitdown, slowdown, stoppage of work, picketing, retarding of work, abnormal absenteeism, withholding of services or any other interference with the normal work routine.
- Section 2.** Violation of any provision of this Article by the Union shall be cause for the City terminating this Agreement upon the giving of written notice to this effect to the President of Denver Fire Fighters Local No. 858, in addition to whatever other remedies may be available to the City at law or in equity.
- Section 3.** Violation of any of the provisions of this Article by any fire fighter shall be just cause for the immediate discharge of that fire fighter, in addition to whatever other remedies may be available to the City at law or in equity. No fire fighter shall receive any portion of their salary while engaging in activity in violation of this Article.

Article XII

SALARY SCHEDULE

Section 1. (a) **Fire Fighter.** For the duration of this Agreement, the position Fire Fighter First Grade will be paid as follows:

Effective July 1, 2022 \$94,489

The positions of Fire Fighters 2nd grade through 4th grade, for the duration of this agreement will be paid in accordance with the following schedule:

Fire Fighter 2nd	80% of Fire Fighter 1st
Fire Fighter 3rd	72% of Fire Fighter 1st
Fire Fighter 4th	65% of Fire Fighter 1st

(b) **Engineer.** For the duration of this Agreement, the Engineer will be paid 111% of Fire Fighter First Grade pay.

(c) **Technician.** For the duration of this Agreement, the Technician will be paid 107.5% of Fire Fighter First Grade pay.

(d) **Lieutenant.** For the duration of this Agreement, the rank of Lieutenant will be paid 118% of Fire Fighter First Grade pay.

(e) **Fire Systems Technical Specialist and Mechanic.** For the duration of this Agreement, the positions of Fire Systems Technical Specialist (or “FSTS”) I and Mechanic I will be paid 117% of Fire Fighter First Grade pay. The positions of Fire Systems Technical Specialist and Mechanic Second Grade through Fifth Grade will be paid in accordance with the following schedule:

FSTS II/Mechanic II	95% of FSTS I/Mechanic I
FSTS III/Mechanic III	90% of FSTS I/Mechanic I
FSTS IV/Mechanic IV	85% of FSTS I/Mechanic I
FSTS V/Mechanic V	80% of FSTS I/Mechanic I

Fire Systems Technical Specialists and Mechanics hired after the effective date of this Agreement shall be classified as Fire System Technical Specialist V or Mechanic V and shall progress through the steps annually on their anniversary date.

(f) **Captain.** For the duration of this Agreement, the rank of Captain will be paid 114.5% of Lieutenant pay.

(g) **Assistant Master Mechanic and Assistant Superintendent of Fire Alarm.** For the duration of this Agreement, the ranks of Assistant Master Mechanic and Assistant Superintendent of Fire Alarm will be paid 105% of Captain pay.

(h) **Assistant Chief, Master Mechanic, and Superintendent of Fire Alarm.** For the duration of this Agreement, the ranks of Assistant Chief, Master Mechanic, and Superintendent of Fire Alarm will be paid 115% of Captain pay.

(i) **Engineer - Suppression Specialty Operation.** For the duration of this Agreement, an Engineer assigned to Specialty Operation will be paid 113.5% of Fire Fighter First Grade pay.

(j) **Lieutenant - Suppression Specialty Operation.** For the duration of this Agreement, a Lieutenant assigned to Specialty Operation will be paid 120.5% of Fire Fighter First Grade pay.

(k) **Captain - Suppression Specialty Operation.** For the duration of this Agreement, a Captain assigned to Specialty Operation will be paid 114.5% of Lieutenant pay plus 2.5% of Fire Fighter First Grade pay.

(l) **Shift Commanders.** For the duration of this Agreement, Shift Commanders will be paid 107.5% of Assistant Chief pay.

(m) **Emergency Medical Technician.** For the duration of this Agreement, an Emergency Medical Technician will be paid 50% of Fire Fighter First Grade pay.

A member of the Fire Department shall be a Firefighter 4th Grade from the date of original appointment and until such time as the member has served nine months after completion of the Fire Academy. A member of the Fire Department shall be a Firefighter 3rd Grade if that member has served for more than nine-months after completion of the Fire Academy and less than twenty-one months after the completion of the Fire Academy. A member of the Fire Department shall be a Firefighter 2nd Grade if that member has served for twenty-one months or more after completion of the Fire Academy and less than thirty-three months after the completion of the Fire Academy. A member of the Fire Department shall be a Firefighter 1st Grade if that member has served for thirty-three months or more after completion of the Fire Academy. The graduation ceremony date shall be the culminating event for completion of the Fire Academy.

Section 2. Longevity Pay. All fire fighters, upon reaching their fifth (5th) anniversary date of employment shall be paid longevity pay. Effective January 1, 2010, fire fighters shall be paid at a rate of \$12.00 per month for each year of service.

The additional salary provided in this Section 2 is an addition to base salary provided for in Section 1 of this Article and shall be considered or included in determining or computing the pension or retirement benefits of fire fighters.

Section 3. Any fire fighter who is assigned the duties of Technician, who meets the qualifications of the position to which they are assigned, and who has the certification required for the position to which he or she is assigned (if any is required) shall begin receiving Technician pay upon commencing the assignment. If any fire fighter assigned the duties of Technician does not meet the qualifications

or have the certification required for the position, that fire fighter shall not be paid Technician pay until he or she meets the qualifications or has the certification. This provision shall not limit the City's right to reassign a fire fighter to non-technician duties. All fire fighters below the rank of Engineer that are assigned to apparatus that perform special operation (Diving, Collapse, HazMat, High Angle, Trench, Confined Space, DeCon) shall receive Technician level wages.

Section 4. Fire fighters who are certified and designated as bilingual fire fighters in accordance with procedures published by the Chief or the Chief's designee shall be paid one hundred fifty dollars (\$150) per month. The Denver Civil Service Commission's current Firefighter Informational Booklet shall be used as a guideline for establishing specific languages that qualify for bilingual pay.

Article XIII

HOLIDAYS

Section 1. The following days are recognized as holidays for Fire Fighters for the purpose provided herein:

New Year's Day	(January 1)
Martin Luther King, Jr. Day	(Third Monday in January)
Presidents' Day	(Third Monday in February)
Cesar Chavez Day	(Last Monday in March)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Veterans' Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Christmas Day	(December 25)
Birthday	(To be used and/or paid in accordance with Sections 3 and 4 of this Article)

Section 2. Fire fighters holding the rank or assignment of Emergency Medical Technician, Fire Fighter Fourth Grade, Fire Fighter Third Grade, Fire Fighter Second Grade, Fire Fighter First Grade, Technician, Engineer, Lieutenant, Captain, Fire Systems Technical Specialist or Mechanic who are called out under the provisions of Article VIII of this Agreement on any of the above mentioned holidays shall receive their regular rate of pay, for a minimum of three (3) hours in addition to that compensation provided in Article VIII.

Section 3. Support Service Personnel. This Section shall control the granting of holidays and holiday premium for personnel in all support services other than Fire Dispatch, and Fire Investigation.

Where a holiday, except a birthday, as listed in Section 1 of this Article, falls on the first day of a regularly scheduled period of off days, it shall be observed on the immediately preceding work day. Where a holiday except a birthday, falls on the second and third off days of a scheduled period of off days, it shall be observed on the first regularly scheduled work day following the off days. A birthday holiday will be taken by the fire fighter within 30 days of the birthday under procedures approved by the Chief.

When a fire fighter covered by this Section is called out to work on a holiday which is observed on the same day as specified in Section 1, the fire fighter shall be entitled to a holiday premium in addition to the regular rate of compensation.

In situations where the observed holiday except a birthday differs from the holiday specified in Section 1, this paragraph applies. When a fire fighter covered by this Section is called out to work either on the holiday specified in Section 1 or the "observed holiday," compensation shall be determined as follows:

(a) A fire fighter called out on the “observed holiday” will receive holiday premium only for those hours actually worked on that calendar day which do coincide with their regularly scheduled work hours.

(b) A fire fighter called out on the holiday spelled out in Section 1 will receive holiday premium only for those hours actually worked on that calendar day which do not coincide with their regularly scheduled work hours.

The holiday premium payable under this Section shall be equal to the fire fighter’s regular hourly rate of pay and shall be computed to the nearest fifteen (15) minutes.

Section 4. (a) In addition to those above-listed holidays, any day declared a special holiday by the Mayor or the City Council, by proclamation promulgated or resolution or ordinance adopted, during the term of the Agreement, shall be considered a recognized holiday for the purposes provided herein.

(b) Any fire fighter who is required to actually work on a holiday other than their birthday, as set forth in this Article, shall be paid a holiday premium in addition to their regular rate of compensation. Such holiday premium shall be the fire fighter’s regular hourly rate of pay, and shall be paid for each hour actually worked between 12:01 a.m. and 12:00 midnight on a holiday as provided in Section 1 of this Article, computed to the nearest fifteen (15) minutes.

When a holiday falls on a support service fire fighter’s vacation, as set forth in Article XIV of this Agreement, that holiday shall not be counted as a vacation shift. When a holiday other than a birthday falls on a suppression fire fighter’s vacation, as set forth in Article XIV of this Agreement, that day shall nevertheless be treated as a vacation day for all purposes relevant under this Agreement; however, the fire fighter shall receive the holiday premium identified in this Section for all hours that they would have worked on that day, but for the fact that such day was a vacation. In no event shall a holiday premium or any other compensation be awarded to a fire fighter by reason of a holiday other than a birthday falling on a Kelly Day. When the birthday occurs on their Kelly day, they shall be paid the holiday premium provided hereunder. In all other instances, the fire fighter must actually work on a holiday other than a birthday to be eligible for the holiday premium. All fire fighters assigned to fire suppression, to the Fire Investigation Division, or to fire alarm dispatching duties shall be paid a holiday premium equal to eight (8) times their regular hourly rate of pay in lieu of time off for their birthdays. All other fire fighters shall have their birthday off, in the same manner as other holidays provided for in this Article.

Section 5. Effective January 1, 2022, each fire fighter will receive 96 hours of time in a separate Holiday Time Bank, subject to the following:

(a) Any fire fighter hired on or after January 1, 2021 will not receive this Holiday Time Bank.

(b) The Holiday Time Bank can be used starting January 1, 2022 in accordance with the rules for use of vacation leave under Article XIV, provided, however, no more than 24 hours may be used as vacation during a calendar year. Alternatively, fire fighters may sell back 24 hours from the Holiday Time Bank each calendar year; such payments will be made in the first quarter of the succeeding year. In any given year, fire fighters may elect to use or sell back 24 hours from the Holiday Time Bank, but not both.

(c) Hours in a fire fighter's Holiday Time Bank may be carried forward from year-to-year until they are exhausted.

(d) Any hours remaining in a fire fighter's Holiday Time Bank shall be payable upon separation.

Article XIV

VACATION

Section 1. Each fire fighter shall accrue vacation leave at their regular rate of pay in accordance with the following:

(a) Those fire fighters who have less than three (3) years of service shall accrue one hundred twenty (120) hours vacation annually at the rate of ten (10) hours for each month.

(b) Those fire fighters who have three (3) or more years of service shall accrue one hundred forty-four (144) hours of vacation leave annually at the rate of twelve (12) hours per month.

(c) Those fire fighters who have ten (10) or more years of service shall accrue one hundred sixty-eight (168) hours of vacation leave annually at the rate of fourteen (14) hours per month.

(d) Those fire fighters who have fifteen (15) or more years of service shall accrue one hundred ninety-two (192) hours of vacation leave annually at a rate of sixteen (16) hours per month.

(e) Effective January 1, 2022, those fire fighters who have twenty (20) or more years of service shall accrue two hundred sixteen (216) hours of vacation annually at a rate of eighteen (18) hours per month.

(f) Effective January 1, 2022, those fire fighters who have twenty-five (25) or more years of service shall accrue two hundred forty (240) hours of vacation annually at a rate of twenty (20) hours per month.

Section 2. If a fire fighter is employed only part of a month, they will earn vacation leave for the month only if they started on or before or terminated after the 15th day of the month.

Section 3. If the fire fighter's third (3rd), tenth (10th), fifteenth (15th), twentieth (20th) or twenty-fifth (25th) anniversary of their hiring date occurs on a day other than the first day of the month, they will earn vacation leave for that month at the rates described in Section 1 of this Article only if the anniversary date is on or before the fifteenth (15th). If the third (3rd), tenth (10th), fifteenth (15th), twentieth (20th) or twenty-fifth (25th) anniversary date of hire falls on a day after the fifteenth (15th) day of the month, they will earn at the higher rate beginning the first day of the following month.

Section 4. (a) Vacation hours accrued under the provisions of this Agreement may not be used until the calendar year after they are accrued. In no case may a fire fighter use more hours of vacation than the sum of what they accrued in the previous calendar year, credited monthly. Any unused vacation leave left over from the previous year

that the fire fighter is unable to use, in the sole opinion of the Fire Chief or their designee, shall be paid in cash at the fire fighter's regular rate of pay in effect at the time of payment, and such payment shall be made within the first quarter of the succeeding year.

(b) Where a fire fighter assigned to suppression or dispatch accrues vacation hours not evenly divisible by the number of hours in their shift, that fire fighter shall be paid in cash, but only for the hours of vacation which are less than a full shift which remain on December 31 of the year following the year of accrual so long as that fire fighter continues to be assigned to suppression or dispatch. Where a fire fighter assigned to arson has accrued vacation hours not evenly divisible by twelve, that fire fighter shall be paid in cash only for the hours of vacation which are less than 12 hours which remain on December 31 of the year following the year of accrual so long as that fire fighter continues to be assigned to arson. The cash payment shall be at the fire fighter's regular rate of pay in effect in the year following the year of accrual and shall be paid within the first quarter of the succeeding year.

Section 5. The additional vacation time allocated pursuant to Section 4 of Article XVIII - Sick Leave - shall not exceed one hundred forty-four (144) hours and shall be utilized in full shift increments directly related to the fire fighter's assignment. Any unused vacation leave left over from the previous year that the fire fighter is unable to use, in the sole opinion of the Fire Chief or their designee, shall be paid in cash at the fire fighter's regular rate of pay in effect at the time of payment, and such payment shall be made within the first quarter of the succeeding year.

Section 6. Vacation selections shall be made by the members of the Fire Department according to seniority in grade or rank within each administrative district and support service. Vacation selections made by Dispatchers shall not be made from the same vacation pick sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their vacation selections. The most senior member in the highest grade or rank shall have the opportunity to select their vacation first. The least senior member in the lowest grade or rank shall pick last. The City shall open ten (10) days per administrative district in fire suppression per shift more than are required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain days in any district. The method used for selecting vacations and balancing staffing shall be a single day selection method. The City will use its best efforts to evenly distribute the necessary vacation opportunities per shift, over the entire annual schedule specific to each shift.

Suppression fire fighters 1st, 2nd, 3rd, and 4th grade, engineers and technicians shall be permitted to select a vacation period which is the same as the officer assigned to the same company and platoon with the following exceptions: (1) engineers assigned to Denver International Airport (DIA) ARFF apparatus shall not select a vacation period which is the same as other engineers assigned to the same company on the same platoon; and (2) the policy shall be permitted only as long as the present policy of providing "roving" lieutenants to fill company

officers' vacancies created by vacations continues. Should the policy change, the change will be discussed with the Union prior to implementation.

Vacation schedules shall not be changed unless the fire fighter is promoted or granted a requested transfer, in which case the City shall exercise its best effort to allow the fire fighter to retain their original selection. The transfer of a fire fighter shall not affect the vacation schedule of any other fire fighter. The parties agree that during the term of this agreement, the Union and the authorized representative of the City may, by mutual agreement, change the provisions for vacation picks in this Section 6.

Vacation selection for the rank of Emergency Medical Technician will be a seniority-based selection, and separate from other members of Suppression.

If agreed to by authorized representatives of the Union and the City, an alternative vacation selection method may be used during the term of this Agreement.

Article XV

GRIEVANCE PROCEDURE

Section 1. A grievance is a claim that the City has violated an express provision of this Agreement, and does not include any disciplinary matters. Any fire fighter or group of fire fighters may discuss any matter with their Division Chief, Deputy Chief or the Fire Chief, without invoking the formal grievance procedure provided for in this Article. Neither the City nor the Union shall threaten, restrain, or coerce any fire fighter for asserting said fire fighter's rights pursuant to this Agreement.

Section 2. A grievance must be initiated by an aggrieved fire fighter. The aggrieved fire fighter must reduce their entire grievance and all the reasons therefor, and the provisions of this Agreement which the aggrieved fire fighter feels have been violated, to writing and present the written grievance, signed and dated by the fire fighter, to their Division Chief within ten (10) calendar days after the fire fighter knew or should have known the facts which gave rise to the grievance. If not submitted within ten (10) calendar days, the grievance shall not be entitled to consideration. Nothing in this section shall be construed to limit or prevent the Union, through an aggrieved member or members, from filing a grievance on a belief that the Agreement is being violated.

Section 3. All grievances shall be settled in the following manner:

Step 1. The grievance shall be submitted to the grievant's Division Chief within ten (10) calendar days after the fire fighter knew or should have known the facts which gave rise to the grievance. Within ten (10) calendar days after receipt of the grievance the Fire Chief or their designated representative shall discuss the grievance with the aggrieved fire fighter and two (2) members of the Grievance Committee of the Union. The Fire Chief or their designated representative will give the aggrieved fire fighter, through the Union Grievance Committee, their answer in writing within ten (10) calendar days after holding such meeting. If the grievance is not answered within said ten (10) days it will be considered denied.

Step 2. If the Union Grievance Committee is not satisfied with the answer obtained at "Step 1," a Union officer must give written notice of intent to arbitrate to the corporate authorities of the City within fourteen (14) calendar days. The Grievance Arbitration Board shall consist of:

- (a) Appointee of the City;
- (b) Appointee of the Union;
- (c) The representatives of each party shall select the third member of the Grievance Arbitration Board, who shall be the Chair;
- (d) If within twenty-one (21) calendar days, the representatives of the

City and the Union fail to select a third member, either party or its representative may refer the matter to the American Arbitration Association for the selection of an impartial arbitrator to act as the third member of the Grievance Arbitration Board, in accordance with the Rules of the American Arbitration Association. The majority of the Arbitration Board shall render a decision within thirty (30) calendar days after hearing the grievance, and failing to reach a majority, the decision of the Chair shall prevail.

The award of the Arbitration Board, or failing a majority decision, the decision of the Chair shall be final and binding on the City and the Union.

The costs of any arbitration shall be borne equally by the parties to this Agreement.

Section 4. Failure of the aggrieved fire fighter, or the Grievance Committee, or any official of the Union, to comply with the time limits set forth above will serve to declare the grievance as settled based upon the last answer received, and no further action can be taken.

Section 5. Anything in this Agreement to the contrary notwithstanding, the following matters are not subject to the grievance procedures of this Agreement:

- (a) Any grievance which is not filed in accordance with the provisions of Section 2 of this Article or does not meet the definition of a grievance as set forth in Section 1 of this Article; or
- (b) Any matter reserved solely to the Rights of Management (Article VI), or to the discretion of the City or the Fire Chief by the terms of this Agreement; or
- (c) Any matter which would require a change from the wages, rates of pay, hours, grievance procedures, working conditions, and all other terms and conditions of employment as set forth in this Agreement; or
- (d) Any matter which is not covered by this Agreement; or
- (e) Any matter covered by the Charter of the City and County of Denver, the Directives and Guidelines of the Denver Fire Department not inconsistent with the express terms of this Agreement, the Rules and Regulations of the Civil Service Commission of the City and County of Denver, City Ordinances, Statutes and Constitution provisions.

Section 6. (a) The time limits for processing grievances as set forth in this Article may be extended by mutual written agreement of the Chief of the Fire Department or a designee of the Chief and a representative of the Union.

(b) The parties shall consider and may by mutual agreement use a mediator at any time during the grievance process to resolve the grievance.

Article XVI

TEMPORARY ASSIGNMENT TO HIGHER RANK OR POSITION

Section 1. When a fire fighter is designated to perform the duties of a higher pay classification or rank due to a vacancy in such higher position, such fire fighter shall receive the existing base rate of compensation paid the classification or rank to which the fire fighter is so designated provided:

- (a) Fire fighters assigned to suppression divisions work at least six (6) hours of the shift; or
- (b) Fire fighters assigned to support services work at least 50% of the shift.

This Article shall apply to a Fire Fighter 1st Grade, Engineer, Lieutenant, and Captain who is eligible to work on technical apparatus and is required to act due to operational need as a technician at the direction of the City; Fire Fighter 4th Grade through Technician acting as an Engineer or Lieutenant; a Mechanic acting as Assistant Master Mechanic or Master Mechanic; a Fire Systems Technical Specialist acting as Assistant Superintendent of Fire Alarm or Superintendent of Fire Alarm; an Engineer acting as a Lieutenant; a Lieutenant acting as a Captain; and a Captain acting as an Assistant Chief in all support services. However, except that, whenever possible, an Engineer shall remain in that position and shall perform the duties and functions of an Engineer.

Article XVII

WORK DAY AND WORK WEEK

Section 1. Fire Suppression and Dispatch. Fire fighters in the fire suppression force and those assigned dispatcher duties shall work a work schedule consisting of twenty-four (24) hour shifts for an average work week of forty-eight (48) hours. This will be implemented by the use of a three (3) platoon system with each fire fighter working one (1) twenty-four (24) hour shift followed by forty-eight (48) hours off, with a Kelly day to be taken within each twenty-one (21) calendar day cycle. A Kelly day shall not be counted as a working shift for any purpose.

Until such time as the U.S. Department of Labor determines that the provisions of 29 U.S.C. § 207(k) apply to Denver fire fighters assigned dispatcher duties, all such fire fighters shall be scheduled for and receive between five (5) and eight (8) hours of uninterrupted sleep time and up to two (2) hours, in at least thirty (30) minute increments, of uninterrupted meal periods during the twenty-four (24) hour shift. These hours shall not be deemed as time worked for purposes of calculating FLSA overtime.

Kelly day selections shall be made annually by the members of the Fire Department except Assistant Chiefs according to seniority in grade or rank within each administrative district. Kelly day selections made by Assistant Chiefs shall not be made from the same Kelly day selection sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their Kelly day selections. The most senior member in the highest grade or rank shall have the opportunity to select their Kelly day first. The least senior member in the lowest grade or rank shall pick last. The City shall determine prior to the time Kelly days are selected the number of Kelly day picks required in each administrative district per shift. The City shall open one (1) Kelly day pick per administrative district more than is required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain picks in the last column in any district.

Each time a Kelly day is changed, the fire fighter shall be granted one (1) additional Kelly day; provided, no more than two (2) additional Kelly days shall be awarded in a contract year; provided, further, if a Kelly day change results in a return to the originally selected Kelly day, an additional Kelly day shall not be awarded; provided, further, if a fire fighter is transferred at their request, is promoted, or when a roving Lieutenant receives a permanent assignment and the change results in a change in Kelly days, an additional Kelly day shall not be awarded.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule for fire fighters assigned dispatcher duties may be used during the term of this agreement.

Fire fighters assigned dispatcher duties will select Kelly days only among themselves.

Section 2. Non-Fire Suppression. Each support service, excluding Dispatch, shall establish a work period of at least 7, but not more than 28 days. The Department office personnel who are not on round-the-clock schedules will normally work a schedule of five (5) eight (8)-hour work days during a seven (7) day work period. A flexible or staggered work schedule averaging forty (40) hours per week and providing for more economical and efficient functioning of the support service may be established by the Division Chief with the approval of the Fire Chief or their designated representative, provided that such new schedule shall not provide for a work shift in excess of twelve (12) hours and provided further that all fire fighters affected by such change in work schedule shall continue to receive as many gross hours of sick leave, sick leave converted to vacation, and vacation as they would have had, had their schedules not been changed.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this Agreement.

Section 3. In the event of enactment of State or Federal legislation affecting the hours of work or overtime for Fire Department personnel, the City and the Union will meet in an attempt to make any work schedule changes which are mandated by said legislation.

Section 4. Fire Investigations Bureau. Notwithstanding the provisions of Section 2 of this Article XVII, a fire fighter other than a Lieutenant, Captain, or Assistant Chief assigned to Fire Investigations Bureau shall work a schedule consisting of two (2) consecutive 6:00 a.m. to 6:00 p.m. work shifts, followed by twenty-four (24) hours off-duty, followed by two (2) consecutive 6:00 p.m. to 6:00 a.m. work shifts, followed by ninety-six (96) hours off duty. During each twenty-four (24) day work period, one (1) work shift shall be reduced to five (5) hours. For purposes of calculating hourly rates, fire fighters assigned to the Fire Investigations Bureau are considered to work forty (40) hours per week. Schedules for Lieutenants, Captains, and Assistant Chiefs shall be determined by Section 2 of this Article.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this agreement.

Section 5. Emergency Medical Technician. Emergency Medical Technicians shall work a 40-hour work week, 7 calendar day cycle. A flexible or staggered work schedule averaging forty (40) hours per week and providing for more economical and efficient functioning may be established by the Division Chief with the approval of the Fire Chief or his/her designated representative, provided that such new schedule shall not provide for a work shift in excess of twelve (12) hours and provided further that all Emergency Medical Technicians affected by such change in work schedule shall continue to receive as many gross hours of sick leave, sick leave converted to vacation, and vacation as they would have had, had their schedules not been changed.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this Agreement.

Section 6. Notwithstanding the provisions in Section 1 of this Article, one Shift Commander or Assistant Chief, at the discretion of the Chief, may be assigned to a supplemental shift based on a twenty-one (21) day cycle ranging from A-Shift Sunday to A-Shift Sunday. The Shift Commander or Assistant Chief assigned to this supplemental shift will not be able to exceed forty-eight (48) consecutive working hours with a minimum of twenty-four (24) hours off in between work shifts. They will maintain a Kelly day to be taken every twenty-one (21) day cycle and hours worked within the twenty-one (21) day cycle will not exceed 144 hours.

Article XVIII

SICK LEAVE

Section 1. Each fire fighter shall be credited with twelve (12) hours of sick leave monthly for each month of service for a maximum annual accumulation of one hundred forty-four (144) hours per year of sick leave. If a fire fighter is employed only part of a month, they will be credited with sick leave for the full month only if they started on or before or terminated after the fifteenth (15th) day of the month. If a fire fighter is employed after or terminated before the fifteenth (15th) day of the month, they shall be credited with six (6) hours of sick leave. Any unused portion of such sick leave shall be accumulated until said fire fighter shall have a reserve of seven hundred-twenty (720) hours of sick leave.

Section 2. Any sick leave taken by a fire fighter with seven hundred-twenty (720) hours or less of accumulated reserve shall be first charged against the current year's accumulation of sick leave to date of absence. If the current year's accumulation of sick leave is exhausted, any sick leave taken shall be charged against the fire fighter's accumulated reserve of sick leave.

Any sick leave taken by a fire fighter with more than seven hundred-twenty (720) hours of accumulated reserve shall be first charged against the accumulated reserve.

Section 3. When a fire fighter uses sick leave due to off-duty injury or sickness, the fire fighter will be charged one (1) hour sick leave for each hour the fire fighter misses rounded to the nearest quarter hour. On February 1st of each year, each fire fighter shall receive a written report of their accumulated sick leave reserve.

Section 4. On December 31st of each year, after the fire fighter has accumulated their reserve of seven hundred-twenty (720) hours of sick leave, unused sick leave of a fire fighter for that year shall be allocated as follows:

- (a) Each fire fighter may take unused sick leave accumulated in the previous year not to exceed one hundred forty-four (144) hours as a cash payment, if approved by the Chief or their designated representative, to be paid at the regular rate of pay in effect at the time of payment on or before February 1st of each year. The approved amount may be allocated between cash, deferred compensation or a HSA contribution, at the fire fighter's option, consistent with legal restrictions.
- (b) Each fire fighter may take all or any part of unused sick leave as vacation, if approved by the Chief or their designated representative. Sick leave converted to vacation may only be used in full shifts. Any sick leave not taken as vacation shall be taken as cash payment at the fire fighter's regular rate of pay in effect at the time of payment.

Each fire fighter must declare their option before regular vacation and sick leave converted to vacation for the following year are selected.

- Section 5.** Fire fighters who have an accumulated reserve of more than seven hundred-twenty (720) hours of sick leave as of December 31, 1983, will maintain that accumulated reserve balance unless used for sick leave pursuant to the provision of Section 2 above. Such fire fighters shall continue to be credited with sick leave pursuant to the provisions of Section 1 above. This credited sick leave shall be either paid for or taken as vacation in accordance with the provision of Section 4 above.
- Section 6.** At the termination of a fire fighter's term of service with the Denver Fire Department for any reason, the said fire fighter shall receive compensation in full at their regular rate of pay at the time of such termination for all accumulated sick leave and vacation time due to them in hours at the termination of their service, except that a portion of this compensation shall be paid into the Post Employment Health Plan for eligible fire fighters as set forth in Article XX.
- Section 7.** (a) Prior to separation of service for any reason, other than as outlined in Section 7(b) below, the fire fighter may elect to have any or all accumulated sick leave and unused vacation time paid as compensation. The election to have these monies paid cannot be made more than 12 months prior to separation and must be made at least 5 days prior to separation and shall be paid at least two (2) working days before separation. The fire fighter may contribute this compensation into the City's Deferred Compensation Plan pursuant to the rules of that Plan. Any accumulated sick leave or unused vacation remaining after the election, shall be paid into the Post Employment Health Plan for eligible fire fighters as set forth in Article XX. This provision is subject to all limits and regulations governing a § 457 plan as enforced by the Internal Revenue Service, including deferral limits and the timing of deferral election forms.
- (b) If a fire fighter is involuntarily terminated, or resigns or retires in lieu of involuntary termination, the fire fighter will be given the option of receiving all or part of their accumulated sick leave and unused vacation in cash rather than having that amount be paid into the Post Employment Health Plan (PEHP) established in Article XX of this Agreement. The fire fighter must exercise this option within five (5) calendar days of being informed of the involuntary termination decision, or giving notice of resignation or retirement in lieu of involuntary termination. The failure to exercise this option within five (5) calendar days shall be deemed consent to have the entire amount of the fire fighter's accumulated sick leave and unused vacation paid into the PEHP, as set forth in Section 7(a) above.
- Section 8.** Upon the death of a fire fighter of the Denver Fire Department, all monies due such fire fighter by reason of unpaid salary, accumulated unused vacation time, sick leave reserve or from other sources, at the time of their death shall be paid to their surviving spouse, or if there be no surviving spouse, then to the fire fighter's estate; provided however that if the Charter is amended the payment shall be made as required by the Charter as amended.

Section 9. Fire fighters may donate sick leave to the sick leave bank of, and accept sick leave donations from, another member of the classified service of the Fire Department in accordance with the procedures established by the Chief or the Chief's designee.

Section 10. Sick Leave Use

- (1) Statement of intent: The purpose of this section is to allow fire fighters, in connection with sickness or injury, to achieve a balance between family responsibilities and work demands. Each fire fighter must recognize that the responsibility of the Denver Fire Department is to provide a continuous high level of service to the public. Supervisors, when granting such leave, shall insure that the Fire Department mission is not jeopardized.
- (2) In addition to using sick leave when a fire fighter is incapacitated by sickness or injury, sick leave may be used for parental leave or for necessary care and attendance during the serious illness of a member of the fire fighter's family.
 - a. "Family" is defined as:
 1. a person who is related by blood, marriage, civil union, or adoption;
 2. a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or
 3. a person for whom the employee is responsible for providing or arranging health- or safety-related care.
 - b. The amount of sick leave granted for parental leave or for necessary care of a sick member of an employee's family shall not exceed ninety days per twelve-month period without approval of the fire fighter's supervisor and the Chief.
 - c. Fire fighters using extended leave under the provisions of this agreement will return to work at their same or equivalent positions.
 - d. In all but emergency cases, the fire fighter needing extended family or medical leave shall document the need in writing and forward it to the Human Resources Bureau (HRB) office through the chain of command. A Sick Leave Request shall also be submitted. In emergency situations, the supervisor who grants the leave shall document the circumstances and forward the letter and Sick Leave Request to the HRB office, through the chain of command.

- e. Sick leave may also be used for any reason found in C.R.S. §§ 8-13.3-404 and 8-13.3-405, as they may be amended from time to time.
- (3) Up to 90 days leave for personal illness, illness of a family member, or parental leave may be granted. Fire fighters have the option of using unpaid leave in lieu of paid leave.
- a. When paid leave is elected, fire fighters shall use sick time when available.
 - b. Fire fighters who have no more than ten days remaining in their sick banks may then use vacation time and/or compensatory time.
 - c. Use of vacation time must follow the provisions of Article XIV. However, at the discretion of the Chief or designee, a scheduled vacation can be changed.
 - d. Fire fighters who require more than 90 days or who do not have a sufficient bank of sick leave, vacation time, or compensatory time may apply to the Chief for donated sick time.
- (4) Fire fighters using sick leave under subsection (2) above for extended periods may apply to the Chief for a reduced work schedule, *i.e.*, a leave schedule that reduces the fire fighter's usual number of hours per work week. The Chief may require the fire fighter to transfer to another assignment to better accommodate the reduced work schedule.

(5) Parental Leave

Up to 90 days parental leave may be granted to care for a child at the time of birth or adoption. Granting of such leave shall be subject to the approval of the Chief or designee. A fire fighter together with their spouse, who is also a fire fighter or employee of the City of Denver, are limited to a combined total of ninety days parental leave.

The parties agree that during the term of this Agreement, the authorized representatives of the Union and the City may, by mutual agreement, change the provisions for Sick Leave Use in this Section 9 of this Article XVIII.

Section 11. Bereavement Leave

- (a) Upon proper notification to the Department, a fire fighter shall be granted authorized absence from duty because of the death of a member of the fire fighter's immediate family, which includes the fire fighter's spouse, mother, father, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, spousal equivalent as defined by the City or other person

residing within the immediate household. Such absence shall not exceed five (5) consecutive calendar days, unless the Chief or their designee grants additional leave. Authorized bereavement leave for an immediate family member will not be charged against the fire fighter's accumulated sick or vacation leave.

- (b) Upon proper notification to the Department, at the discretion of the Chief or their designee, a fire fighter may be granted authorized absence from duty because of the death of relative other than an immediate family member. Such absence shall not exceed one (1) calendar day and may only be granted if staffing is available. Authorized bereavement leave for a relative other than an immediate family member shall be charged against the fire fighter's accumulated sick or vacation leave.

Section 12. Military Leave

- (a) Leave of absence shall be granted to eligible fire fighters for military service as defined by the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §§ 4301, *et seq.* A fire fighter shall give advance written notice of an absence due to military service, unless precluded by military necessity or giving advance notice is otherwise impossible or unreasonable.
- (b) Military leave with pay. Fire fighters shall be eligible for up to fifteen (15) calendar days (not to exceed 120 hours) of military leave with pay each calendar year.
- (c) Military leave without pay. In addition to fifteen (15) calendar days of military leave with pay for which a fire fighter may be eligible, fire fighters shall be granted military leave without pay to perform their military service obligations. A fire fighter may elect to use any accrued vacation leave or accumulated sick leave in lieu of unpaid leave for all or part of the fire fighter's absence from duty due to military service.
- (d) While a fire fighter is on military leave, eligibility for vacation and sick leave accrual shall not be affected, and a fire fighter shall be entitled to all benefits afforded under this Agreement to fire fighters who are absent for reasons other than military service.

Article XIX

MILEAGE ALLOWANCE

Fire fighters using their personal vehicles to conduct City business shall be entitled to mileage reimbursement in accordance with the City and County of Denver Fiscal Accountability Rule 10.7, and any revisions thereto made during the term of this Agreement.

Article XX

RETIREE HEALTH

Section 1. If this Article is declared by a court of competent jurisdiction to be unenforceable, the monies specified herein will be used for a purpose that benefits the bargaining unit and that is mutually approved by the Union and the City.

Section 2. Post Employment Health Plan

(a) The City agrees to participate in the Post Employment Health Plan (PEHP), Health Care Insurance Premium Sub-account, for Collectively Bargained Public Employees (Plan) in accordance with the terms and conditions of the Plan's Participation Agreement, a copy of which has been provided to the City. The Plan Administrator for the Plan shall be mutually agreed upon by the City and the Union and the City agrees to contribute to the Plan as set forth in this Article.

(b) Except as provided in subsection (c), upon termination of employment for any reason (which does not include death), one-hundred percent (100%) of the eligible fire fighter's accumulated sick leave and accrued but unpaid vacation that would have otherwise been paid to the eligible fire fighter had the City not participated in the Plan shall be contributed to the Participant's Health Care Insurance Premium Reimbursement Sub-account. Those fire fighters who separated from service prior to January 12, 2005 shall not be subject to the Plan. This subsection (b) is further subject to the following restrictions:

(1) The City shall deduct any overpayments to the fire fighter or other legal offsets due to the City from the fire fighter prior to making the contribution to the Participant's Health Care Insurance Premium Reimbursement Sub-account; however, before overpayment deductions and other legal offsets are made from accumulated sick leave and accrued but unpaid vacation, the City will first make the deductions and offsets from other compensable absences of the fire fighter, if any, and then any remaining balance shall be deducted and offset from the accumulated sick leave and accrued but unpaid vacation.

(c) Fire fighters who are eligible for fully paid family retiree medical benefits through TRICARE or by their status as a Native American through the Bureau of Indian Affairs medical benefit programs shall not be eligible for or subject to the contribution amount set forth in Section 2(b).

Section 3. For the duration of this Agreement, the City's contribution to either the Fire and Police Pension Association Statewide Health Care Defined Benefit Plan (FPPA plan) or the Post Employment Health Plan (PEHP) shall be one and one-quarter percent (1.25%) per year of base pay on behalf of each fire fighter.

Article XXI

DEATH AND DISABILITY CONTRIBUTION

During the term of this agreement, the City shall pay, on behalf of all fire fighters hired after January 1, 1997, the state mandated contribution for death and disability coverage pursuant to C.R.S. § 31-31-811(4).

Article XXII

WAIVER AND NOTICE

- Section 1.** Failure of the City to enforce, or insist upon the performance of any term, condition or provision of this Agreement in any one or more instances shall not be deemed a waiver of such term, condition, or provision. No term, condition or provision of the Agreement shall be deemed waived by the City unless such waiver is reduced to writing and signed by an agent of the City who has actual authority to give such a waiver. If such written waiver is given, it shall apply only to the specific case for which the waiver is given and shall not be construed as a general or absolute waiver of the term, condition or provision, which is the subject matter of the waiver.
- Section 2.** Where any provision of this Agreement requires that any notice or information be given by the Union to the City within specified time, such requirement will not be met unless the official of the City specified herein who has actual authority to receive such notice actually receives the notice or information within the time limit specified in this Agreement.

ARTICLE XXIII

ENTIRE AGREEMENT

- Section 1.** The City and the Union shall not be bound by any requirement which is not specifically stated in this Agreement. Specifically, but not exclusively, the City and the Union are not bound by any past practices of the City or the Union, or understandings with any labor organizations, unless such past practices or understandings are specifically stated in this Agreement.
- Section 2.** The Union and the City agree that this Agreement is intended to cover matters affecting wages, rates of pay, grievance procedure, working conditions and other terms and conditions of employment and similar or related subjects, and that during the term of this Agreement, neither the City nor the Union will be required to negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.
- Section 3.** Notwithstanding any other provisions of this Agreement to the contrary, in the event that any Article, or Subsection(s) thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction, or by any applicable State or Federal law or regulation, or should a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement, or impose additional obligations on the City, the parties shall negotiate on the Article or Subsection(s) thereof affected. All other provisions of this Agreement not affected shall continue in full force and effect.

Article XXIV

EFFECTIVE DATE, RATIFICATION AND TERMINATION

- Section 1.** This Agreement shall be effective January 1, 2022 and shall continue to and include December 31, 2022.
- Section 2.** This Agreement is subject to ratification by the fire fighters of Denver Fire Fighters Local 858, IAFF, AFL-CIO, and the approval of an adopting ordinance by the City before the Union or the City is bound by the terms of this Agreement.

DENVER FIRE FIGHTERS – LOCAL 858

CITY AND COUNTY OF DENVER

David Foster, President

Michael B. Hancock, Mayor
City and County of Denver

Phil Cordova, Secretary-Treasurer

ATTEST:

Aaron Abrams, Co-Chair
Bargaining Committee

Paul D. López, Clerk and Recorder

Ashaun Drumgo, Co-Chair
Bargaining Committee

REGISTERED AND COUNTERSIGNED:

Brendan Hanlon, Chief Financial Officer

APPROVED AS TO FORM:

Timothy M. O'Brien, Auditor

Kristin M. Bronson, City Attorney
City and County of Denver

RECOMMENDED AND APPROVED:

By: _____

Murphy Robinson, Executive Director
Department of Safety

Section B

Denver Fire Department Directives

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Driver Safety Program and Operator Classifications

Topic No:	1010.01
Date:	12-03-19
Approved:	TAB
Review Date:	12-03-21
Replaces:	Same, dated 08-01-19 (was named Driver Safety Program)

PURPOSE: It is the intent of this Driver Safety Program to allow the Department, the Department Driving Coordinator, and the Safety and Training Division greater control in the management of Fire Department driving issues.

SCOPE: Applies to all members driving Department vehicles.

The benefits of this program are:

1. Strict accountability for the operation of Fire Department vehicles.
2. Greater traffic safety for citizens and Department personnel.
3. Enhance the abilities of promoted driver/operators and acting driver/operators to operate Department vehicles safely and effectively.

Colorado Revised Statutes (CRS) Title 42, 'Vehicles and Traffic', shall be used for the assessment of points and shall apply to all emergency and non-emergency driving violations and to violations of the Department code 10 policy.

No Department member shall be authorized to operate any emergency vehicle without having first completed the Denver Fire Department Driver Safety Program.

The Driver Safety Program shall include obtaining a Denver Fire Department Driver Certification for emergency vehicles. The requirements for obtaining the Denver Fire Department Driver Certification shall include, but are not limited to, the following:

- Possessing a valid Colorado State Driver's License. Restrictions on a member's Colorado Driver's License shall prevail when certification is considered by the Driving Coordinator.
- 3rd grade Firefighter rank or greater.
- Successful completion of all steps required by the Department Driver Safety Program.

NOTE: The Department Driving Coordinator operates under the authority of the Division Chief of Safety and Training.

Company officers are free to consult with the Department Driving Coordinator about participation of company members in the Driver Safety Program.

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic: Driver Safety Program and Operator Classifications

Topic No:	1010.01
Date:	12-03-19
Approved:	<i>TAB</i>
Review Date:	12-03-21
Replaces:	Same, dated 08-01-19 <i>(was named Driver Safety Program)</i>

All members are required to obtain a Denver Fire Department Driver Certification in either Class 2, Class 3, or both, within 12 months of becoming a 3rd grade Firefighter.

There are seven classifications of Fire Department Certifications. Certifications for each specific vehicle allow members to drive only those that are included on that certification. Exception: Members qualified on Quints may also drive/operate either an Engine or a Truck and members qualified for Trucks and Towers may operate Class 5 apparatus.

- Class 1 – Light vehicles (Car, Pickup, Van, Civil Defense Rig, Stake Bed Trucks, Type 6 Wildland, and Warehouse Vehicles).
Class 1 licenses may be issued to any Department member who holds a valid Colorado State Driver’s License. Members operating specialized vehicles (i.e. Air / Light Truck) shall complete training in the operation of that specialized equipment. Class 1 also includes:
(a) Non-emergency vehicles where the member has not completed the Driver’s Safety Program regardless of rank and (b) Emergency vehicles where the member has completed the Driver’s Safety Program and has attained the rank of 3rd Grade Firefighter or greater.
- Class 2 – Engine, Wildland Type 3, Air/Light, Dump Truck, and Single Axle Rescue
- Class 3 – Aerial Truck
- Class 4 – Quint (or a combination of Class 2 and Class 3)
- Class 5 – Tandem Rear Axle Rescue, Tandem Rear Axle Hammer
- Class TT – Tractor Trailer (Collapse Rig)
- Class X – Crash Fire Rescue Apparatus

The certification classes described above may be modified where appropriate and additional certification classes may be added as new types of apparatus become available and are added to the Denver Fire Department fleet.

Wildland Apparatus may require an additional endorsement to operate off road.

Any member found to be driving a Fire Department vehicle with a suspended Colorado State Driver’s License or a suspended Denver Fire Department Certification will be in violation of Department policy and will be subject to disciplinary action.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: ALL DFD Related Accidents and Driver Review

Topic No:	1010.02
Date:	12-03-19
Approved:	<i>TAB</i>
Review Date:	12-03-21
Replaces:	Same, dated 11-07-14 (was named <i>Accidents Involving DFD Vehicles or Apparatus</i>); and 1010.00, 1010.03, and 1010.04

PROCEDURES FOR DFD VEHICLE AND APPARATUS ACCIDENTS

Whenever **any** vehicle or apparatus assigned to the Denver Fire Department is involved in a traffic accident, the incident will be classified by dispatchers as an “Accident-Fire Dept. Vehicle” or “Accident-Fire Dept. Apparatus.” All accidents involving DFD vehicles or apparatus shall be reported and investigated and the accident packet shall be fully completed. All accidents occurring off Department property will require a police response. The following procedures shall be followed in the event a Department vehicle or apparatus is involved in an accident. All Fire Department vehicles and apparatus shall carry a complete Accident Packet. It shall be the responsibility of the officer in charge and/or the driver/operator to complete all required actions and forms and to make sure forms are available in the vehicle. Forms are available online in Target Solutions .

DO NOT MAKE STATEMENTS REGARDING THE ACCIDENT TO ANYONE EXCEPT POLICE OR DEPARTMENT INVESTIGATORS.

I. PROCEDURES FOR ACCIDENTS INVOLVING ALL FIRE DEPARTMENT VEHICLES, INCLUDING FIRE APPARATUS, WITH ANOTHER PERSON OR AGENCY INVOLVED

- A. All vehicles and apparatus involved in an accident, **including apparatus responding on emergency responses, must stop immediately, render aid as needed, and begin the reporting procedure.**
- B. Notify the dispatcher immediately of the following:
 - 1. Dept. vehicle or apparatus involved
 - 2. Location
 - 3. Need for a cover-in company (for responding apparatus)
- C. Request the following:
 - 1. DFD Fire Company (if additional DFD resources are needed)
 - 2. Ambulance for injured parties (include details of injuries and the number of injured parties)

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3. Police (if determined by the investigating Chief that damage was NOT limited to Department vehicle)
4. Activation of Accident Call List
5. Opening of an Incident for the accident
6. Notification of District Chief, or if a Support Division vehicle, the Division Assistant Chief (during business hours) for investigation

D. Document the following:

1. Name, age, and date of birth of all injured parties
2. Address and phone numbers of all involved parties (work/cell if possible)
3. Ambulance company name/s, number/s, and attendant name/s
4. Hospital destination of all injured parties

E. Obtain and document:

1. Name, address, and phone numbers for all involved drivers
2. Driver's license number for all involved drivers (**copy the number from the license**)
3. License plate and VIN number from all vehicles involved
4. Insurance company, policy number, agent, and agent telephone numbers - note expiration dates
5. Name, address phone number, and statement for each witness

F. The investigating Assistant Chief or other Denver Fire Department investigator shall make certain that comprehensive photographs are taken of involved vehicles and the accident scene. (See photo guidelines in accident packet)

G. Include only **known** facts in written or verbal reports. Obtain statements from all parties and crew members present. **DO NOT MAKE CONCLUSIONS OR ASSUME LIABILITY FOR THE ACCIDENT.**

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H. Refer to Executive Order 94 for guidance in completing post incident testing.

I. **All items in the Accident Packet shall be completed and returned to the Administration Division, through the District Chief, Shift Commander and/or appropriate Division Chief within 72 hours after an accident.**

Completed packets may be submitted electronically through the chain of command via the Administration Division email address at: FireAdmin@denvergov.org. The completed packet should contain:

1. Completed Accident Packet checklist
2. Copy of the letter from the Company Officer (apparatus) or driver/operator (DFD vehicle) explaining the details of the accident, through the chain of command to the Chief of the Department
3. Accident Information Exchange Form(s)
4. Driver/Operator Vehicle Accident Report
5. Letter from the Fire Department officer investigating the accident. **All supervisory letters on accident investigations shall include whether or not Executive Order 94 was invoked, with reasons why or why not.**
6. Photographs (may be emailed to the Master Mechanic, Driving Coordinator and FireAdmin@denvergov.org)
7. Witness statements and crew statements

J. The Administration Division will notify the Deputy Chief and the appropriate Division Chief of all accidents involving their Division in a weekly report. After review of the accident documentation, the Administration Division will forward copies to the Chief of Department through the chain of command and initiate the review committee process as appropriate.

K. Complete NFIRS reports.

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L. Accidents Outside of the City of Denver:

DFD Vehicle or Apparatus accidents occurring outside the City of Denver shall be handled as above. The Company Officer (apparatus) or driver/operator (DFD vehicle) is still responsible for completing an accident packet and for completing the exchange of information with the other driver(s) and for ensuring a police report is filed. Company Officers or driver/operators should get information as to how to obtain a copy of the official report of the accident from the Police Officer of the jurisdiction in which the accident occurred.

II. PROCEDURES FOR ACCIDENTS INVOLVING ALL FIRE DEPARTMENT VEHICLES, INCLUDING FIRE APPARATUS, ON DEPARTMENT PROPERTY WITH NO OTHER PERSON OR AGENCY INVOLVED AND WITH NO INJURIES:

- A. Notify Dispatcher if the accident has put you out of service and request an incident number. (Stay *In Service* if the above conditions exist and you are able to respond to an incident).
- B. Request that the Dispatcher initiate the Accident Call List and to send the District Chief/Supervisor/Department Driving Coordinator or other investigator from Safety and Training.
- C. Make certain that pictures are taken at accident scene by the District Chief or Fire Department investigator. *Refer to Accident Packet for Guidelines for Taking Photos
- D. Completed packets may be submitted electronically through the chain of command via the Administration Division email address at: FireAdmin@denvergov.org. The completed packet should contain:

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: ALL DFD Related Accidents and Driver Review

Topic No:	1010.02
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1. Completed Accident Packet checklist
2. Copy of the letter from the Company Officer (apparatus) or driver/operator (DFD vehicle) explaining the details of the accident, through the chain of command to the Chief of the Department
3. Accident Information Exchange Form(s)
4. Driver/Operator Vehicle Accident Report
5. Letter from the Fire Department officer investigating the accident. All supervisory letters on accident investigations shall include whether Executive Order 94 was invoked, with reasons why or why not.
6. Photographs (may be emailed to the Master Mechanic, Driving Coordinator and FireAdmin@denvergov.org).
7. Witness statements and crew statements.

III. REVIEW OF ACCIDENTS INVOLVING FIRE DEPARTMENT VEHICLES / APPARATUS AND PERSONNEL

All accidents involving fire apparatus shall be reported, investigated, and have a completed accident packet submitted. **No member shall investigate their own accident.**

- A. The Assistant Chief of the involved Division and the on-duty member of the Administration Division staff shall be notified of **ALL** Fire Department vehicle accidents.

A member of the Administration Division and/or a member of the Safety and Training Division staff shall respond to **ALL** accidents where injury or death has occurred.

Include all forms. If a form is not applicable, mark with a large "N/A."

- B. The Administration Division will be responsible for notifying the Deputy Chief of the Department of all accidents.

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C. The Department Driving Coordinator will request a quarterly meeting for the Department Driver/Operator Safety Review Board to the appropriate Divisions. It shall be the duty of the Department Driver/Operator Safety Review Board to review all Department vehicle accidents. The Driver/Operator Safety Review Board shall, upon review of the incident, determine whether an accident was preventable or non-preventable and determine a primary cause when necessary.

1. Preventable: Accident was principally caused by driving actions in violation of traffic laws and/or Department policy.
2. Non-preventable: Unavoidable accident; proper defensive techniques were practiced.
3. The DFD Driver/Operator Safety Review Board will present its recommendations to the Division Chief of Safety and Training for determination of points and/or any recommendations of remedial training. Any disciplinary recommendations from the Review Board will be presented to the Division Chief of Administration.
4. When the consideration of the accident is complete, the Department Driving Coordinator shall record the findings. Point values are determined as follows:

IV. FIRE DEPARTMENT VEHICLE / APPARATUS ACCIDENT CLASSIFICATION

Non-preventable – 0 points, accidents determined to be unavoidable with reasonable preventive measures and actions consistent with Department driver training.

Preventable – 0 to 12 points, taking into consideration the circumstances surrounding the accident and report information from the Police Department. Traffic violations will be assessed that number of points similar with the penalty point schedule in state statutes and used by the State of Colorado Motor Vehicle Division.

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To maintain a valid DFD driver/operator license, a member shall not accrue more than 12 points within any twelve consecutive months or more than 18 points within any twenty-four consecutive months.

Primary Cause: Additional point assessment where there is a violation of any Department driving policy.

If the accident is found to be non-preventable, the Safety and Training Division will file a document in the Department Driving Records, with a copy to the operator's Division Chief. No points will be assessed.

If the accident is found to be preventable, the total of preventable points plus primary cause points (if applicable) will be applied to the driver's record and a determination of discipline (if applicable) will be initiated by the operator's supervisor according to the Department disciplinary process (see NOTE below).

Accrued points for only one accident could subject the driver/operator to disciplinary procedure without regard to any time limits.

NOTE: Discipline given for driving matters is subject to the same rules for representation and appeal as discipline levied for any other reason.

Points assessed for the current accident will be added to the points assessed during the past twenty-four consecutive months.

Drivers who have been involved in either preventable or non-preventable accidents may be required to complete assigned JPRs if the Department Driving Coordinator believes that a driver/operator would benefit from such training and one of the following situations exists:

1. Three non-preventable accidents within an 18-month period
2. Any accident resulting in death or serious injury
3. Any vehicle accident that includes circumstances that indicate there would be a benefit to the member or the Department

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Flagrant Violations: Violations that contradict other Department standards or result in extreme damage and/or injuries may result in severe disciplinary recommendations.

Driver training shall be provided by the Department and may include defensive driving or emergency driving and maneuvering.

Questions concerning this policy may be directed to the Administration Division.

Point assessment values will correlate with the following corrective actions:

- 0 – 4 points: Company Level Training
- 5 - 8 points: Verbal Reprimand and Company Level Training
- 9 – 11 points: Written Reprimand
- 12 or more points: Suspension of Denver Fire Department driver’s license, possible reassignment, and appropriate disciplinary action which may include suspension, demotion, or termination

Drivers or Company/Chief Officers shall report vehicle accidents they are NOT involved in by:

1. Contacting the Dispatcher and reporting the accident. The driver or officer should state that his/her vehicle is not involved.
2. Giving the accident location and requesting Police. Where applicable, ask for an ambulance response – giving as many details about number of injured parties and type of injuries as possible.

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Topic: ALL DFD Related Accidents and Driver Review

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Date:	12-03-19
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Replaces:	Same, dated 11-07-14 <i>(was named Accidents Involving DFD Vehicles or Apparatus)</i>; and 1010.00, 1010.03, and 1010.04

3. Informing the Dispatcher if the driver or crew is giving assistance at the scene. Request additional apparatus as needed – giving details about what type of assistance is required - i.e. fire, extrication, hazard removal, sand, hazardous materials, etc.

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1010.05
Date:	06-11-19
Approved:	<i>TAB</i>
Review Date:	06-11-21
Replaces:	Same, dated 01-03-12

Topic: Driver's License and Violation Reporting

MEMBER RESPONSIBILITIES –

A member shall notify his/her immediate supervisor and provide written notice to Internal Affairs, immediately upon reporting to work for his/her next duty shift, following the occurrence of **ANY** of the following:

1. Suspension/Revocation/Denial/Cancellation/Expiration of their Colorado Driver's License
2. Any new restriction on his/her Colorado Driver's License
3. Any moving violation.

Exception: Parking summons or summons for traffic infractions involving a personal vehicle, in which the original charge incurs no points. (zero points prior to any plea bargaining)

4. Photo Enforcement Notice of Violation or parking summons involving a Department vehicle.

Refer to Directive 1012.00 regarding reporting law enforcement contact and the required reporting form. Internal Affairs will forward all pertinent information to the Department Driving Coordinator.

Failure to report any of the above may subject a member to discipline.

The Department Driving Coordinator shall check the driver's license of each Fire Department member annually through the Department of Motor Vehicles. By Executive Order, each member shall have a current '*Permission for Release of Individual Records*' (DR 2559 07/03) on file with the Driving Coordinator. **When a member renews his/her Colorado Driver's License, s/he shall forward the new license number and expiration date to the Driving Coordinator.**

No Department member is authorized to operate a Department vehicle without possessing a valid **Colorado State Driver's License**. (A member who is issued a provisional driver's license to drive his/her vehicle to and from his/her home to the workplace shall not be permitted to operate any Department vehicle until his/her regular driving privileges are reinstated and a regular driver's license reissued.) No member is authorized to operate a **Department vehicle** without

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1010.05
Date:	06-11-19
Approved:	<i>TAB</i>
Review Date:	06-11-21
Replaces:	Same, dated 01-03-12

Topic: Driver’s License and Violation Reporting

having first completed the current Driver’s Safety Program, mandated for emergency and/or non-emergency vehicles.

Any member driving a Department vehicle with a suspended driver’s license or a provisional driver’s license as described above is in violation of this policy and may be subject to discipline.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1010.06
Date:	11-17-2021
Approved:	JAV
Review Date:	11-17-2023
Replaces:	Same, dated 05-05-2021

Topic: Emergency (Code 10) Responses

CODE 10 RESPONSES:

No Fire Department vehicle shall pass another emergency vehicle that is responding Code 10, regardless of the destination of either vehicle or the Agency of the other vehicle.

Passing another emergency vehicle while responding Code 10 should only be considered when the front emergency vehicle yields the right of way by voice communication, by physically motioning for back vehicle to pass, or by communication via radio. If consent is given to pass, then the passing emergency vehicle should only proceed with due caution and safety for all persons and property.

Passing another vehicle that is responding Code 10 may be considered in exigent circumstances without clear communication but should only be attempted with extreme caution for the safety of all persons and property.

This policy shall be strictly adhered to by all DFD personnel to ensure the safety of the citizens of the City and County of Denver and all emergency personnel.

Violation of this Code 10 response policy may subject the member to disciplinary action.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic No:	1010.07
Date:	05-10-2021
Approved:	JAV
Review Date:	05-10-2023
Replaces:	Same, dated 03-23-18

Topic: Use of Seat Belts in Department Vehicles

OVERVIEW:

The Department recognizes that seat belt use helps to protect our employees, reduce injuries, and control operating costs. Studies by several fire service organizations show conclusively that failure to use seat belts (lap and shoulder belts) results in increased deaths and injuries. Reducing these costly injuries and deaths protects our members and can strengthen our effectiveness as a Department. Therefore, we are mandating the following policy:

Seat belts shall be used at all times while driving or riding in any Department vehicle on company or personal business, or in any other vehicle while on official Department business. This policy applies to all Department members (Civil Service and Career Service) and all occupants of vehicles driven by Department members on official business. No Department vehicle shall be moved until the driver and all passengers are wearing seat belts.

EXCEPTIONS:

- I. In accordance to CRS 42-4-237-3b, a member of an ambulance team, other than the driver, while involved in patient care, is exempt from wearing a seat belt.
- II. Members of the Dive Team or Trucks having a “Gumby Suit” responding to a confirmed swift- or still-water rescue, and who are expected to don required PPE to perform an immediate life saving act upon arrival, will be exempt from this policy. This does not exempt any member not required to don safety equipment while en route to the scene. The apparatus driver will respond with extreme caution.

RESPONSIBILITIES:

All personnel will be held accountable for using seat belts. **Non-compliance may result in disciplinary action.** Officers and acting officers are responsible for ensuring that all Department members comply with this Directive and receive periodic reminders to use seat belts.

OBJECTIVE:

Wearing a seat belt is one of the simplest and most effective ways to stay safe, yet many Department members may still not do it. When seat belts are not used, the potential for crash-related injuries and death increases dramatically. Crash-related

DENVER FIRE DEPARTMENT

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Topic No:	1010.07
Date:	05-10-2021
Approved:	<i>JAV</i>
Review Date:	05-10-2023
Replaces:	Same, dated 03-23-18

Topic: Use of Seat Belts in Department Vehicles

injuries attributable to not wearing a seat belt can affect a Department member's livelihood and can have a tremendous emotional and financial impact on the member's family. Based on this, the Denver Fire Department Administration, through this Directive, is taking steps to protect all Department members by ensuring 100% compliance 100% of the time.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1011.00
Date:	08-29-2019
Approved:	TAB
Review Date:	08-29-2021
Replaces:	Same, dated 08-09-19

Topic: Uniforms and Personal Appearance

PURPOSE: To outline an approved, standardized Departmental guideline for uniforms, which serve to identify members of the organization and promote professionalism throughout the agency.

SCOPE: Applies to all uniformed members of the Department

Only the regulation uniform approved by the Department shall be worn while on-duty. It is the member's responsibility to obtain and maintain the uniform items required for their assignment, in accordance with this document and Article IX of the Collective Bargaining Agreement. All personnel are expected to project a professional appearance while on-duty and should take pride in their personal appearance.

I. Regulation Uniforms - General:

- A. Department-issued "Class A" uniform is to be worn at designated formal functions or at the discretion of the company officer, district chief, or department administrators.
- B. Department-issued "Class B" uniform shall be the standard uniform for all non-formal public appearances. Class B uniforms shall be worn at all times the members are in official contact with the public (exception: Class C may be worn on emergency responses).
- C. With the exception of public appearances requiring the wear of other uniform classifications, "Class C" uniform items should be considered the station work uniform.
- D. Badge, name plate, flag, and rank insignia shall be worn with Class A and Class B uniforms. "Polo" style shirts excepted, which will be issued with embroidered Maltese on left chest, name and rank on right chest.
- E. From the hours of 0730 to 1700, all members shall wear the appropriate regulation uniform while on-duty. Fitness attire shall be worn only while involved in physical fitness activity, or from 1700 until 0730 the next day, as nighttime/turn-out wear.
- F. Company officers will be held accountable for maintaining a consistent company appearance and shall ensure all members are appropriately dressed for a given activity.

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DIRECTIVE

Topic No:	1011.00
Date:	08-29-2019
Approved:	TAB
Review Date:	08-29-2021
Replaces:	Same, dated 08-09-19

Topic: Uniforms and Personal Appearance

II. “Class A” Regulation Uniform (Formal):

- A. Department-issued navy blue, long-sleeved shirt with black tie (white shirts for chief officers).
- B. Department-issued navy blue trousers (black trousers for chief officers).
- C. Department-issued navy blue dress suit coat with silver-plated buttons and badge holder over left upper pocket (black coat with gold-plated buttons for chief officers). Maltese Cross insignia will be displayed on the left sleeve, above the rank stripes, one cross for every five years of completed service; gold for chief officers, silver for all other members. Striping for ranks will be placed above the cuff of the left sleeve as follows:
 - 1. Chief of Department – Five ½-inch gold stripes on sleeves
 - 2. Deputy Chief of Department – Four ½-inch stripes and one ¼-inch gold stripe on sleeves
 - 3. Division Chiefs – Four ½-inch gold stripes on sleeves
 - 4. Shift Commanders – Three ½ inch gold stripes and one ¼ inch gold stripe on sleeves.
 - 5. Assistant Chiefs – Three ½-inch gold stripes on sleeves
 - 6. Master Mechanic and Superintendent of Fire Alarm – Three ½-inch gold stripes on sleeves
 - 7. Assistant Master Mechanic and Assistant Superintendent of Fire Alarm – Two ½-inch gold stripes on sleeves
 - 8. Captains – Two ½-inch silver stripes on sleeves
 - 9. Lieutenants – One ½-inch silver strip on sleeves
 - 10. Engineers – One ¼-inch silver stripe on sleeves

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1011.00
Date:	08-29-2019
Approved:	TAB
Review Date:	08-29-2021
Replaces:	Same, dated 08-09-19

Topic: Uniforms and Personal Appearance

- D. Black belt with plain buckle (gold for chief officers, silver for all other members).
- E. Black leather dress shoes that will take polish or simulated leather shoes (style optional). Station work shoes are not acceptable with Class A attire.
- F. Badge shall be worn on suit jacket. The LODD “Never Forget” pin shall be worn on the right lapel of the suit jacket. Name plate, flag pin, rank insignia, commendation ribbons, and department-approved pins shall be worn on the dress shirt.
- G. Department-issued, navy blue uniform hat (white for chief officers).
- H. Navy blue or black socks to match trousers

III. “Class B” Regulation Uniform (Standard – worn for non-formal public appearances): *Non-formal public appearances will be defined as fire safety inspections, community service events, or department sponsored appearances.*

- A. Standard issue long- or short-sleeved navy blue uniform shirt with badge, rank insignia, flag pin, name tag, LODD “Never Forget” pin, service pin, and other *department-approved* pins will be considered the standard shirt for non-formal public appearances.
 - 1. Chief officers may wear white or navy
- B. Members may wear a department-issued “polo” style shirt, however:
 - 1. Members assigned to a suppression assignment are required to have “FIRE” or “Denver Fire” on the back of these shirts.
 - 2. Chief officers may wear white or navy.
- C. Long-sleeved t-shirts shall not be worn with the short-sleeved uniform shirt or the polo style shirt.
- D. Department-issued navy blue trousers or 6 pocket pants (black trousers/6 pocket pants may be worn by chief officers when wearing white shirts).
- E. Black belt with plain buckle (gold for chief officers, silver for all other members).

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- F. Approved station work shoes or boots must meet established department of safety requirements (protected toe and shank; please contact warehouse for specific details), must be fully enclosed (back, toes, sides), must be all black in color, and shall be kept clean and in good condition.
- G. Navy blue or black socks to match trousers
- H. Uniform cap (authorized dark-blue, baseball-style cap), optional. Baseball-style caps shall only be worn with logo and brim facing forward, they shall not be worn backwards or sideways. Caps shall be in good condition, with minimal fading or discoloration. No caps may be worn with unapproved or non-department related logos, insignias, stickers, or designs.

IV. “Class C” Regulation Uniform (Work):

- A. Department-issued short or long-sleeved t-shirt in good condition. T-shirts shall be tucked into trousers at all times.
- B. Department-issued sweatshirt (job-shirt, unaltered).
- C. Department-issued navy blue trousers.
- D. Navy blue knit cap or authorized dark-blue, baseball-style cap. Baseball-style caps shall only be worn with logo and brim facing forward. No caps may be worn with unapproved or non-department related logos, stickers, insignias, or designs.

V. Station Wear for Physical Fitness, Overnight, and Other Activities Approved by Company or Chief Officers:

- A. Navy blue sweatpants or shorts and department-issued t-shirts
- B. Department-issued job-shirt
- C. Appropriate training shoes

VI. Fire Investigation:

Fire Investigators’ Class B and Class C work uniforms shall be determined by the Division Chief of Administration, with the approval of the Chief of the Department.

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Investigators shall comply with all other portions of this Directive, including maintaining a Class A uniform for official Department functions.

VII. Uniform Restrictions:

- A. Any item not specified above that has been issued from the DFD Quartermaster shall be considered approved apparel. R&D items may initially be worn for the approved testing period only. If the item is selected for inclusion into the official uniform, it may continue to be worn with the approval of the DFD Quartermaster and appropriate Division Chief. If an item is not selected for inclusion, it is no longer considered as approved for on-duty use.
- B. With the exception of baseball-style caps, no portion of the department-issued uniform, of which material or article has been purchased by the City, shall be worn except when on duty.
- C. No authorized uniform item shall be distributed or given to unauthorized personnel.
- D. Members promoting shall update their uniforms by anticipating these needs during the annual uniform replacement and/or by utilizing the annual maintenance allowance.
- E. Uniforms shall be maintained in good condition and, with the exception of sizing adjustments, shall be unaltered. They shall be clean, neatly pressed, and free of tears, stains, or holes; faded, worn, or damaged clothing is not acceptable. Badges and name plates shall be polished.
- F. Shirts shall be tucked into trousers at all times.
- G. No buttons, emblems, or insignia of any kind shall be worn on or about the uniform, except as specified or authorized by the Chief or designee.

VIII. Considered Exceptions:

- A. Members may request, through the chain of command to the Deputy Chief, or designee, approval of apparel that is not issued by the DFD Quartermaster. Submissions for consideration are to be made at the member's expense. If the

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apparel is approved, all costs associated with providing the apparel shall be at the member's expense. Any artwork or representation of submissions must be of a file type that can be opened and accessed by DFD computers. The following points apply to all apparel submitted for approval:

1. Apparel must be navy blue or black in color.
2. All company/firehouse logos, emblems, or artwork shall be submitted for approval prior to being displayed while on duty. A company-specific Maltese Cross, DFD badge, or DFD scramble will be the only items considered for placement on the left front chest of t-shirts, job-shirts, sweat shirts, jackets, and/or on the front of baseball/knit style caps. Alternate placement may be considered on a case-by-case basis.
3. T-shirts, job-shirts, sweat shirts, etc., intended for wear in a suppression assignment must have "Denver Fire" or "FIRE" on the back consistent with department-issued apparel.
4. Baseball-style caps must be of the same color and similar material as those issued by the DFD Quartermaster. Caps with a snapback closure or caps with mesh backs may be submitted for approval as long as the closure and mesh are navy blue in color and the front is constructed of fabric and color similar to the standard issue cap.
5. Following the approval process, all non-department issued items approved for wear in the *Operations Division*, will be listed in Target Solutions / File Center / Division 1 Operations / Approved/Unapproved Uniforms.

Approved items are listed as general items approved for the Division and items approved by District. Approved items are shown as photographs. Officers will be able to determine if an item has been approved by locating the article of clothing in the general items approved for either the Division or District. Non-approved items are also shown as photographs.

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IX. Accessories and Insignia Description and Placement:

A. Shoulder Patches

Shoulder patches shall be worn on the left shoulder of Class A and B uniform shirts (polo shirts excluded) and dress suit coats (stitched in gold for chief officers, red or silver for all other members.)

B. Name Plates

Name plates, furnished by the Department, shall be worn over the right shirt pocket of Class A and B uniforms, centered above the flap as close as possible to the top of flap. Current winter/summer jackets have names sewn onto the right side; however, on older jackets, name plates may be worn over the left coat pocket, below the badge and centered above the flap as close as possible to the top of the flap. If desired, the name plate may contain the EMT emblem.

C. Collar Insignia

The placement of collar insignia is approximately 3/4-inch from the front edge of the collar lapel and centered on the collar. Lieutenant and Captain bars are to be parallel to the front collar edge. Tops of bugles shall face the neck on chiefs' insignia. Department Officers will wear the following collar insignia on uniform shirt:

1. Chief of Department – Gold-plated five bugle insignia
2. Deputy and Division Chiefs – Gold-plated four bugle insignia
3. Shift Commanders and Assistant Chiefs – Gold-plated three bugle insignia
4. Superintendent of Fire Alarm and Assistant Superintendent of Fire Alarm – Gold-plated lightning bolt insignia
5. Master Mechanic and Assistant Master Mechanic – Gold-plated fire engine insignia
6. Captains – Silver double bars
7. Lieutenants – Silver single bar

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8. Mechanics – Silver-plated fire engine insignia

9. Fire Systems Technical Specialists – Silver-plated lightning bolt insignia

D. Department Awards and Ribbons

Department awards and ribbons shall only be worn with the Class A uniform shirt and shall be worn above the name plate, no more than three per row.

E. Department-Issued Flag Ribbon

The American flag ribbon shall be worn centered above the name plate, above any department award ribbons, and should be silver or gold based upon rank.

F. Department-Approved Pins

Department-approved pins, if worn, shall be worn on the flap of the right shirt pocket. The following pins are approved: LODD “Never Forget” pin and years-of-service pins. The LODD “Never Forget” pin should be centered on the flap if worn alone and should be placed on the side of the flap closest to the heart when worn with a years-of-service pin.

G. Company/Assignment Insignias

Optional company/assignment insignia pins shall be worn on the flap of the right shirt pocket. The top of the insignia pin shall line up against the lower stitch line of the top seam of the flap. Insignia pins shall be gold for Assistant Chief and above, and silver in color for all other members. Company insignia pins shall be no larger than ¼", as designated by manufacturers, and shall be approved by the appropriate Division Chief, Deputy Chief, or designee.

H. Hats

1. Chief of Department, Deputy Chief, and Division Chiefs – White top, gold ½-inch cloth hat band held by two gold-plated buttons with FD insignia, with gold leaf on hat bill.

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2. Shift Commanders, Assistant Chiefs, Superintendent of Fire Alarm, Assistant Superintendent of Fire Alarm, Master Mechanic, and Assistant Master Mechanic – White top, gold ½-inch metal hat band held by two gold-plated buttons with FD insignia.
3. Captains and Lieutenants – Top shall be navy blue in same shade as uniform trousers. Hat band shall be ½-inch nickel metal band held by two nickel-plated buttons.
4. All other ranks – Top shall be navy blue in same shade as uniform trousers. Hat band to be ½-inch black patent leather held by two nickel-plated buttons.
5. The authorized cap/hat for wear with the Class B regulation uniform and Class C items is a dark-blue, baseball-style cap with DFD insignia (stitched in gold for chief officers, red and white stitching for all other members).
6. Navy blue knit cap with DFD insignia (stitched in gold for chief officers and white for all other members) may be worn during inclement weather while on incidents.

I Jackets

1. Winter/summer uniform jackets may be issued with a cloth badge, the DFD scramble, or Maltese Cross sewn over the left breast pocket of the jacket.
2. Chief Officers may, at their option, wear the gold metal badge on the jacket badge loop, or sew the cloth badge, DFD scramble, or Maltese Cross to the jacket as indicated above.
3. The navy blue fleece jacket will be worn with the Maltese Cross on left breast with name and rank on right breast.
4. When Operations members need to replace their jackets, they are only allowed to obtain the red winter jacket via their uniform allotment.
5. Members assigned to the Airport Division will be assigned a yellow jacket with liner authorized for wear while on-duty at the airfield.

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J. Sweaters

Department-issued navy blue sweater may be worn with Class A and Class B uniform shirts. Sweaters will be issued with a cloth badge to be sewn over the left breast (stitched with gold thread for assistant chief and above, and silver thread for all other members.)

K. Ties

All ranks – Required ties for the Class A Regulation Uniform shall be a low luster, black, four-in-hand style.

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Topic No:	1019.00
Date:	12-28-17
Approved:	<i>TAB</i>
Review Date:	12-28-19
Replaces:	Same, dated 08-10-12

Topic: Mission Statement

The Denver Fire Department is dedicated to:

- Our *Desire to Serve*; committing to those we serve with integrity, accountability, and inclusivity

- Our *Courage to Act*; providing quality, timely, and professional emergency services to protect life and property

- Our *Ability to Perform*; working together to maintain the highest standards of mitigation, preparedness, prevention, and community engagement

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1020.00
Date:	05-26-2021
Approved:	<i>JAV</i>
Review Date:	05-26-2023
Replaces:	Same, dated 01-03-2012

Topic: Code of Conduct

Every member of the Denver Fire Department is expected to conduct themselves in a self-disciplined and professional manner and is responsible for that conduct and should project a positive, productive, and mature demeanor.

The following list of guidelines represents the conduct standards for members of the Denver Fire Department.

EVERY MEMBER SHALL:

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.
2. Use their training and capabilities to protect the public at all times.
3. Work to the level of expertise in their position so as to enable all Department programs and functions to operate effectively.
4. Always conduct themselves to reflect credit on the Department and the City of Denver.
5. Supervisors will manage in an effective, considerate, and fair manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the Department.
7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.
8. Be concerned and protective of each member's welfare.
9. Operate safely.
10. Use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.

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Topic: Code of Conduct

14. Be responsible and maintain any/all Department equipment and property at an efficient and usable level.

MEMBERS SHALL NOT:

15. Engage in activity that is detrimental to the Department.

16. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.

17. Use alcoholic beverages, debilitating drugs, or any substance which impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.

18. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.

19. Engage in any sexual activity while on duty.

20. Abuse their Sick Leave.

21. Steal.

22. Depart from the truth.

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1021.00
Date:	07-18-19
Approved:	<i>TAB</i>
Review Date:	07-18-21
Replaces:	Same, dated 03-22-18

Topic: Sexual Harassment Policy

It is the policy of the Denver Fire Department that sexual harassment is not acceptable and will not be tolerated. All employees are expected to avoid any participation in unwelcome behavior or conduct toward any other employee, which could be interpreted as sexual harassment under the following guidelines:

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a physical nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to:

1. Sex-oriented verbal "kidding" / "jobbing."
2. "Teasing" or joking that takes on a sexual tone.
3. Subtle pressure for sexual activity.
4. Physical contact such as patting, pinching, or constant brushing against another's body.
5. Demands for sexual favors.
6. Printed material that is construed to be sexually offensive.
7. Television broadcasts or video (including but not limited to tapes, disks, digital media, downloads, and streaming) of a sexual nature.*

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Topic No:	1021.00
Date:	07-18-19
Approved:	<i>TAB</i>
Review Date:	07-18-21
Replaces:	Same, dated 03-22-18

Topic: Sexual Harassment Policy

A supervisor or any other person is engaging in sexual harassment if they use, offer, or threaten to use the power of their office or position to control, influence, or affect the career, salary, or job of another employee or prospective employee in exchange for unwelcome sexual favors.

Any employee is engaging in sexual harassment if they participate in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome or interfere with the work environment.

The following procedures shall be followed when sexual harassment occurs:

1. The affected individual should, if they are comfortable doing so, make it clear to all involved persons that such behavior is offensive to them.
2. The affected individual shall bring the matter to the appropriate supervisor's attention. **
3. The supervisor shall investigate the complaint of sexual harassment promptly or shall forward the complaint to the Internal Affairs Bureau for investigation. The determination of whether or not a particular action constitutes sexual harassment shall be made from the facts on a case-by-case basis. In determining harassment, the supervisor or other appropriate official shall look at the totality of the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred.
4. If sexual harassment is found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Please refer to Department Directive #1057.00, DFD Discipline Handbook, to ensure that correct procedures are followed.
 - Sexual harassment, which has the effect of unreasonably interfering with an employee's work performance or which creates an intimidating, hostile or offensive environment shall constitute a violation of the Department's Conduct Standards, and may result in discipline up to and including dismissal on the first offense.
 - Sexual harassment, which affects a term or condition of employment or which is the basis of an employment decision affecting the employee or prospective employee, shall constitute a violation of the Department's Conduct Standards, and may result in discipline up to and including dismissal on the first offense.

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Date:	07-18-19
Approved:	TAB
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Replaces:	Same, dated 03-22-18

Topic: Sexual Harassment Policy

5. If the actions of the immediate supervisors do not effectively stop the sexual harassment, the affected individual should contact the Employee Relations Specialist at Safety HR. The complaint will then be further investigated and dealt with by the Specialist.

If an employee reporting harassment, discrimination, or retaliation pursuant to this policy does not wish to be identified as a complainant, the Chief may be listed as the complainant in any subsequent investigations of that report. In cases where the Chief is alleged to be engaging in conduct in violation of this policy, the Executive Director of Safety may be named as the complainant in any subsequent investigations of that report.

Refer to Department policy when using cable television or video in the fire house.

The displaying of sexually explicit material in a public building and in the work environment is prohibited.

Company Officers and District Chiefs will be held responsible for ensuring compliance of this policy. Those who are found in violation of this policy will be dealt with in accordance with the sexual harassment policy of the Denver Fire Department.

***The broadcasting of sexual explicit material in any Fire Department facility is hereby prohibited.**

****Appropriate supervisor can include immediate supervisor or anyone in the chain of command, Administrative Division Chief, Division 4, HR Business Partner, or the Employee Relations Specialist for Department of Safety. It is the responsibility of the “appropriate supervisor” to report the allegation immediately to the administration at the Denver Fire Department Headquarters. Employees may also report their concerns to Safety HR, or the Executive Director of Safety’s Office.**

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1022.00
Date:	11-17-2020
Approved:	DGF
Review Date:	11-17-2022
Replaces:	Same, dated 01-03-12

Topic: Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

EXECUTIVE ORDER NO. 94

TO: All Departments and Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: June 1, 2020

SUBJECT: City and County of Denver Employees’ Alcohol and Drug Policy

PURPOSE: As an employer, the City and County of Denver (City) is required to adhere to various federal, state, local laws and regulations regarding alcohol and drug use. The City also has a vital interest in maintaining a safe, healthy and efficient environment for its employees and the public. Being under the influence of, subject to the effects of, or impaired by alcohol or drugs on the job may pose serious safety and health risks to the employee, his or her co-workers and the public. Additionally, the possession, use, or sale of an illegal drug in the workplace poses an unacceptable risk to the safe, healthy and efficient operation of the City.

The City provides employee assistance through outside providers and Department of Safety psychologists (for uniformed personnel), all of whom offer help to employees who seek assistance for alcohol and/or drug use and other personal or emotional issues.

POLICY: It is the policy of the City to maintain a safe and healthy work environment by prohibiting the use of alcohol and illegal drugs in the workplace. Employees who consume alcohol or illegal drugs on City property, or who work while under the influence of, subject to the effects of, or impaired by drugs or alcohol, pose a serious safety risk to themselves and those around them. The City has both the right and the obligation to maintain a safe and healthy working environment for its employees by adhering to applicable federal, state and local law, and by enforcing the rules set forth in this Executive Order.

It is also the policy of the City to take a strong stand against driving under the influence of alcohol or drugs. Traffic-related deaths and injuries have risen to unacceptable levels across the country and many of those deaths and injuries are attributable to drunk and drug-impaired driving. The City is constantly striving to make its roads safer by various means, which include promoting a culture of traffic safety. It is antithetical to those efforts for the City to tolerate drunk and drug-impaired driving by any of its employees at any time.

City employees who violate this Executive Order may be subject to disciplinary action, up to and including dismissal. Moreover, the failure of a managerial or supervisory employee to enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

RESPONSIBLE AUTHORITY(S): City Attorney

This executive order, effective on the above date, establishes and confirms the policy of the City concerning the problem of drug and alcohol use in the workplace, as well as unlawful off-duty alcohol and drug driving offenses. On the date it becomes effective, this executive order supersedes all previous enacted alcohol and drug executive orders.

(1022.00 Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy)

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1022.00
Date:	11-17-2020
Approved:	DGF
Review Date:	11-17-2022
Replaces:	Same, dated 01-03-12

Topic: Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

I. PROHIBITIONS FOR ALL CITY EMPLOYEES INCLUDING CLASSIFIED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.

A. Alcohol

Employees are prohibited from consuming, being under the influence of, or impaired by alcohol while performing City business, driving a City vehicle or on City property.

There are seven circumstances under which these prohibitions do not apply.

1. An employee is not on duty **and** attending an officially sanctioned private function, e.g., an invitation-only library reception.
2. An employee is attending an officially sanctioned public function on City property at which alcohol is served (e.g., a reception hosted by the Mayor to honor a departing appointee) and is not impaired by or under the influence of alcohol.
3. An employee is not on duty and at a City location as a customer, e.g., playing golf on a City course.
4. An employee is a member of the Police Department and as a part of the employee’s official duties, consumes alcohol in accordance with Police Department procedures.
5. The Mayor and any accompanying employee, while hosting dignitaries on City property during or outside of regular business hours, consumes alcohol in honor of the dignitaries’ tradition or culture of ceremoniously sharing alcohol with their host, and is not impaired by or under the influence of alcohol.
6. An employee is performing City business outside of the employee’s regular business hours while attending a business-related event, and the employee is not driving a City vehicle to or from the event and is not impaired by or under the influence of alcohol during the event.
7. An employee is performing airport related business during or outside of regular business hours:
 - a. while attending an event hosted or officially sanctioned by the Department of Aviation at which alcohol is served **and** is not impaired by or under the influence of alcohol; **or**

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- b. while on international or interstate airport related business travel; **and** the employee is not impaired by or under the influence of alcohol **and** the employee is an appointed or elected Charter officer or an appointee thereof, a department or agency head, or has the permission of his or her appointing authority.

The alcohol levels defined by the state legislature that may be amended from time to time for defining “under the influence of alcohol” and “impaired by alcohol” are adopted here for purposes of this executive order.

Employees holding Commercial Driver’s licenses (CDL) are **also** subject to the alcohol levels defined by the Department of Transportation (DOT) regulations that may be amended from time to time for “under the influence” which are adopted here for purposes of this executive order.

Current alcohol level definitions are contained in the Addendum of this Order. If the alcohol level definitions contained in the Addendum to this Order conflict with the definitions provided by state law and the DOT regulations, the state law and DOT regulations will control.

B. Legal Drugs

- 1. Employees who operate vehicles or dangerous equipment or perform safety- sensitive functions as part of their essential duties and who are taking or intend to take prescription medication that is identified as a controlled substance in the schedules of controlled substances (Title 21 C.F.R. § 1308.12-15), or that may otherwise affect their performance, are prohibited from performing their safety- related duties unless and until they have completed the disclosure and clearance process set forth below. The types of drugs identified in the schedules of controlled substances include, but are not limited to, opiates, depressants, narcotic drugs, anabolic steroids, stimulants and hallucinogenic substances.
- 2. The disclosure and clearance process requires that all such employees do the following:
 - a. Notify their supervisor, the Agency’s Human Resource professional, or the Agency’s Safety Officer in advance of performing their duties that they intend to take or are currently taking (on or off duty) prescription medication that is a controlled substance or may otherwise affect their job performance, and that medical clearance is needed. No additional medical information needs to be disclosed at this time, nor should it be requested.

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Approved:	DGF
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- b. Schedule and participate in an interview with the Medical Director of the Occupational Health and Safety Clinic (OHSC), or their delegee, the purpose of which is to enable the Medical Director or delegee to confirm the validity and limitations of the prescription medication and determine whether the use of the controlled substance as prescribed will adversely affect their ability to safely perform their job duties.
- c. Obtain clearance from the Medical Director or delegee to perform their regular duties while taking the prescription medication, and report their clearance to their supervisor, Agency Human Resources professional or Agency Safety Officer.
- 3. It shall be the employee’s responsibility to initiate and comply with this disclosure and clearance process and to cooperate with the supervisor, Agency Human Resource professional or Agency Safety Officer, and the Medical Director or delegee, to allow for a prompt determination to be made. Employees who fail to comply with the disclosure and clearance process may be subject to disciplinary action, up to and including dismissal.
- 4. If appropriate, the Medical Director or delegee may request a medical release from employees seeking prescription medication clearance for the purpose of contacting the prescribing physician.
- 5. Employees who operate vehicles or dangerous equipment or perform safety- sensitive functions as part of their essential duties and who regularly take prescription medications described in paragraph B(1), above, are required to comply with the disclosure and clearance process on an annual basis, and any such earlier time as a change is made to their prescription that may affect or further affect their ability to perform their safety-related duties.
- 6. Employees who are currently taking prescription medications described in paragraph B (1), above, may be required to use paid leave, or if no such leave is available, authorized unpaid leave, pending completion of the disclosure and clearance process.
- 7. The OHSC and/or the Agency’s Human Resources personnel shall keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws.
- 8. Marijuana is **not** considered a legal drug for purposes of this Executive Order No. 94, even if a physician has recommended marijuana for medical reasons. Please refer to Section I (C)(3), below.

(1022.00 Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy)

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Date:	11-17-2020
Approved:	<i>DGF</i>
Review Date:	11-17-2022
Replaces:	Same, dated 01-03-12

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C. Illegal Drugs

1. Employees are prohibited from consuming, being under the influence of, subject to the effects of, or impaired by illegal drugs while performing City business, while driving a City vehicle or while on City property.

2. Employees are also prohibited from selling, purchasing, offering, transferring or possessing an illegal drug while performing City business, while driving a City vehicle or while on City property. There is one exception to this prohibition. An employee of the Classified Service of the Police and Fire Departments or the Denver Sheriff's Department may, as a part of his or her official duties, sell, purchase, transfer or possess illegal drugs in accordance with the employee's department procedures.

3. Although Colorado state law has de-criminalized the use, possession, sale and cultivation of recreational and medical marijuana by certain individuals subject to various limitations and restrictions, those laws do not require employers to accommodate or permit such use, possession, sale, etc., of marijuana in the workplace. In addition, marijuana currently remains an illegal drug under federal law. As such, for the purposes of this Executive Order, marijuana is still considered an “illegal drug,” even when used for medical purposes.

4. Prescription drugs obtained or used illegally constitute an “illegal drug” for the purposes of this Executive Order.

5. The illegal drug cut-off levels established by the DOT regulations, that may be amended from time to time, are adopted here for purposes of this executive order. Current illegal drug levels are contained in the Addendum to this Order. If there is a conflict between the illegal drug levels established by the DOT regulations, and those contained in the Addendum to this Order, the DOT regulations will control.

II. DRUG AND ALCOHOL TESTING

A. Pre-Employment/Pre-Placement Testing

1. The City may implement, with the City Attorney’s approval, pre-employment screening practices designed to prevent hiring or promoting individuals into job positions whose:
 - a. use of illegal drugs may affect the public health or safety; and

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- b. use of alcohol or legal drugs indicates a potential for impaired or unsafe job performance where the public health or safety may be affected.

The Civil Service Commission, Office of Human Resources, OHSC or interviewing agency shall inform a job applicant of these pre-employment screening practices prior to such screening.

- 2. At a minimum, testing for illegal drugs and controlled substances shall be conducted before any person hired for a position defined as safety-sensitive or requiring a CDL shall be allowed to perform the duties of such position. In addition, candidates or employees for such positions may be tested for alcohol.
- 3. Refusal by an applicant to submit to a pre-employment test shall result in denial of employment.
- 4. Pre-employment/Pre-placement test results:

- a. **Alcohol**

Where alcohol use is detected, employment may be denied.

- b. **Legal Drugs**

- i. Where use of a prescription drug is detected, applicants may be required to provide documentation confirming the drug has been prescribed by a physician for the applicant, and the amount detected is within the prescribed dosage. If the applicant is unable to provide such proof, employment may be denied.
- ii. Where the applicant’s future or continued use of the drug poses a potential safety risk or would impair job performance, employment may be denied in accordance with the applicable state and federal laws.

- c. **Illegal Drugs**

- i. Employment shall be denied when the presence of an illegal drug is detected.
- ii. Employment shall be denied when the presence of a known masking agent is detected.
- iii. A second direct observation urinalysis test may be required prior to offering

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employment to an applicant whose drug test evidences the urine sample has been diluted or is outside normal temperature ranges.

B. Reasonable Suspicion Testing

1. When a supervisor has reasonable suspicion that an employee is under the influence of, impaired by, or subject to the effects of alcohol, legal drugs or illegal drugs in violation of this Executive Order, after taking appropriate safety measures (e.g., removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public), the supervisor shall immediately consult with the Agency’s Human Resources representative, Safety Officer or the Employment and Labor Law Section of the City Attorney’s Office to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to promptly initiate alcohol and/or drug testing. The supervisor shall initiate testing as follows:
 - a. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors that support a reasonable suspicion of alcohol and/or drug use.
 - b. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors, and document those observations in writing.
 - c. Advise the employee that the supervisor is ordering the employee to go to the testing site for testing.
 - d. Escort the employee to the testing site as soon as possible. If the supervisor is unable to escort the employee personally, the supervisor should have another individual escort the employee for testing. The individual selected to escort the employee shall be of a higher grade/rank than the employee being tested. Under no circumstances should the employee be allowed to drive themselves to the testing site.
 - e. Require the employee to bring a picture identification card and proof of the employee's Social Security or employee number to the testing site.
 - f. If the employee refuses to go to the testing site, or refuses to participate in the testing process, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order constitutes grounds for mandatory dismissal. If the employee continues to refuse to go to the

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testing site or to participate in the testing process, the supervisor should immediately place the employee on investigatory leave and make all reasonable efforts to ensure that the employee is transported home safely.

- g. After the initial test results are known, the supervisor should notify the appointing authority or designee of the results and obtain further guidance as needed.
 - h. If the initial test results indicate that the employee is under the influence of, impaired by, or subject to the effects of alcohol, unauthorized legal drugs or illegal drugs, the supervisor should notify the employee that s/he is being placed on paid investigatory leave and take appropriate steps to ensure that the employee is transported home safely.
 - i. If the initial test results are invalid or unavailable, or if the testing cannot be conducted for any reason, and the supervisor is reasonably concerned about the employee's ability to perform his or her duties in a satisfactory and safe manner, the supervisor should place the employee on investigatory leave pending results of testing or some other administrative determination, and take appropriate steps to ensure that the employee is transported home safely.
 - j. If an employee suspected of being impaired by, under the influence of, or subject to the effects of alcohol, unauthorized legal drugs or illegal drugs attempts to drive away from the testing site or worksite, the supervisor or escort should make all reasonable efforts, short of physical force, to prevent the employee from doing so. If the employee does drive away, the supervisor or escort should call 9-1-1 immediately to report the employee as an impaired (or potentially impaired) driver and provide pertinent information to assist police in identifying and locating the vehicle (e.g., make, model and color of the vehicle; license plate number; direction of travel; description of employee) and the reasons for suspecting that the employee is impaired (e.g., the initial test results or basis for reasonable suspicion alcohol and/or drug testing). The supervisor should not attempt to follow the employee’s vehicle.
2. During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.
 3. Testing for alcohol should be administered within two (2) hours of making a reasonable suspicion determination. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Testing outside of this time frame may only be conducted in consultation with the Employment and Labor Law Section

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of the City Attorney’s Office.

4. Testing for unauthorized legal drugs or illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight (8) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Testing outside of this time frame may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney’s Office.
5. Supervisors and escorts shall keep the employee's name and identifying information restricted to persons who "need to know."
6. If a supervisor has reasonable suspicion that an employee is in possession of, selling or transferring illegal drugs in violation of this executive order, the supervisor shall contact the police prior to initiating any drug testing.
7. Supervisors who fail to perform their responsibilities under this Section II (B) may be subject to discipline, up to and including dismissal.

C. Post-Accident Testing

1. As soon as practicable following a driving or other workplace accident, the supervisor shall ensure that the involved employee is tested for alcohol and drugs when the accident:
 - a. may have been the fault of the employee **and** involves a fatality;
 - b. may have been the fault of the employee **and** any individual was injured seriously enough to require immediate medical treatment away from the scene of the accident;
 - c. may have been the fault of the employee **and** the accident resulted in disabling damage to any vehicle or any equipment; or
 - d. there is reasonable suspicion to test the employee.
2. "Disabling damage" for a vehicle accident is defined as damage that prevents the departure of the vehicle from the scene of an accident in its usual manner, or damage that renders the vehicle illegal to operate. Vehicle damage that can be remedied temporarily at the scene without special tools or parts, i.e., replacing a tire with the spare, taping over an otherwise operable headlight or taillight, or tying down the hood of a car, are not considered disabling. Nonetheless, towing of a vehicle is not required before a supervisor can deem a vehicle “disabled” for purposes of testing.

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3. "Disabling damage" for a workplace accident is defined as precluding the use of the equipment from its usual operation. Equipment that can be remedied temporarily at the scene without special tools or parts is not considered disabling.
4. The issuance of a traffic citation is not required before a supervisor can determine an employee “may have been at fault” in a vehicle accident. If a supervisor determines the employee’s actions may have contributed to the accident, or the employee **may** have been at fault, the “fault” requirement will have been met for purposes of testing.
5. During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.
6. Post-accident alcohol and drug testing shall be initiated in accordance with the procedures set forth in Section II (B)(1)(c)-(i) of this Order. Post-accident alcohol and drug testing based solely on reasonable suspicion shall also comply with Section II (B)(1)(a)-(b).
7. Post-accident testing for alcohol should be administered within two (2) hours following the accident. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Post-accident testing for unauthorized legal drugs and illegal drugs should be administered within eight (8) hours following the accident. Testing outside of these time frames may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney’s Office.
8. Supervisors who fail to perform their responsibilities under this Section II (C), may be subject to discipline, up to and including dismissal.

D. Return to Duty Testing

Employees who have violated the prohibited conduct listed in Sections I (A) or I (C) of this Order shall not return to work unless they have been tested for alcohol and drugs at the OHSC and both tests have been verified as negative.

E. Unannounced Testing

If an employee has been placed on a Stipulation and Agreement in accordance with this executive order, as a part of that Stipulation and Agreement, the employee may be tested for alcohol and/or drugs by the agency without prior notice of the testing date or time for at least 36

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months from the last date in time that the stipulation and agreement is signed by the parties.

F. Random Testing

The City may implement, with the City Attorney's approval, random alcohol and drug testing for employees deemed to perform safety-sensitive functions for the City or any of its agencies.

G. Commercial Driver’s License (CDL) Testing

For those positions requiring a CDL, the City is required to implement alcohol and drug testing in accordance with applicable DOT regulations, as may be amended from time to time. Such testing is **in addition to** the testing described in Sections II (B) and (D) of this Order.

1. Pre-Employment Testing

Prior to the first time a driver performs safety-sensitive functions for the City or any of its agencies, the driver shall be tested for illegal drug usage in compliance with the DOT and state regulations, as may be amended from time to time.

2. Reasonable Suspicion Testing

The procedures described in Section II (B) of this Order shall be followed.

3. Post-Accident Testing

a. As soon as practicable following an accident, the supervisor shall ensure that the vehicle driver is tested for alcohol when:

- i. the accident involved the loss of human life;
- ii. the vehicle driver was cited for a moving violation arising from the accident within 8 hours of its occurrence **and** an individual was injured seriously enough to receive immediate medical treatment away from the scene of the accident;
- iii. the vehicle driver was cited for a moving violation arising from the accident within 8 hours of its occurrence **and** one or more of the vehicles involved in the accident sustained “disabling damage” as defined in Section II (C)(2) and (3) in this Order; **or**
- iv. there is reasonable suspicion to test the employee.

b. As soon as practicable following an accident, the supervisor shall ensure that

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the vehicle driver is tested for drugs when:

- i. the accident involved the loss of human life;
 - ii. the vehicle driver was cited for a moving violation arising from the accident within 32 hours of its occurrence **and** an individual was injured seriously enough to receive immediate medical treatment away from the scene of the accident;
 - iii. the vehicle driver was cited for a moving violation arising from the accident within 32 hours of its occurrence **and** one or more of the vehicles involved in the accident sustained “disabling damage” as defined in Section II (C)(2) and (3) in this Order; **or**
 - iv. there is reasonable suspicion to test the employee.
- c. Post-accident testing for alcohol should be administered within two (2) hours following the accident. If a required alcohol test is not administered within two (2) hours following the accident, the supervisor shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
 - d. If the supervisor does not initiate alcohol testing within eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall prepare and maintain on file a record stating the reasons the test was not administered within these established time frames. Supervisors who do not perform their responsibilities under this Section II (G) (3) may be subject to discipline, up to and including dismissal.
 - e. If the supervisor does not initiate alcohol testing within eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall prepare and maintain on file a record stating the reasons the test was not administered within these established time frames. Supervisors who do not perform their responsibilities under this Section II (G) (3) may be subject to discipline, up to and including dismissal.

4. Random Testing

a. Alcohol

Pursuant to the DOT regulations, random alcohol testing shall be conducted

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annually on 25% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing shall be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive functions.

b. Illegal Drugs

Pursuant to the DOT regulations, random drug testing shall be conducted annually on 50% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Drug testing shall be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

5. Return to Duty Testing

a. Alcohol

If an employee has violated the prohibited conduct listed in Section I (A) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has completed a successful return to duty alcohol test.

b. Illegal Drugs

If an employee has violated the prohibited conduct listed in Section I (C) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has been cleared by a Substance Abuse Professional and has completed a successful return to duty drug test.

6. Follow-Up Testing

a. Alcohol

- i. The number and frequency of the follow-up alcohol tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first twelve (12) months following the employee's return to work.
- ii. Follow-up testing shall be unannounced and shall be conducted just before, during or just after the employee performed safety-sensitive functions.

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b. Illegal Drugs

- i. The number and frequency of the follow-up drug tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first (12) twelve months following the employee's return to work.
- ii. Follow-up testing shall be unannounced. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

H. Members of the Classified Service of the Police and Fire Departments and Deputy Sheriffs Testing

For those employees who are members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs, the City may implement drug testing pursuant to their respective department procedures, as may be amended from time to time, in addition to the testing described in Sections II (A) through (G) of this Order.

III. EXECUTIVE ORDER 94 TRAINING

A. All City Employees

All new City employees (including fellows, interns, and on-call employees) should be trained on this executive order during their first year of employment. Training, at a minimum, should include study of the prohibitions contained in this executive order and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of this executive order should be given to each employee with each employee acknowledging, in writing, receipt of the executive order and the training.

B. All Employees with Supervisory Duties

- 1. All employees with supervisory duties should be trained on this executive order during the first six (6) months following their hire or promotion. This training, at a minimum, should include instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the supervisor's reasonable suspicion, and the supervisor's responsibility for escorting employees to the testing sites and through the testing process.

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2. Supervisors shall ensure that all drug and alcohol tests are accomplished immediately after the justification for testing is established. Timeliness for testing is outlined in this executive order and its addendum. Further, once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol or drugs, or is informed that the employee has initially tested positive for drugs and/or alcohol, the agency cannot condone the employee's driving of a motor vehicle. If the employee drives off in his/her own or a City vehicle, the Police Department must be notified immediately by a supervisor on duty, or a designee. Supervisors may designate another employee to escort an employee to testing or evaluation sites. The supervisor shall educate the individual on the duties of the escort as provided herein prior to allowing that individual to escort the employee.
3. Supervisors are subject to discipline for failing to fulfill the responsibilities set forth for supervisors in this Order, up to and including dismissal. Such failure by the supervisor does not, in any way, excuse the employee's violation of this executive order or mitigate the agency's disciplinary action against the employee.

CAUTION: No physical force may be used against an employee to enforce any direct order or requirement under this executive order. The employee must be advised that noncompliance with a supervisor's order will be viewed as refusal to obey the order of a supervisor and constitute grounds for mandatory dismissal.

CAUTION: Supervisors are to restrict communications concerning possible violations of this executive order to those persons who are participating in the evaluation, investigation or disciplinary action and who have a "need to know" about the details of the drug/alcohol evaluation, investigation and disciplinary action. This expectation of confidentiality includes not mentioning the names of employees who are suspected of, or disciplined for, violating this executive order.

IV. DISCIPLINARY ACTIONS

- A. If it is determined after the appropriate pre-disciplinary meeting that any of the following situations apply, the employee shall be dismissed even for a first-time violation of this executive order:
 1. Members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs that violate their respective departments' prohibitions regarding illegal drugs and alcohol, except as follows:
 - a. Employees of the Classified Service, and Deputy Sheriffs who disclose prior on-duty alcohol use, or off-duty illegal drug use, as a means for seeking

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treatment may, at the discretion of the Executive Director of Safety or his/her designee, be suspended in lieu of termination and placed on a Stipulation and Agreement.

2. Safety-sensitive members of the Department of Aviation that violate their department's prohibitions regarding alcohol or drug use;
3. The employee has endangered the lives of others, or foreseeably could have endangered the lives of others;
4. The employee refuses to submit to any testing under this executive order including, but not limited to, pre-placement, reasonable suspicion, random, post-accident, return to duty, follow-up or unannounced testing;
5. The employee uses, or attempts to use, a masking agent to alter the sample and/or drug and/or alcohol test results, or uses or attempts to use any other deceptive means to alter the sample and/or drug and/or alcohol test results, including but not limited to, use or attempted use of another person’s urine;
6. The employee is required to have a CDL license and either drove/operated a City vehicle or equipment or was only prevented from driving/operating a City vehicle or equipment by the agency’s instruction to submit to testing under this executive order;
7. The employee's disciplinary history compels dismissal as a matter of progressive discipline;
8. The employee has refused to enter into a Stipulation and Agreement;
9. The employee has violated the Stipulation and Agreement;
10. The employee violates this executive order for the second time in the employee’s career with the City and County of Denver and/or its agencies.
11. The employee possesses and/or uses illegal drugs while on duty.

B. A first-time violation of the alcohol and drug prohibitions contained in Sections I (A) and I (C) of this executive order, which does not result in a dismissal pursuant to Section IV (A), shall result in a lesser disciplinary action in conjunction with a Stipulation and Agreement for treatment.

1. The presumptive disciplinary action shall be a suspension of 30 days in conjunction with a Stipulation and Agreement. No lesser or greater disciplinary action shall be imposed

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without the approval of the City Attorney’s Office.

- C. The level of discipline to be imposed on an employee for driving under the influence of or impaired by alcohol or drugs (DUI/DWAI) offenses not otherwise prohibited by this Executive Order shall be within the discretion of the appointing authority or designee, except that the minimum discipline imposed shall be above the level of a written reprimand. Factors to be considered in determining the level of discipline should include whether the employee has prior DUI/DWAI offenses; the circumstances surrounding the offense; any harm caused by the employee’s actions; whether the employee’s actions violated other rules, regulations, policies or laws; the nature of the employee’s position; and the employee’s work and disciplinary history. The appointing authority or designee may offer the employee lesser disciplinary action (above the level of written reprimand) in conjunction with a Stipulation and Agreement.
- D. The level of discipline to be imposed for any other violation of this executive order shall be within the discretion of the appointing authority or designee.
- E. Stipulation and Agreements
 - 1. Employee assistance counselors provided by the City and County of Denver, or such other substance abuse professional(s) as may be designated, shall conduct an evaluation of the employee and create a treatment plan.
 - 2. Each such agreement shall be in writing and approved by the City Attorney’s Office. The City shall offer no employee more than one such agreement during his or her employment with the City.
 - 3. Employees who participate in an inpatient treatment plan may be eligible for FMLA leave.
 - 4. Employees who participate in an inpatient treatment plan shall be allowed to use one (1) day per month of accrued paid leave, if any, to assure continued health coverage.

V. MISCELLANEOUS PROVISIONS

A. Driver’s License

It is the responsibility of employees required to drive as part of their assigned duties or job specifications to report to their appointing authority any loss of a driver's license or the restriction of driving privileges, no later than the beginning of the employee's next scheduled shift. Every employee who is required to drive, as part of their assigned duties or job specifications, shall certify that they have a current valid driver's license in accordance with Executive Order 25 as may be amended from time to time.

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B. Searches

1. Before any search is conducted, supervisors should contact the City Attorney's Office, Employment and Labor Law Section, for guidance.
2. Management has the right to search City-owned property utilized by employees, e.g., a desk, storage cabinet or City vehicle, when necessary for a non-investigatory work-related purpose such as retrieving a needed file. Additionally, management may search City-owned property utilized by employees, e.g., a desk, file cabinet, locker, or City vehicle, for investigatory purposes based on reasonable suspicion that evidence of misconduct will be found. Management may not search an employee's personal property, e.g., their personal vehicle parked on City property, lunch boxes, briefcases, purses, and backpacks, unless the employee voluntarily consents to such a search.

C. Contracts

1. The prohibitions and responsibilities contained in this Executive Order are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the executive order can result in the City's barring contract personnel from City facilities or from participating in City operations.
2. All City contracts shall contain language informing contractors doing work for the City about this Executive Order.

D. Employee Assistance and Department of Safety Psychologists

The City maintains an Employee Assistance Program (EAP) and provides Department of Safety psychologists who offer help to employees who are coping with alcohol, or drug use, or other personal or emotional issues. It is the responsibility of each employee to seek help from the EAP, Department of Safety psychologist or other appropriate health care professionals before alcohol and drug use leads to disciplinary actions.

E. Memorandum to this Order

The City Attorney shall have the authority to amend definitions and drug testing cut-off levels contained in this executive order’s Memorandum, from time to time, not to be inconsistent with Colorado statutes and/or the DOT regulations, without obtaining signatures of the Mayor or City Council. For purposes of this executive order, all references to Agency head, Department head or appointing authority will also include the designee of the Agency head, Department head or appointing authority.

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Executive Order No. 94 is:
Approved for Legality:

Kristin M. Bronson Michael B. Hancock
City Attorney MAYOR

Kim Day
Executive Director of Aviation

Robert M. McDonald
Executive Director of Public Health and Environment

Brandon Gainey
Executive Director of General Services

Allegra “Happy” Haynes
Executive Director of Parks & Recreation

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Brendan J. Hanlon
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Murphy Robinson
Executive Director of Safety

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Laura E. Aldrete
Executive Director of Community Planning and Development

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MEMORANDUM NO. 94A

TO: All Agencies Under the Mayor
FROM: Mayor Michael B. Hancock
DATE: June 1, 2020
SUBJECT: STAUTORY PROVISIONS

This memorandum to Executive Order 94 was originally referred to as an addendum, effective April 10, 1989, amended April 13, 1999, January 10, 2000, March 1, 2000, March 15, 2001 and is hereby continued in effect as amended and retitled as a memorandum this June 1, 2020. This Memorandum No. 94A shall be attached to and become a part of Executive Order 94, dated, June 1, 2020, subject "City and County of Denver Employees' Alcohol and Drug Policy."

I. ALCOHOL PROVISIONS

- A. Under the Colorado statutes, as may be amended from time to time, "impaired by alcohol" is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.08 grams of alcohol. Under the "influence of alcohol" is defined as having 0.08 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).
- B. Under the DOT regulations, as may be amended from time to time, "under the influence of alcohol" is defined as having 0.04 percent alcohol concentration, or more; as prescribed by state law; or in the event of refusal to undergo such testing as is required by the state or jurisdiction.

DOT regulations, as may be amended from time to time, state that post-accident alcohol testing should be administered within two (2) hours following the accident, but must be administered within eight (8) hours following the accident. **These DOT time frames shall also apply to testing under the Executive Order unless otherwise specified within this Order.**

II. ILLEGAL DRUG PROVISIONS

- A. Illegal drugs, include controlled substances, as defined in Colorado Revised Statutes, and under federal law.
- B. "Subject to the effects of an illegal drug" is to be determined consistent with the confirmation test levels established by the DOT regulations, 49 CFR Part 40 § 40.87, as may be amended from time to time:

(1022.00 Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy)

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1022.00
Date:	11-17-2020
Approved:	DGF
Review Date:	11-17-2022
Replaces:	Same, dated 01-03-12

Topic: Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

Marijuana metabolites.....	15	ng/ml
Cocaine metabolite.....	100	ng/ml
Opiates:		
Morphine.....	2,000	ng/ml
Codeine.....	2,000	ng/ml 6-
Acetylmorphine.....	- 10	ng/ml
Hydrocodone/Hydromorphone	- 100	ng/ml
Oxycodone/Oxymorphone -----	100	ng/ml
Phencyclidine.....	25	ng/ml
Amphetamines:		
Amphetamine.....	250	ng/ml
Methamphetamine.....	250	ng/ml
MDMA/MDA.....	250	mg/nl

DOT regulations, as may be amended from time to time, state that post-accident drug testing should be administered within eight (8) hours following the accident, but must be administered no later than thirty-two (32) hours after the accident. **These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.**

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse

Topic No:	1023.00
Date:	01-06-17
Approved:	TAB
Review Date:	01-06-19
Replaces:	Same, dated 01-03-12

When a Fire Department member voluntarily seeks aid for a drug or alcohol problem from the Fire Department Psychologist, that transaction shall be deemed confidential. If the department member voluntarily enters appropriate treatment for drug/alcohol problems as recommended by the Department Psychologist or other appropriate professional health service provide, there shall be no action taken detrimental to the member's job by department management on that occasion.

This policy is intended to apply only to those situations where a member's conduct, due to drug or alcohol abuse, has not already become a problem for the Department. When the member's conduct has already become a problem, the Chief of Department must have his usual discretionary powers. Subsequent problems with drug/alcohol abuse by the same member shall be dealt with in the usual manner, namely, on a case-by-case basis at the discretion of the Chief of Department.

Policy Overview

As an employer, the City is required to adhere to various federal, state, and local laws and regulations regarding alcohol or drug abuse. These laws are contained in the attached appendix.

The City also has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user. The possession, use or sale of an illegal drug or use of alcohol in the workplace may also pose unacceptable risks for safe, healthful, and efficient operations.

The City also maintains an Office of Employee Assistance and provides Department of Safety psychologists that offer help to employees who seek assistance for alcohol or drug abuse and other personal or emotional problems.

Within the legal framework and with these basic objectives in mind, the City has established the following policy with regard to use, possession or sale of alcohol or drugs.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse

Topic No:	1023.00
Date:	01-06-17
Approved:	TAB
Review Date:	01-06-19
Replaces:	Same, dated 01-03-12

I. ON-THE-JOB USE, POSSESSION OR SALE OF DRUGS OR ALCOHOL

A. Alcohol

Being under the influence or impaired by alcohol by any employee while performing City business or while in a City facility is prohibited. Consumption of alcohol in a City facility, in a City vehicle or on City premises is prohibited unless consumed at an officially sanctioned private function, e.g., an invitation only library reception.

B. Legal Drugs

It is the responsibility of the employee who works in a position operating a vehicle or dangerous equipment or affecting the public health or safety to advise management that he or she is taking a prescription drug which may affect performance. The use or being under the influence of any legally obtained drug by any employee while performing City business or while in a City facility may be prohibited if such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the City facility. An employee may continue to work, even though under the influence of a legal drug, if the appointing authority or a designee has determined, after consulting with the Occupational Health and Safety Center that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to use sick leave or take a leave of absence or comply with other appropriate non-disciplinary action determined by the appointing authority or a designee.

C. Illegal Drugs

The use, sale, purchase, transfer or possession of an illegal drug by any employee while in a City facility or while performing City business is prohibited. For the classified service employees and the deputy sheriffs of the Department of Safety, the presence in any detectable amount of any illegal drug in an employee at any time is prohibited.

DENVER FIRE DEPARTMENT

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Policy Implementation

II. PROCEDURES FOR MANAGEMENT AND SUPERVISORS

When a supervisor has reasonable suspicion that an employee is in violation of this policy the supervisor should immediately consult with an appropriate member of the in-house personnel staff or with the City Attorney’s Office to determine further actions. However, if it is recognized that the employee appears to be under the influence of drugs or alcohol, or alcohol or drugs are in his or her possession, immediate action may be required.

Where this is the situation, the supervisor should do the following:

A. Under the Influence of Alcohol

The supervisor should confront the employee with the suspicion and order the employee to the Occupational Health and Safety Center (during work day hours). **If the clinic is closed, refer to Denver General Psychiatric and Substance Abuse Emergency Room Service** or the Denver Police Department DUI facilities for an evaluation. Arrangements are to be made by the supervisor to provide transportation for the employee to the evaluation site. If the employee refuses to be evaluated, arrangements should be made for the employee to be transported home.

***Caution:** Once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol and should the employee refuse an order to be evaluated and drives off in their own or a City vehicle, the police must be notified immediately.

B. Use, Possession, or Sale of Illicit Drugs

When a supervisor has reasonable suspicion that an employee appears to be using illicit drugs while on duty, the same procedure applies as when a supervisor has reasonable suspicion that an employee appears under the influence of alcohol.

When a supervisor has reasonable suspicion that an employee appears to be in possession of or selling or transferring illicit drugs, the police are to be contacted. It is the policy of the Department of Safety for all classified service employees and deputy sheriffs that improper use or possession of controlled substances is grounds for immediate dismissal.

Management and supervisors are to restrict conversations concerning possible violations of this policy to those persons who are participating in the evaluation, investigation or disciplinary action and who have a need to know about the details of the drug/alcohol

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investigation. This includes not mentioning the name of the employee or employees suspected of violating this policy.

C. Drug and Alcohol Screening

Employees may be required to submit to blood, or urine, or other alcohol or drug screening where there is reasonable suspicion of illicit use or the employee is under the influence of or impaired by alcohol or drug. Drug and alcohol screening may also be justified where, even though the employee does not exhibit any observable symptoms of being under the influence, a workplace accident may have been caused by human error which could be drug or alcohol related. If any specimen obtained in a drug screening remains after supervisor authorized testing, the remaining specimen is to be retained until adjudication of disciplinary action is concluded. The Occupational Health and Safety Center shall ensure that appropriate chain of custody is maintained for all specimens.

D. Investigatory Leave

The supervisor is then to contact management for further guidance. In the absence of such consultation and if the supervisor has a reasonable doubt about the employee's ability to satisfactorily and safety meet job requirements, the supervisor shall place the employee on investigatory leave pending results of testing or other administrative determination.

III. DUI/DWAI ON OR OFF THE JOB

It is the responsibility of any employee who is required to drive as part of his or her assigned duties or job specification to report to his or her appointing authority any DUI or DWAI charge which results in the loss of a driver's license or the restriction of driving privileges. Every employee who is required to drive as part of his or her assigned duties or job specification shall annually certify that he or she has a currently valid driver's license.

IV. NON-COMPLIANCE BY EMPLOYEE

(Missing)

V. DISCIPLINARY ACTION

Violation of this policy can result in a disciplinary action, up to and including dismissal, even for a first offense. The appointing authority or designee, in lieu of disciplinary action, may enter into an agreement with the employee after consultation with the city

DENVER FIRE DEPARTMENT

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attorney's office, for assessment of the employee's alcohol or drug abuse problem and for any treatment suggested by the treatment plan developer. For Career Service Authority employees, the treatment plan developer is the Office of Employee Assistance and for classified service employees, the treatment plan developer is the department psychologist.

VI. FACILITY WORK RULES

Nothing in this policy precludes the appointment authority of any City agency from establishing work rules, which cannot be less stringent than this policy, subject to approval of the City Attorney.

VII. SEARCHES

Searches of employees to investigate work-related misconduct may be conducted when there is reasonable suspicion to believe that the employees are in violation of this policy, and where the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the misconduct. Supervisors shall contact the City Attorney's office for guidance.

VIII. CONTRACT PERSONNEL

These policy provisions are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring contract personnel from City facilities or participating in City operations.

IX. POSTING NOTICES

Clearly posted notices explaining the City's right to carry out search activities should be displayed in appropriate locations throughout the work area. Such postings should emphasize the City's intention to maintain a safe and healthful working environment. In addition, a copy of the City's Drug and Alcohol policy may be given to each employee with each employee acknowledging in writing receipt of the policy.

At a minimum, facility management is to inform all contractors doing work in the facility about the applicable policy provisions and provide a copy of this policy to such contractors. Certain other enforcement actions may be necessary.

X. DRUG AND ALCOHOL USE RELATIONSHIP TO THE OFFICE OF EMPLOYEE ASSISTANCE AND DEPARTMENT OF SAFETY PSYCHOLOGISTS

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

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The City and County of Denver maintains an Office of Employee Assistance and provides Department of Safety psychologists that offer help to employees who suffer from alcohol or drug abuse and other personal emotional problems. It is the responsibility of each employee to seek help from the Office of Employee Assistance or Department of Safety psychologist before alcohol and drug abuse problems lead to disciplinary problems. Once a violation of this policy occurs, subsequent use of the Office of Employee Assistance or Department of Safety psychologist may be part of a condition of continued employment.

APPENDIX

Federal Rehabilitation Act of 1973

For the purposes of the Rehabilitation Act of 1973, 29 U.S.C. §700, et seq.

“Individual with handicaps” means any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment. For purposes of sections 503 and 504 as such sections relate to employment, such term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.”

Colorado Revised Statutes

Under the Colorado Statutes, it is a discriminatory or unfair employment practice:

(a) For an employer to refuse to hire, to discharge, to promote or demote, or to discriminate in matters of compensation against any person otherwise qualified because of handicap, but, with regard to a handicap, it is not a discriminatory or unfair employment practice for an employer to act as provided in this paragraph (a) if there is no reasonable accommodation that the employer can make with regard to the handicap, the handicap actually disqualifies the person from the job, and the handicap has a significant impact on the job;

Career Service Authority

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse

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Under Career Service Authority regulations, it is a ground for immediate dismissal for an employee to:

(b) Be under the influence of alcohol while on duty (CSA 16-22(3)) or illegally (use) habit forming drugs or narcotics, or marijuana on City and County premises or while on duty; or illegally (introduce) or (possess) such substances on City and County premises while on duty. (CSA 16-22(1) or refuse to comply with orders of an authorized supervisor.)

Denver Fire Department

Under Denver Fire Department policy, using or being under the influence of alcohol while on duty, or use, possession or illegal activity involving drugs and controlled substances are major violations. Use or being under the influence of alcohol on duty is a major offense because the nature of the fire service requires quick, accurate, efficient judgments to be made. Alcohol may impair a member's ability to perform effectively, thereby endangering other members and the public. Any offense may result in discipline, up to and including dismissal

The Department's drug policy states that:

Members shall not use or possess any prescription drug, on or off duty, except as prescribed by and under the supervision of a licensed doctor or dentist. The use of any illegal drug, controlled substance, or other substance; the possession of any illegal drug or substance, or any participating activity involving illegal drugs or substances on or off duty, may subject member to discipline, up to and including dismissal.

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Name: _____
LAST, FIRST, MI
SSN: _____

CERTIFICATE OF COMPLIANCE WITH DRUG-FREE
WORK PLACE ACT OF 1988

(Public Law 100-690, Title V, Subtitle D)

I certify that I have received a copy of Executive Order 94, as amended, regarding the alcohol and other drugs policy for City and County of Denver employees.

I further certify that I will not unlawfully manufacture, distribute, dispense, possess or use a controlled substance in the work place, and I will notify my employer of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such conviction.

Employee's Signature

Date

CSA ORIGINAL: ATTACH TO APPOINTING PERSONNEL ACTION -
MAKE COPY FOR AGENCY FILE

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1031.00
Date:	07-29-2020
Approved:	TAB
Review Date:	07-29-2022
Replaces:	Same, dated 08-08-19

Topic: Mandatory Reporting of Elder and Child Abuse

PURPOSE: To define and implement the proper reporting procedures for the Mandatory Reporting of Elder and Child Abuse as it applies to Denver Fire Department Personnel.

SCOPE: Applies to all Denver Fire Department Personnel

ELDER ABUSE

I. OVERVIEW

As of July 1, 2014, Senate Bill-111 “Mandatory Reporting of Elder Abuse” goes into law under Section 18-6.5-108, C.R.S. Fire protection personnel fall under the list of Mandatory Reporters under this new law. The law requires a Mandatory Reporter to report the following indicators for abuse of adults age 70 or older to law enforcement within 24 hours:

- A. Physical Abuse
- B. Sexual Abuse
- C. Caretaker Neglect
- D. Exploitation

II. MEMBER RESPONSIBILITIES

- A. If any of the indicators for Elder Abuse is seen or suspected, then law enforcement (DPD) must be notified within 24 hours.
- B. The member that witnessed the suspected abuse must make the report.
- C. If a supervisor was present when the suspected abuse was seen, then the supervisor makes the report.
- D. When making a report, attempt to gather the following information:
 - 1. Name and address of the At-Risk-Elder
 - 2. A description of the alleged mistreatment and the situation
 - 3. Nature and extent of Injury
 - 4. The alleged perpetrator name and address, if possible
 - 5. Any other pertinent information

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1031.00
Date:	07-29-2020
Approved:	TAB
Review Date:	07-29-2022
Replaces:	Same, dated 08-08-19

Topic: Mandatory Reporting of Elder and Child Abuse

- E. If the situation encountered poses an imminent risk for mistreatment or abuse, request law enforcement immediately through Fire Dispatch.
- F. If the situation warrants a need for a scene investigation or a welfare check, then request a patrol officer through Fire Dispatch.
- G. If the situation is old information, a closed business, or any situation where it would not be prudent to send a patrol officer, then make the report via email to eldercrimes@denvergov.org and cc adultprotectiveservices@denvergov.org.
- H. In some situations, it can be difficult to ascertain an individual's age; therefore, *if in doubt, make the report anyway*.
- I. Once the report has been made, email the details of the report to the Assistant Chief in Operations for possible follow-up.
- J. Understand that in cases of Self-Neglect, the Mandatory Reporting law does not apply. Please forward the following information to the Assistant Chief in Operations who can forward the information to Adult Protective Services.
 - 1. Name and address of individual
 - 2. A description of the situation of Self-Neglect
 - 3. Any pertinent medical conditions

CHILD ABUSE

III. OVERVIEW

Per C.R.S 19-3-304, law requires a Mandatory Reporter to report the following indicators for abuse of Children immediately. Firefighters are considered Mandatory Reporters under this law:

- A. Physical Abuse
- B. Sexual Abuse
- C. Neglect
- D. Exploitation

DENVER FIRE DEPARTMENT
DEPARTMENT DIRECTIVE

Topic No:	1031.00
Date:	07-29-2020
Approved:	<i>TAB</i>
Review Date:	07-29-2022
Replaces:	Same, dated 08-08-19

Topic: Mandatory Reporting of Elder and Child Abuse

IV. MEMBER RESPONSIBILITIES

- A. If any of the indicators for Child Abuse is seen or suspected, then Law Enforcement (DPD) and or/ Child Protective Services must be notified immediately.

- B. When making a report, attempt to gather the following information:
 - 1. Name and address of the child
 - 2. A description of the alleged mistreatment and the situation
 - 3. Nature and extent of injury
 - 4. The alleged perpetrator name and address, if possible
 - 5. Any other pertinent information

- C. Request law enforcement (DPD) through Fire Dispatch

- D. Child Protective Services can be contacted by their 24-hour hotline: 720-944-3000. This number will be available through Fire Dispatch.

- E. Members are not mandated to make a report if:
 - 1. You learn of the suspected abuse or neglect after the alleged victim is eighteen years of age or older; and
 - 2. You do NOT have reasonable cause to know or suspect the perpetrator has subjected any other child currently under eighteen years of age to abuse or neglect; OR
 - 3. The perpetrator is not currently in a position of trust, as defined in section 18-3-401 (3.5), C.R.S., with regard to any child currently under eighteen years of age.

- F. Once the report has been made, email the details of the report to the Assistant Chief in Operations for possible follow-up.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: **DFD Discrimination, Hazing, Harassment, and Retaliation Policy**

Topic No:	1037.00
Date:	05-06-2021
Approved:	<i>JAV</i>
Review Date:	05-06-2021
Replaces:	Same, dated 07-10-2015 (was named DFD Hazing, Harassment, Retribution Policy)

PURPOSE: The Denver Fire Department is committed to maintaining a work environment free of discrimination, hazing, harassment, and retaliation. Behavior may violate this policy even if it would not constitute a violation of federal, state, and/or local law. This policy applies to all Department employees.

SCOPE: It is the shared obligation of all employees and employee organizations to act individually and jointly to prevent or defuse actual or implied destructive behavior at work. It is the goal of the Denver Fire Department to rid work sites of destructive behavior or the threat of such behavior.

For purposes of this policy, definitions are as follows:

Appropriate Supervisor: Can include immediate supervisor, anyone in the chain of command, or Administrative Division Chief. It is the responsibility of the “appropriate supervisor” to report the allegation immediately to the Administration Division at Denver Fire Department Headquarters.

Cyberbullying: 1) Harassment that takes place over digital devices like cell phones, computers, and tablets. 2) Includes sending, posting, or sharing negative, harmful, false, or misleading content about someone else. 3) Can include sharing personal or private information about someone else causing embarrassment or humiliation. 4) Can cross the line into unlawful or criminal behavior.

Discrimination: Discrimination occurs when an employee or appointee experiences an adverse work environment or adverse employment action based on one or more Protected Characteristics of the employee.

Harassment: Unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information.

Hazing: 1) To persecute or harass with meaningless, difficult, or humiliating tasks. 2) To initiate, as into any group or organization, by exacting humiliating performances from, or playing rough practical jokes upon.

Protected Characteristics: Race, color, religion, creed, national origin/ancestry, sex, sexual orientation, transgender status, gender identity and expression, disability, genetic information, military status, age, marital status, political affiliation, pregnancy or related condition, or any other status protected under federal, state, and/or local law.

Retaliation: Retaliation is conduct taken against an employee because the employee has, in good faith, reported violations, assisted in any investigation, or otherwise engaged in any protected activity of this policy. Retaliation can include, but is not limited to, such acts as disciplining an employee, giving an employee a negative performance evaluation, refusing to recommend an individual for a position for which he or she qualifies, giving an employee a less desirable job assignment, spreading rumors about an individual, encouraging hostility from co-workers, and escalating harassment.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: DFD Discrimination, Hazing, Harassment, and Retaliation Policy

Topic No:	1037.00
Date:	05-06-2021
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Review Date:	05-06-2021
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Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or physical nature. Refer to Department Directive 1021.00, Sexual Harassment Policy, for detailed information and procedures relating specifically to sexual harassment.

REPORTING DISCRIMINATION AND HARASSMENT

When an employee has a complaint or observes an act of *discrimination, hazing, harassment, or retaliation* at work, the employee shall, if they are comfortable doing so, make it clear to all involved persons that such behavior is offensive and should be discontinued. In addition, the employee shall bring the matter to the appropriate supervisor's attention. The supervisor shall investigate the complaint and immediately contact the Internal Affairs Bureau (IAB) for guidance and assistance. In the initial investigation the supervisor or other appropriate official shall look at the totality of the circumstances, such as the nature of the actions and the context in which the alleged incidents occurred. If *discrimination, hazing, harassment, or retaliation* are found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Please refer to Department Directive 1056.00, Corrective Action Procedures, to ensure that the correct procedures are followed.

If the employee is uncomfortable reporting the complaint or if actions of the immediate supervisors do not effectively stop the *discrimination, hazing, harassment, or retaliation*, the affected individual shall contact any of the following: A) Any supervisor inside or outside the chain of command; B) The Internal Affairs Bureau; C) The Human Resources office of the Department Administration Division; D) An employee relations specialist with the Human Resources Division of the Department of Safety; E) The Career Service Authority Employee Relations Unit.

Nothing in this policy precludes an employee from contacting or filing a charge of discrimination or claim with an external agency such as the Equal Employment Opportunity Commission or the Colorado Civil Rights Division.

No employee acting in good faith who reports real or perceived behavior in violation of this policy will be subject to discipline. No employee acting in good faith who reports discrimination, hazing, or harassment, will be subject to retaliation, or harassment, based upon his or her report.

MANAGEMENT'S RESPONSIBILITY

The Manager's foremost obligation is to ensure the safety of any employee who has been threatened or harmed. Managers are responsible for ensuring a prompt and adequate response to any incident of workplace *discrimination, hazing, harassment, or retaliation*.

Immediate supervisors shall investigate all complaints and/or incidents of workplace *discrimination, hazing, harassment, or retaliation* and take appropriate action.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: **DFD Discrimination, Hazing, Harassment, and Retaliation Policy**

Topic No:	1037.00
Date:	05-06-2021
Approved:	JAV
Review Date:	05-06-2021
Replaces:	Same, dated 07-10-2015 <i>(was named DFD Hazing, Harassment, Retribution Policy)</i>

Officers shall contact the Internal Affairs Bureau (IAB) for guidance and assistance in all complaints falling under this policy prior to any action being taken. IAB will provide information on procedures and appropriate level of investigation for the nature of the complaint. Allegations of a continuing pattern of misconduct, that involve misconduct of a serious nature, or that involve possible law violations shall be conducted by IAB.

The investigation shall include, at a minimum, an interview of all persons involved, including any witnesses to obtain an accurate account of the incident. The statements of witnesses and others interviewed shall be documented in writing. Advice and assistance in this process will be provided by the Administration Division.

EMPLOYEE RESPONSIBILITY

Employees who feel they have been subjected to any of the behaviors listed above or have observed or have knowledge of any violation of this policy should report the incident as set forth above. However, if a situation presents an immediate life threat to the employee or others, the employee is advised to call the Denver Fire Department Dispatcher or Denver Police Department officials for assistance, if it is practical and safe to do so at the time.

RETALIATION IS PROHIBITED

No employee will experience any retribution for making a good-faith complaint or for participating in an investigation of an alleged act of discrimination or harassment. However, any employee making a knowingly false accusation may be subject to appropriate disciplinary action. Retaliation should be reported and investigated according to the procedures set forth above.

DISCIPLINARY ACTION

Any violation of this policy by employees, including a first offense, may result in disciplinary action, up to and including demotion or dismissal. **Willful failure of a supervisory employee to enforce this policy may result in disciplinary action against the supervisor, up to and including demotion or dismissal.**

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1037.01
Date:	05-03-2021
Approved:	JAV
Review Date:	05-03-2023
Replaces:	Same, dated 09-16-2019

Topic: Equal Employment Opportunity Policy

PURPOSE: To establish the guidelines for Equal Employment Opportunity Policy and Prohibition of Harassment and Discrimination

SCOPE: The City and County of Denver is an Equal Employment Opportunity employer. This Department Directive applies to ALL members of the Denver Fire Department, both uniformed and non-uniformed.

It is the policy of the Department of Safety and the Denver Fire Department that its employees (both Civilian and Sworn), contract employees, temporary workers, and applicants for employment, have a right to be free of discrimination, harassment, and retaliation based upon actual or perceived:

- Race (to include hair texture, hair type, or protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros and headwraps)
- Color
- Creed
- National Origin
- Ancestry
- Sexual Orientation
- Physical or mental disability
- Age
- Gender/Sex (including pregnancy, childbirth, or caregiver status)
- Marital Status
- Military Status
- Religion
- Political Affiliation
- Or any other basis protected by federal, state, or local law or regulation

DIRECTIVE

Topic No:	1037.01
Date:	05-03-2021
Approved:	<i>JAV</i>
Review Date:	05-03-2023
Replaces:	Same, dated 09-16-2019

Topic: Equal Employment Opportunity Policy

DEPARTMENT OF SAFETY:

**EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROHIBITION OF
HARRASSMENT AND DISCRIMINATION**

It is the policy of the Department of Safety that its employees (both civilian and sworn), contract employees, temporary workers, and applicants for employment have a right to be free of discrimination, harassment, and retaliation based upon actual or perceived race (to include hair texture, hair type, or protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), color, creed, national origin, ancestry, sexual orientation, physical or mental disability, age, gender/sex (including pregnancy, childbirth, or caregiver status), marital status, military status, religion, political affiliation, or any other basis protected by federal, state, or local law or regulation.

- (1) Examples of on-duty or off-duty conduct that could violate this policy include but are not limited to:
 - A. Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments;
 - B. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
 - C. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at a person because of a protected basis;
 - D. Threats or demands to submit to sexual requests in order to keep a job or avoid some other negative consequence, and offers of job benefits in return for sexual favors;
 - E. Basing an employment decision (such as hiring, promotion, discipline, pay increase, job assignment, or termination) on any of the protected categories identified above; and
 - F. Retaliation for good faith reporting, opposing, or otherwise participating in a complaint or investigation process concerning potential violations of this policy.

- (2) Individuals who believe they are being subjected to prohibited discrimination or harassment are strongly urged to make it clear to the offending employee that such behavior is offensive and should be discontinued unless the individual experiencing the alleged misconduct is uncomfortable communicating that to the offending employee.

- (3) All Department of Safety employees are required to promptly report potential violations of this policy so that appropriate actions may be taken, subject to the confidentiality requirements of agency peer support programs. Potential violation should be reported to any of the following:
 - A. Any supervisor in the reporting employee's or offending employee's agency or work unit, inside or outside the chain of command;
 - B. The Internal Affairs Bureau for the reporting employee's or offending employee's agency (available twenty-four hours per day, seven days per week);

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DIRECTIVE

Topic No:	1037.01
Date:	05-03-2021
Approved:	JAV
Review Date:	05-03-2023
Replaces:	Same, dated 09-16-2019

Topic: Equal Employment Opportunity Policy

- C. The Human Resources Bureau for the reporting employee's or offending employee's agency;
- D. The Manager of Safety's EEOC Coordinator; and/or
- E. The Career Service Authority Employee Relations Unit.

Nothing in this policy precludes an employee or applicant from contacting or filing a charge of discrimination or claim with an external agency such as the Equal Employment Opportunity Commission or the Colorado Civil Rights Division. Consultation with a peer support or employee group representative shall not constitute reporting of a potential policy violation, nor shall it be considered legal knowledge or notice to the City or Department of Safety.

A report or complaint of discrimination, harassment, and/or retaliation may be made verbally or in writing. Anonymous reports/complaints will also be accepted and evaluated for further investigation. Any person reporting a potential violation of this policy or otherwise participating in the complaint or investigation process should understand that confidentiality will be maintained to the extent possible but that absolute confidentiality and anonymity cannot be guaranteed.

- (4) Supervisors and managers who become aware, by any formal or informal means, of possible discrimination, harassment, or retaliation must take prompt, reasonable actions to stop the prohibited behavior. Additionally, supervisors and managers must promptly report any information concerning the possible prohibited behavior to the Manger of Safety's EEO Coordinator and their agency head. Supervisors or managers who serve as employee group representatives or peer support officers are subject to applicable confidentiality agreements and notice to such individuals while acting in their peer support capacity shall not constitute reporting or notice to the agency, Department of Safety, or City.
- (5) The Department of Safety maintains "zero tolerance" regarding violations of this policy, meaning the Department will not knowingly tolerate acts of discrimination, harassment, or retaliation. Allegations about potential violations of this policy will be taken seriously and the Department will promptly undertake reasonable steps to address all allegations of discrimination, harassment, or retaliation. If an investigation is deemed necessary, it will be conducted promptly, thoroughly, and impartially. Appropriate actions may include, but are not limited to, discipline (up to and including termination), training, mediation, or other effective remedial action commensurate with the severity of the offense and any such actions will occur as soon as practicable for even a single violation of the policy.
- (6) Retaliation is strictly prohibited against employees who have in good faith:
 - A. Opposed conduct that potentially violates this policy, including but not limited to making a complaint or protest on behalf of another individual;
 - B. Reported conduct that the employee experienced or observed and reasonably believes to constitute a potential violation of this policy; or

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- C. Assisted or participated in an investigation, claim, lawsuit, or hearing concerning a complaint of discrimination, harassment, or retaliation. This includes but is not limited to making a report or complaint or providing a witness interview during an investigation.

Retaliation is conduct taken against an employee or applicant because the employee or applicant has engaged in any of the above-listed protected activities. Retaliation can include but is not limited to such acts as disciplining an employee, giving an employee a negative performance evaluation, refusing to recommend an individual for a benefit for which he or she qualifies, giving an employee a less desirable job assignment, spreading rumors about an individual, encouraging hostility from co-workers, and escalating harassment. Any Department of Safety employee engaging in or encouraging retaliation may be subject to appropriate actions, including but not limited to discipline (up to and including termination), mediation, or training, even for a single offense.

The intent of this policy is to ensure that the Department of Safety take immediate and proper action to eradicate harassing, discriminatory or retaliatory behavior regardless of whether the behavior violates federal or state law.

Murphy F. Robinson III, Executive Director of Public Safety

Updated: October 5, 2020

Section C

Denver Fire Department Standard Operating Guidelines

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: RANK
Topic: Rank Structure

Topic No:	2101.01
Date:	10-19-18
Approved:	CDIII
Review Date:	10-19-20
Replaces:	Same, dated 11-25-16

PURPOSE: To define each rank's duties, responsibilities, and chain of command in Operations.

SCOPE: Applies to all DFD Operations members.

All ranks shall meet the criteria defined within their applicable job description. All ranks shall be familiar with and abide by the following:

1. Meeting all criteria defined in the Assistant Chief's job description on file at the Civil Service Commission.
2. All Department Directives/Standard Operating Guidelines.
3. All established Department safety standards and policies.
4. All guidelines and standards pertaining to their assignment.
5. Maintain the physical ability to perform the functions related to their assignment.
6. All members except for Assistant Chiefs shall be properly attired, prepared, and on duty at 0730 hours. Assistant Chiefs shall be properly attired, prepared, and on duty at 0645 hours.

A. DIVISION CHIEF OF OPERATIONS

Next in rank below Deputy Chief, Division Chiefs are appointed by the Chief of the Department.

Directs the management of all Suppression activities, Technical Rescue disciplines, Hazardous Materials response and mitigation, cost recovery, research and development of equipment, Wild fire program, Office of Emergency Management for Fire, Special Events, EMS, and QA/QI program.

B. SHIFT COMMANDER

Next in rank below Division Chief of Operations, Shift Commanders are appointed and are delegated authority by the Chief of Department. Shift Commanders manage the Operations Division on their shift and function as the Incident Safety Officer at incidents. Shift Commanders are responsible for knowing the Operations Division Chief's administrative duties and being able to perform in that position whenever the Operations Division Chief is unavailable.

Shift Commanders are to keep current of the technical and practical applications of firefighting techniques and all phases of fire Suppression. Shift Commanders operate in all areas of wellness and safety to include writing after action and near miss reports on significant responses.

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Approved:	CDIII
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Replaces:	Same, dated 11-25-16

Shift Commanders are responsible for administering the daily staffing conference, temporarily re-assigning personnel to balance staffing city wide, hiring overtime for Operations, and documenting these activities in TeleStaff.

Shift Commanders will act in the capacity of the Fire Prevention Duty Chief for the Operations Division while on duty.

Shift Commanders shall be assigned one of the following four duties by the Operations Division Chief: Administration Chief, Training Chief, Fire Prevention Chief, and Special Projects Chief.

Administrative Shift Commander, in cooperation with other assigned Shift Commanders, is responsible for:

1. Assisting the Division Chief of Operations with the formulation and posting of division policies and administrative procedures.
2. Assist the Operations Division Chief with the approval, denial, and administering transfers and staffing according to the Transfer Policy
3. The effective distribution and placement of personnel throughout the city, in accordance with established Department policies
4. Assisting the Operations Division and the Administration Division in the review, revision, and implementation of protocols and procedures necessary to ensure fair and effective personnel practices
5. Monitoring the condition of Department facilities within Operations and assisting Assistant Chiefs in securing necessary maintenance and repair of firehouses, equipment, and apparatus
6. Monitoring community relations programs in the city. This includes using Salesforce to gather information on community outreach events.
7. Monitoring safety concerns to ensure all concerns are being addressed by the proper Division.

Safety and Training Shift Commander is responsible for:

1. Ensuring that all members comply with the yearly training program as determined by the Division Chiefs of Operations and Safety and Training.
2. Ensuring that all training operations are carried out in a safe manner, adhering to written and prescribed procedures.
3. Ensuring that all companies in the city can demonstrate proficiency in posted company standards. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe fire ground operations.
4. Supervising and administering district programs as developed in coordination with the Safety and Training Division and the District Training Chiefs.

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5. Ensuring that training is carried out within time parameters identified.
6. Acting as a communication link between the Safety and Training Division and the District Training Chiefs.
7. Reviewing company records on a regular basis to verify daily training.
8. Ensuring that all Operations members have completed the Performance Evolutions on an annual basis.
9. Making sure that all members are trained and/or educated on issues relating to “Safety Concerns.”

Fire Prevention Shift Commander is responsible for:

1. Acting as a communication link between the Fire Prevention Division and the District Fire Prevention Chiefs.
2. Developing and maintaining a program to identify and pre-plan critical occupancies and target hazards within the City. Supervising the Department fire inspection programs and general inspection practices.
3. Monitoring the City-wide inspection program ensuring timeliness and completeness of assigned inspections.
4. Review and assist with resolution of referrals prior to forwarding them to the Fire Prevention Division (this does not preclude referral of immediate life-threatening violations directly to the Fire Prevention Division by other assigned District Chiefs.)
5. Assessing overcrowding in public assembly occupancies and other Fire Code violations in public assembly occupancies in conjunction with District Chiefs.
6. Fielding questions regarding the inspection program from citizens and members of the Department.
7. Monitoring Inspection Violations on the DFD Web and making sure that the District Chiefs are reviewing and following up with violations.
8. Following up with the Fire Prevention Division on Safety Concerns on the DFD Web relating to fire prevention issues.

Special Projects Shift Commander is responsible for:

1. Design and implementation of new technology or programs.
2. Review and revision of Division Standard Operating Guidelines
3. Liaison to the Department of Risk Management
4. Management of projects as directed by the Operations Division Chief
5. Assisting with community outreach and Salesforce software.
6. Monitoring the “Safety Concerns” and assisting with resolving concerns brought up by the members.

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C. ASSISTANT CHIEF OF OPERATIONS-SUPPRESSION

Next rank below that of Shift Commander. When assigned to suppression, Assistant Chiefs direct rescue and firefighting activities at the command level and manage their Fire District on their shift. Assistant Chiefs are to keep current of the technical and practical applications of firefighting techniques in all phases of fire suppression. Assistant Chiefs shall be assigned one of the following three duties by the Operations Division Chief: District Administrator, Training Chief, or Fire Prevention Chief. They are responsible for moving personnel as needed within their district to balance staffing or meet district needs by utilizing TeleStaff. They are responsible for receiving notice of leave, ensuring that proper approvals have been made and that the Shift Commander has been notified. When assigned to support functions, they act as senior managers within their Division.

All Assistant Chiefs of Operations are responsible for:

1. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe, effective technical operations
2. Maintaining the physical ability to perform the functions related to their assignment.
3. Reviewing and assisting the Shift Commander with resolution of referrals prior to forwarding them to the Fire Prevention Division (this does not preclude referral of immediate life-threatening violations directly to the Fire Prevention Division when necessary).
4. Assessing overcrowding in public assembly occupancies and other Fire Code violations in public assembly occupancies in coordination with the Shift Commander.
5. Monitoring and assisting with community relations programs in their district.

District Administrators, in cooperation with other assigned Chiefs, are responsible for:

1. Formulating and posting district policies and administrative procedures after they have been approved by the Administrative Shift Commander and the Division Chief of Operations.
2. Assisting the Administrative Shift Commander in making suggestions on the approval, denial, and administering district transfers and staffing according to the Transfer Policy.
3. The effective distribution and placement of personnel throughout the district, in accordance with established Department policies.
4. Approving and/or disapproving all physical fitness activities in their district.
5. Assisting the Administrative Shift Commander in the review, revision, and implementation of protocols and procedures necessary to ensure fair and effective personnel practices.
6. Monitoring the condition of Department facilities within their district and assisting Captains in securing necessary maintenance and repair.

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7. Approving all house policies, as adopted by the House Captain, and that they are consistent with the all Department and Division Directives and Guidelines.

District Safety and Training Chiefs are responsible for:

1. Ensuring that all members comply with the yearly training program as determined by the Division Chiefs of Operations and Safety and Training and as directed by the Safety and Training Shift Commander.
2. Ensuring that all training operations are carried out in a safe manner, adhering to written and prescribed procedures.
3. Ensuring that District level training is conducted as directed by the Division Chief of Operations.
4. Ensuring that all companies in their district are proficient in the posted company standards.
5. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe fire ground operations.
6. Supervising and administering district training programs as developed in coordination with the Safety and Training Shift Commander.
7. Assuring that training is carried out within time parameters identified
8. Designating and supervising the district training program.
9. Acting as a communication link between the Safety and Training Shift Commander and the members of the district.
10. Reviewing company records on a regular basis to verify daily training.

District Fire Prevention Chiefs are responsible for:

1. Acting as a communication link between the Fire Prevention Shift Commander and the members of the district.
2. Developing and maintaining a program to identify and pre-plan critical occupancies and target hazards within the district and informing the Fire Prevention Shift Commander as appropriate.
3. Supervising the district fire inspection program and general inspection practices.
4. Monitoring for proper completion of all inspections.
5. Reviewing and assisting with resolution of referrals prior to forwarding them through the Fire Prevention Shift Commander to the Fire Prevention Division (this does not preclude referral of immediate life-threatening violations directly to the Fire Prevention Division when necessary, the District Fire Prevention Shift Commander should still be informed.)
6. Fielding questions regarding the inspection program from citizens and members of the District.

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D. ASSISTANT CHIEF OF OPERATIONS-ADMINISTRATION

Reports directly to the Division Chief of Operations. Responsibilities include:

1. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe, effective technical operations.
2. Maintaining the physical ability to perform the functions related to their assignment.
3. Carrying out all duties within the scope of the Operations Division
4. Knowing the technical and practical applications of the latest firefighting techniques and keeping current in all phases of fire suppression.
5. Acting as aide to the Incident Commander or Operations Section Chief when on scene at incidents.
6. Staffing the position of Fire/Rescue Branch Supervisor in the City and County of Denver's Emergency Operation's Center (EOC) as the backup on the EOC Blue Shift. If Operations Assistant Chief is unavailable, this position should be staffed by the Operations/EMS Captain.
7. Acting as the backup to the Department liaison and representative to the Office of Emergency Management.
8. Assigning/scheduling Operations companies to various Department training events.
9. Scheduling outside agencies to present pertinent information to Operations members as needed.
10. Working with other City agencies and outside organizations to meet the needs of the Department and the goals of the Operations Division.
11. Serve on committees and attend meetings as requested by the Division Chief of Operations which may include the Metro Fire Chief's Response Group and the South Area Operations Group.
12. Managing the Public Safety Cadet(s) assigned to Operations.
13. Receiving and addressing all complaints related to Operational concerns. These complaints will be logged in to a Department approved complaint tracking system. District Chiefs may be asked to assist with investigation and discipline throughout the complaint process.
14. Tracking Telestaff documentation of overtime and other related issues.
15. Monitoring and assigning community relations events in the city including using Salesforce to gather information on community outreach events.
16. Adding community outreach events to the Operations Calendar
17. Directly oversees the Captain of Operations/EMS.
18. Serves as backup to the Infection Control Officer.

E. ASSISTANT CHIEF OF OPERATIONS-SPECIAL OPERATIONS

Reports directly to the Division Chief of Operations. Responsibilities include:

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1. Responding to all Special Operations Incidents in the City and County of Denver as well as mutual aid incidents region wide. At these incidents, functioning as an integral part of the technical rescue teams and/or assisting the incident commander. Special Operations incidents include, but are not limited to: water rescue, swift water rescue, high angle rescue, confined space rescue, building collapse, trench rescue, hazardous materials incidents, mass decon incidents, mass casualty incidents, machinery extrication, and wildland incidents.
2. Maintaining knowledge and proficiency in all areas of technical rescue.
3. Ensuring that all new members, with the cooperation of the specific technical discipline Captain, are aware of and agree with the stipulation agreements.
4. Coordinating daily with the officers on Specialty Companies and their respective District Chiefs and Shift Commander to ensure that technician staffing levels are maintained at a sufficient level to safely respond on all technical rescue responses each day.
5. Planning, developing, and implementing training for all the personnel assigned to specialty apparatus. Working with the Captains of the specialty companies to ensure that the training needs of their companies are being met.
6. Assisting the Captains of the specialty apparatus with the needs of their companies. This includes but is not limited to: equipment procurement and implementation of new procedures.
7. Ordering all equipment along with cost tracking for the Special Operation companies.
8. Assisting the Operations Division with the annual review of Standard Operating Guidelines relating to technical rescue responses. Assisting with updating existing SOGs as needed and coordinating the implementation of the new SOGs that pertain to technical rescues.
9. Working with other agencies within the City and County of Denver (Office of Emergency Management, Denver Health and Hospitals, Denver Police Department, etc.) to ensure that the City and County of Denver is prepared for multi-agency technical rescue incidents.
10. Working with other technical rescue teams in the region and multi-regional agencies to ensure that the Denver Fire Department Technical Rescue Teams can work seamlessly throughout the metro region.
11. Overseeing research and development of tools and equipment as it relates to technical rescue. This includes working with vendors, manufacturers, and DFD personnel to test and evaluate existing and new tools and equipment. Also, working with the Purchasing Department of the City and County of Denver to implement, ensure compliance with, and renew tool and equipment bids.
12. At hazardous materials incidents, functioning as the code enforcement and cost recovery specialist. Responsible for working with the Fire Prevention Division after these incidents to ensure code compliance.
13. Responsibilities and determining the opportunities for cost assessment, and billing for cost recovery. Training Operations personnel in cost recovery identification and

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documentation. All hours response or phone inquiries from the Operations Division assisting in the cost recovery determination, documentation at active incidents.

14. Responsible for the management and direction of the Department's Wildland program including the direct oversight of the Department's wildland coordinator.
15. Directly oversees the Special Operations/Events/OEM Captain.

F. CAPTAIN OF OPERATIONS-SUPPRESSION

When assigned to suppression, Captains direct the activities of their company on their shift, may act as Assistant Chief in the absence of the assigned Chief, manage or share management of their assigned station, and perform the duties of emergency scene command as appropriate.

House Captains shall maintain the Division's library, including but not limited to the following:

1. Department Directives.
2. Department Standard Operating Guidelines.
3. Denver Metro EMT – Basic Protocols.
4. Probationary Field Training Handbook.
5. National Incident Management System (NIMS).
6. Denver Fire Department Inspection Manual.
7. Denver Fire Department Investigation Manual.
8. Denver Fire Department Driving Manual.
9. IFSTA Manuals.
10. Any materials assigned by the Chief of Department or his/her designee.

Post the following information:

1. House Rules.
2. Current Executive Orders.
3. Civil Service information.
4. Union information.
5. Firefighter Protective Association information.
6. Cleaning and maintenance schedules.
7. Training information.
8. Information on special hazards.
9. Peer Support information.
10. Current Sexual Harassment Policies.
11. Current Discrimination Policies.
12. Employee Rights Under the Fair Labor Standards Act.
13. Any information as assigned by the Department Chief or his/her designee.

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14. Be notified of all activities to take place under their command and may cancel such activities if they are not in the best interest of the Fire Department.
15. Inspect their workplace regularly for cleanliness, needed repairs, and safety, and report needed items to the applicable subdivision to be fixed through the chain of command.
16. Be informed of all activities, modifications, repairs, and additions to their workplace, and shall maintain this information in a log so that all members may be kept informed.
17. Maintain the house fund, either personally or through their designated representative. Captains will ultimately make final budgetary decisions where discrepancies occur in fund allocations.
18. Train regularly to ensure that all members under their command are familiar with all maintenance schedules and procedures.
19. Maintain control over all keys to their assigned buildings to ensure workplace security.
20. Be responsible for monitoring their assigned budget and ordering the monthly supplies.
21. Perform all other duties assigned by supervisors.
22. Maintain and keep secure all personnel records, files, and other confidential information.
23. Ascertain that all members are aware that no confidential information, including addresses, phone numbers, Social Security numbers, etc. are to be released to non-Department personnel.
24. Have full charge of their junior officers and members.

Company Captains shall:

1. Determine company policy which is consistent with Department Directives / Guidelines.
2. Be trained to proficiently perform the duties and responsibilities of a District Chief, and act in that capacity when temporarily assigned.
3. Directly supervise and control the operation of a single piece of fire apparatus on his/her assigned platoon and be responsible for the operations of their company on other platoons relating to training, inspections, maintenance, etc.
4. Prepare disciplinary paperwork as necessary and present to their District Chief any incompetence, neglect of duty, disobedience, or violation of Department Directives or Guidelines by any member of their company.
 - Preserve order and discipline.
 - Be responsible for enforcing procedures, policies, and directives from supervising officers.
 - Be responsible for processing and handling grievances as set forth in Department Directives and collective bargaining agreements.

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5. Call the roll and inspect all members of their shift promptly at 0730 hours daily. Suppression duty shift shall be from 0730 one calendar date to 0730 the following calendar date.
6. Temporarily transfer company members as directed by their District Chief according to Department Directives.
7. Require safe operation of their apparatus at all times.
8. Take command at fires or other emergencies as outlined in the Incident Management System.
9. Determine the cause of the fire whenever possible. In the event they are unable to determine the cause, or if fire is of suspicious origin, notify the Fire Investigator and take the following steps:
 - Stop overhaul operations, except those necessary to assure the fire is extinguished.
 - Secure the premises from entry by all unauthorized persons, including on scene Firefighters.
 - Avoid touching or disturbing any objects to prevent destruction or alteration of potential evidence.
10. Be responsible for the proper placement and use of all personnel, equipment, and apparatus assigned to them at incidents.
11. In the event of an emergency at the shift change, the Captain of the oncoming platoon shall call the roll and consult the Dispatcher to see if members should go to the emergency scene or remain in quarters. If needed at the emergency, respond and report to the Incident Commander.
12. Upon returning to quarters from fires or other emergency responses:
 - Fill out incident reports as required by the Department within 72 hours of said incident. All incident reports are required to be opened and saved in the ESO software prior to the end of each shift.
 - Report the loss or destruction of any Department equipment entrusted to their care to their Division Chief through the chain of command, stating details and actions to prevent further loss.
 - See that the apparatus and all equipment are ready for future responses.
13. Immediately report to the Fire Dispatcher/Incident Commander any difficulties encountered with fire hydrants.
14. Keep their District Chief informed of all changes that affect the operation of their company.
15. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required

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to proficiently direct and perform as a part of a team involved in hazardous material operations or technical rescue operations.

16. Be responsible for company training and the proficient operation of their company.
 - Develop a program of drills and/or classes to be held on a regular basis to maintain proficiency.
 - Ensure completion of assigned training outlined by the Operations Division, Safety and Training Division, Safety and Training Shift Commander, and the District Training Chief.
 - Document all training in the Target Solutions computer program.
17. Be responsible for evaluating all probationary members assigned to them.
 - Determine whether the member's performance meets Department standards.
 - Forward recommendations to their District Chief.
 - Ensure that evaluations are forwarded to the Training Division as required.
18. Under the supervision of their District Fire Prevention Chief, be responsible for coordinating the company fire inspection program.
 - Distribute the assigned inspections equitably among all platoons.
 - Be responsible for all members of their company being trained in inspection procedures as outlined in Department Directives.
19. Be responsible for the accuracy of company records and the submission and distribution of all required documentation.
20. Sign for articles delivered to the station.
21. Be just and dignified in all matters.
 - Greet all visitors to their station in a courteous and dignified manner, determining visitor business and enforcing the visitor rules.
 - Do not permit social gatherings in quarters unless authorized.
 - Prohibit unauthorized persons and unaccompanied children from visiting buildings and premises.
 - Set a good example.
22. Assign duties in an equitable manner to balance the workload among platoons
 - Schedule all daily, weekly, and monthly maintenance of their apparatus and equipment. These schedules should be posted for the use of the company members.
 - Ensure that quarters, grounds, apparatus, and equipment are kept clean and serviceable at all times.
 - Maintain an apparatus repair and maintenance log showing required repairs, repairs made, the Mechanics and/or Linemen who responded, and the date and time repairs were reported and completed.
 - Maintain a current inventory of all equipment assigned to them.
23. Be responsible for the fair and equitable distribution of hold over overtime and acting for their company.

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- Designate members qualified to act as officers and Engineers and maintain a current list of qualified members.
- Maintain a current acting roster showing dates and times worked by company members.

G. CAPTAIN OF OPERATIONS-EMS

Next rank below that of Assistant Chief. Reports directly to the Assistant Chief of Operations-Administration.

Operations Responsibilities:

1. Functions as the Department's Infection Control Officer.
2. Assist the Operations Assistant Chief with maintaining the Activity Calendar with timely and accurate entries and resolving any conflicts on it.
3. Assist the Operations Assistant Chief with coordination and scheduling of In-Service Training.
4. Stay prepared and informed about and participate in the Daily Staffing Conference.
5. In the absence of the Operations Assistant Chief, communicate with the Shift Commander running the conference to update them on the activities of the day.
6. Participate in the development, implementation, and review of Operations Division Standard Operating Guidelines.
7. Review and update tool and equipment bids as assigned to increase standardization and ensure that the best tools and equipment are available for use by the members. Work closely with the Special Operations Captain and the City and County of Denver Purchasing Division to accomplish this.
8. Research and test tools and equipment as requested to achieve item 7 above. Conduct and document field testing.
9. Represent the Operations Division in meetings and preparedness exercises with other City departments and/or agencies and Federal agencies when requested.
10. Respond to significant incidents within the City when requested to provide assistance to the Incident Commander as needed.
11. Provide scheduling and documentation preparation for civilian and Public Safety Cadet Ride-A-Longs.
12. Provide for exposure documentation for members exposed to carcinogens and other non-infectious or non-communicable disease contaminants (i.e. asbestos).

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13. Responsible for assisting the Special Operations Assistant Chief with the management and direction of the Department's Wildland program including the direct oversight of the Department's wildland coordinator.
14. Staffing the position of Fire/Rescue Branch Supervisor in the City and County of Denver's Emergency Operations Center (EOC) as an alternate when the Red or Blue Shift Supervisors are not available.

EMS Responsibilities:

1. Function as the DFD liaison to the DHHA Paramedic Division to coordinate training and certification.
2. Operate as the DFD liaison to the DHHA Paramedic Division for conflict resolution and complaint reconciliation.
3. Send a weekly DFD roster update to the EMS Education Lead Instructor.
4. Conduct research and development on EMS and medical equipment. Facilitate the review and evaluation of EMS and medical equipment at the company level. Document the results of field testing. Utilize company recommendations for the procurement of medical and EMS equipment.
5. Periodically review and recommend changes and updates as needed to the Safety and First Aid Supplies bid. Work closely with the City and County of Denver Purchasing Division to procure the best EMS supplies and equipment.
6. Maintain accurate file copies of all members' CPR and EMT certifications. One copy shall be physically maintained in the Operations Division file folder. One copy shall be scanned and maintained in the Operations Division shared computer file folder.
7. Create and distribute an annual FCM regarding the EMS Training and Program Schedule for the year. This memo should go out between December 15 and January 15 of each year.
8. Coordinate CPR recertification for DFD members.
9. Coordinate EMT recertification for DFD members. Maintain a database and tracking system of CME hours for state recertification in cooperation with the DHHA EMS Education Lead Instructor.
10. Coordinate EMS Continuing Medical Education for all Department members using EMS Education personnel from DHHA EMS Education Department.
11. Administer and oversee the DFD AED program.
12. Create a dialogue with the DHHA Medical Director to maintain familiarity with ongoing changes in the medical field.
13. Schedule and participate in fire station visits with the DHHA Medical Director.
14. Handle referrals for "911 abusers" with Adult Protective Services (APS) and follow up with APS case workers for resolution.
15. Supervise the QA/QI Coordinator.

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16. Administer and coordinate Hazardous Materials and Dive Physicals for team members with the COSH (Center of Occupational Safety and Health), formerly known as the Employee's Medical Clinic.

Infection Control Officer Responsibilities:

1. Serve as the Department "designated officer" as required by the Ryan White Comprehensive Aids Resources Act of 1990.
2. Ensure companies have EMS PPE available at all times.
3. Serve as the DFD Exposure Officer. Evaluate possible member exposures to communicable and infectious diseases.
 - a. Assist members with advice on the need for prophylactic treatment and evaluation of the need for a visit to the COSH.
 - b. Assist members with proper documentation of exposure incidents (i.e. FD207).
4. Coordinate the immunization program with the COSH.
5. Facilitate the yearly Tuberculosis Testing for DFD members:
6. Provide for all other responsibilities covered in the DFD Infection Control Policies and Procedures SOG.

H. CAPTAIN OF OPERATIONS-SPECIAL OPERATIONS/EVENTS AND OEM LIAISON

Special Operations Responsibilities:

1. Respond to Special Operations incidents within the City when requested or when the Assistant Chief of Special Operations is not able to respond.
2. Maintain knowledge and proficiency in all areas of technical rescue.
3. Assist Special Operations Chief with coordination of daily staffing levels on Special Operations Companies.
4. Assist Special Operations Chief with training for Special Operations Companies.
5. Assist in the development and annual review of Special Operations Standard Operating Guidelines.
6. Assist in the research and development of tools and equipment for Specialized Rescue and Hazardous Materials response.
7. In the absence of the Special Operations Chief, act as the backup code enforcement and cost recovery specialist at Hazardous Materials incidents.
8. Acting as the Department liaison and representative to the Office of Emergency Management.
9. Review and update tool and equipment bids as assigned to increase standardization and ensure that the best tools and equipment are available for

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use by the members. Work closely with the Operations Captain and the City and County of Denver Purchasing Division to accomplish this.

10. Assist with the ordering of all equipment along with cost tracking for the Special Operation companies.
11. Assist with providing scheduling and documentation preparation for civilian and Public Safety Cadet Ride-A-Longs.

Special Events Responsibilities:

1. Act as the coordinator for Event Command program.
2. Perform as a liaison to the City Office of Special Events
3. Participate as a member of the Special Event and Planning (SEAP) Committee
4. Participate as member of the Event Workflow group
5. Participate as a member of the Special Event Safety Committee
6. Advise and review Special Event emergency action plans.
7. Coordinate Department mission essential functions for Special Events.
8. Participate in local, state, and federal multi-agency coordination training.

OEM Responsibilities:

1. Perform as a liaison to the Denver Office of Emergency Management.
2. Ensure Department mission essential functions and core capabilities are understood and appropriately implemented according to the City and County of Denver Emergency Management Capabilities.
3. Staffing the position of Fire/Rescue Branch Supervisor in the City and County of Denver's Emergency Operations Center (EOC) on the Red Shift.
4. Assist with the development, review, and update of the Critical Infrastructure Program.
5. Participate as a member of the City and County of Denver Emergency Operations Plan Committee.
6. Serve as the Continuity of Operations Plan (COOP) coordinator and update the plan as required.
7. Serve on committees and attend meetings as required to facilitate the National Infrastructure Protection Program (NIPP)

I. LIEUTENANT OF OPERATIONS

When assigned to suppression, Lieutenants direct the activities of their company on their shift and perform the duties of emergency scene command as appropriate. When assigned to support functions, Lieutenants serve as line officers who direct and/or complete tasks within the scope of their responsibility.

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Lieutenants must meet all the criteria for **the rank of suppression Captain** number “3” through “23” above.

J. ENGINEER OF OPERATIONS

Non-supervisory position subordinate to a company officer. Engineers are responsible for the operation and assigned routine maintenance of their apparatus to which they are assigned. Engineers also perform firefighting duties as directed by their company officer. Engineers shall:

1. Be responsible for maintaining their apparatus in good operating condition and readiness at all times
2. Have a valid Colorado driver’s license and a proper Denver Fire Department license
3. When assigned to an engine, be familiar with the streets and fire hydrants within their assigned district, and when responding to an emergency, be responsible for selecting the best route and hydrant unless directed to do otherwise by the company officer
4. When assigned to an aerial or other apparatus, be familiar with the streets in their assigned district, and when responding be responsible for selecting the best routes unless directed to do otherwise by the company officer. Professionally operate and maintain the apparatus, including all ladders, pumps, and other equipment assigned to their company
5. Remain at or near the control panel when the apparatus or equipment is in operation at emergency scenes and during all training sessions
6. Can perform all Firefighter functions as assigned and assist other Firefighters with administering emergency treatment, implementing rescue, information gathering, and other Firefighter duties as their assignment allows
7. Be responsible for conducting in-service training for other company members on apparatus function and the proper use of all equipment assigned to that apparatus
8. Be responsible for performing all inspection duties and assist company members in said duties as directed by the company officer
9. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as part of a team involved in hazardous material operations or technical rescue operations.

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10. Carefully complete their fifty-six-point checklist and submit the required documentation daily by 1000 hours
11. Inform their company officer or immediate supervisor whenever material, supplies, or repairs are needed
12. Not attempt to make repairs, adjustments, or modifications on apparatus. When repair or adjustments are needed, they shall be responsible for relaying this information to Fleet Maintenance through the company officer.
13. Perform such other lawful duties as prescribed by ranking officers
14. Be responsible for the safe operation of their vehicle at all times
15. Be familiar with and comply with the accident reporting and investigating of the Denver Fire Department, and applicable State laws

K. TECHNICIAN OF OPERATIONS

A position in suppression designated by the Chief of Department. Prior to being appointed, Technicians demonstrate that they possess special skills, technical expertise, and/or training beyond that attained by other Firefighters. Technicians shall be appointed and removed at the discretion of the Chief of the Department.

Technicians shall:

1. Serve a minimum training period as designated by the Chief of the Department, in the unit where appointment is contemplated. The Company Captain may request that the training period be altered or waived through the chain of command for members with prior experience. When members have demonstrated the skills, knowledge, and ability to perform the duties, the Company Captain shall submit a Request for Technician Status form to the Deputy Chief of the Department through the chain of command for approval and copy DFD Administration.
2. Can perform all Firefighter functions as assigned and referenced below.
3. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as a part of a team involved in hazardous material operations or technical rescue operations.
4. Perform such other lawful duties as prescribed by senior officers

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L. FIREFIGHTER OF OPERATIONS

When assigned to suppression, Firefighters are subordinate to their company officer and perform as team members that mitigate emergency situations as directed. When assigned to support functions, Firefighters perform their duties as directed by the officers to which they are assigned. They shall:

1. Respond to all alarms as an integral part of a team assigned to one of the various types of Department apparatus.
2. Inspect protective gear at the beginning of each shift to ensure serviceability
3. Inspect and maintain their apparatus, tools, and equipment for serviceability at all times
4. Participate in the daily maintenance of the station and grounds in accordance with the posted schedule
5. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to proficiently perform as part of the team under proper supervision.
6. Perform such other lawful duties as prescribed by officers
7. All Firefighters 3rd grade and above shall be Department emergency driver certified. All members shall be capable of proficient apparatus operation.

REFERENCES: Civil Service Job Descriptions for ranks on the Fire Department
NFPA Standards 472, 1006, and 1670 for Rescue Technicians
EPA Guidelines, 1910.120

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: APPARATUS
Topic: Operating Apparatus in Reverse

Topic No:	2105.01
Date:	03-23-18
Approved:	<i>CDIII</i>
Review Date:	03-23-20
Replaces:	Same, dated 03-08-17

PURPOSE: To ensure Department apparatus is safely operated while in reverse

SCOPE: Applies to all members operating or riding on Department apparatus

Before operating apparatus in reverse, the Driver/Operator shall remove any hearing protection worn and lower the driver-side window at least ¼ of the way down. Two firefighters shall position themselves near the rear of the vehicle. The two spotters should be safely positioned so that the Engineer can see the spotter positioned on the Engineer's side of the apparatus, or the primary spotter, at all times. If at any time the Engineer loses sight of the primary spotter, the Engineer shall stop immediately until the spotter makes him/herself visible again. In case the apparatus does not have a minimum of four persons on board, the Company Officer will be required to act as one of the spotters located near the rear of the apparatus.

While operating in reverse, the Officer, Firefighters, and Engineer shall work together to maintain a safe environment for the members, apparatus, and surrounding property.

Communications between the Engineer and spotters shall include the use of hand signals. Standard signals include:

- A. Straight Back: One hand above the head with palm toward face, waving back. Other hand at your side (left or right hand optional).
- B. Turn: Both arms pointing the same direction with index fingers extended (driver will advise the spotter which way the turn will be made). The spotter then assists the Engineer in backing apparatus.
- C. Stop: Forearms crossed to form an X.

NIGHT BACKING

Signals will be the same. The spotter will assure that the rear scene lights or the spotlights on rear of apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror.

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ACCOUNTABILITY:

All personnel will be held accountable for using backers. **Non-compliance may result in disciplinary action.** Officers and Acting Officers are responsible for ensuring that all Department members comply with this Standard Operating Guideline, and backers are utilized when the apparatus is operated in reverse.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: EQUIPMENT

Topic: Hose Inventory, Maintenance, and Testing

Topic No:	2106.01
Date:	04-10-2020
Approved:	CDIII
Review Date:	04-10-2022
Replaces:	Same, dated 01-23-19

PURPOSE: To set forth procedures pertaining to fire hose inventories, maintenance and annual testing of fire hose.

SCOPE: Applies to all members assigned to use, maintain and test fire hose.

POLICY:

All Department hose shall be issued and serviced by Station 15 personnel, this includes all maintenance, issuance of new hose and inventories located in Firehouse Software for each Engine Company and Truck Companies that carry hose. Any questions regarding fire hose, including changes to inventories, should be addressed to the Engine Officer at Station 15.

INVENTORIES:

The Department currently has the following sizes of fire hose in inventory:

<u>Size</u>	<u>Color</u>	<u>Use</u>
1 3/4"	White	Attack
2"	Green	High Rise Attack only
2 1/2"	White	Attack (not to be used in High Rises)
Lightweight 2 1/2"	Yellow	Attack/High Rise Attack
3"	White	Supply
5"	Yellow	Supply

All sizes except for 5" are in 50' sections, 5" come in both 35' and 100' sections. At no time should 2 1/2" hose be used for supply line.

All sections of hose contain an inventory number comprised of the year of hose along with the section number assigned by Station 15 that is stenciled up to 18 inches from each coupling and stamped on each coupling in the following manner (5" will not have coupling stamped):

13-xxx 13 is the year, xxx is the section number

High Rise hose is marked in the following manner in addition to the inventory number:

- 32 inches from the end of the female coupling shall be a *circumferential 1/2" wide bold line with H.R.* marked above the line.
- Approximately six inches from the male coupling "*two straps male side*"
- At the midpoint of the hose section shall be a *circumferential 3/4" wide bold line*

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Approved:	CDIII
Review Date:	01-23-21
Replaces:	Same, dated 11-25-16

All hose shall be marked with the company colors on each coupling. This shall be completed by each company.

The recommended quantity of hose carried on Engine Companies and in the Station inventory is as follows:

Attack Hose:

It is recommended that each Engine company carry at least 600 ft of 1 3/4" and 1100 ft. of 2 1/2" attack hose. More attack hose can be carried at the discretion of the Engine Captain and the Operations Division Chief. All Engine companies should have on their hose rack an amount of 1 3/4" (24 sections) and 2 1/2" (44 sections) hose that is equal to what is carried on the apparatus. Engine Captains should set up their attack hose in accordance with the hazards associated within their individual response districts.

High Rise Attack Hose:

Each Engine company shall carry 200' of 2" High Rise Attack hose and 200' of Lightweight 2 1/2" High Rise attack hose in accordance with SOG 2114.04. All Engine companies shall have an equal amount of 2" and Lightweight 2 1/2" High Rise attack hose on their hose rack.

Supply Hose:

Non-5" Engine companies shall have a minimum of 48 sections of 3" supply hose. Each non-5" Engine Company shall carry a split bed of 3" supply hose, loaded for a forward lay. Each engine company should carry at least 800 ft. of 3" in each hose bed, space permitting. The remaining sections of 3" are to be stored on the station hose rack.

5" Engine companies shall have a total of 24 sections of 3" supply hose. 5" Engine Companies shall have a split supply bed and carry at least 800' of 5" supply hose, space permitting, and as much 3" supply hose that can be carried in the other bed. Each 5" Engine company shall have 500' (5 sections) of 5" supply hose and the remainder of their 3" supply hose, to total 30 sections, on their hose rack.

All Engine Companies shall carry one 35' section of 5" supply hose with Storz couplings and one back-up 35' section of 5" on their hose rack.

Ready Reserve Engines shall have the same hose compliments as that on the first line apparatus.

There shall be no spare hose on the rack for the ready Reserve.

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MAINTENANCE:

Any hose that is damaged and needs repair or needs to be decommissioned due to date shall be sent to Station 15 via the Warehouse Truck. The hose must be clean and dry, and the damaged area should be clearly marked and easily identifiable. Hose with damaged couplings shall be rolled so the damaged coupling is on the outside.

Instructions for sending hose to Station 15 for maintenance:

1. Officer must log on to The Firehouse Program.
2. Click the "Inventory" icon on task bar at top
3. Click "Browse" and input hose number in "Hose ID" field. Hose ID must be the exact number on the hose - for example 05-100
4. Once the inventory page comes up for the specific section of hose entered, click on the "Maintenance/Test" tab.
5. Click the "Add" tab in the middle of the page above Scheduled Maintenance
6. Click new job.
7. Click on the "Notes" tab.
8. Click "Append." Please tell us what exactly is wrong with the section of hose you are sending Station 15. Be descriptive for example; "hose is leaking approximately 15' from female coupling", "hose is twisted 6' from male coupling," etc. This includes any hose that is to be decommissioned; in the note section, put "hose decommissioned due to date." Make sure to mark damaged area with rag tied around it. Once finished, it will spell check and it will have a time/date stamp along with the F number of the Officer logged in.
9. Use masking tape and mark "TO: Station 15, FROM: your station" and set out for the Warehouse to pick up and deliver to Station 15. The Warehouse will not pick up hose if not labeled correctly.

If a section of hose is sent to Station 15 without completing the Firehouse software component, the section of hose will be sent back. No work will be completed until the Firehouse component is completed.

Once hose is repaired, Station 15 will send the hose to the corresponding Station via the warehouse truck. All hose that has been repaired must be tested by the receiving Company according to the hose testing procedure that follows this section. New fire hose must always be tested by the receiving Company before being placed in service according to the hose testing procedure below.

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HOSE TESTING

All Department hose shall be tested annually according to the yearly schedule specified by the Division Chief of Operations. All testing shall be completed by the last day of the assigned month. The hose testing schedule will be released by the Operations Division no later than March 15th of each year.

Hose shall be tested to the following service test pressures according to NFPA 1962:

<u>Size</u>	<u>Service Test Pressure</u>
1 3/4"	Test at 300 PSI
2"	Test at 300 PSI
2 1/2"	Test at 300 PSI
3"	Test at 300 PSI
5" (prior to 2018)	Test at 200 PSI
5" (2018 and newer)	Test at 300 PSI
5" (35' sections) *	Test at 200 PSI prior to 2018 Test at 300 PSI 2018 and Newer

*** PUMP ONLY THROUGH 5" HOSE THAT HAS BEEN TESTED AT 200 PSI OR 300 PSI**

Single jacketed hose of any size or length is considered obsolete and shall not be tested. If any of this hose is encountered, it should be removed from service. Truck companies can use single jacketed 1 3/4" hose for their sump pumps if needed.

The Department decommissions any fire hose that is 15 years or older. Prior to testing remove any hose from service that meets this restriction.

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Replaces:	Same, dated 11-25-16

HOSE TESTING PROCEDURES:

- A. Officer - log on to Firehouse and print out current inventory. Check accuracy of inventory to the hose being tested, any changes or discrepancies send to the Engine Captain and Lieutenants at Station 15 via their personal DFD email.
- B. Connect lines to outlets on the Engine and attach nozzle. There is no maximum length requirement on hose lines.
- C. Hose lines shall not be attached to outlets at or adjacent to the pump operator.
- D. Fill all lines at hydrant pressure; bleed off air in the line and ensure couplings are tight.
- E. Mark each section of hose at each coupling where the hose attaches with a pencil to determine any separation between the hose and the coupling during the test.
- F. Discharge gates should be open only slightly when pressurizing the hose lines to prevent potential hose-whipping should ruptures occur.
- G. Slowly raise the pump pressure to the desired level and hold that pressure for five minutes (NFPA 1962).
- H. During the test, a nozzle must be attached to a 2-1/2" discharge and be open so that water is flowing from the pump to avoid damaging overheating of the water in the pump.
- I. While the hose is at test pressure, inspect for leaks while standing 15' to the side of the hose.
- J. The hose shall be inspected for hose/coupling separation after the test has been completed and the pressure has been reduced to hydrant pressure.
- K. Hose lengths of 40' or less shall be removed from service.
- L. If the hose is seeping and only the outer jacket is chafed through or has a hole in it, do not send it in for repairs; this hose is serviceable.

Once testing is completed, complete the following steps in the Firehouse:

- 1. Officer must log on to Firehouse using the same Login used for Training input.
- 2. Click the "File" tab at top left and place cursor on "Apparatus, Equipment and Inventory". This opens a new menu to the right, click on "Batch Maintenance/Test Entry."
- 3. Enter your Station number in "Station" field and click Browse.
- 4. Right click anywhere in the list of hose and click "Select all." This will highlight all sections in blue.
- 5. Hold the Control key (CTRL) and click on the individual sections that did not pass

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the test, this includes all sections that are out of date. These sections will need to be entered individually according to the "Maintenance" instructions. Once all sections that did not pass are not highlighted, click "Ok."

6. The "Maintenance/Test" page will be on the screen. Click on box next to yellow "Job" window. Double Click "Hose Test."
7. Click on "Details" and complete checklist. This checklist will apply to all hose that passed the hose test.
8. Click on the "Notes" tab.
9. Click "Append" and enter "Annual Hose Test."
10. Click "Save."
11. Complete the instructions for "Maintenance" for each individual section of hose that did not pass the test.

REFERENCES: NFPA 1962

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Section: OPERATIONS: SAFETY
Topic: Rapid Intervention Team

Topic No:	2110.01
Date:	08-30-17
Approved:	<i>CDIII</i>
Review Date:	08-30-19
Replaces:	Same, dated 08-21-14

PURPOSE: To identify the composition, response, and duties of the Rapid Intervention Team and/or RIT Group / Branch

SCOPE: Applies to all Operations, Dispatch, and Support Service members involved in or assisting with an incident where a RIT has been assigned

Section A: Composition

1. At the onset of the incident, the dispatcher shall assign a company the designation of RIT.
2. Any company assigned to the RIT function shall be staffed with a minimum of four firefighters. If the company has less than four firefighters, Dispatch and the first due Chief shall be notified immediately by the responding Company Officer.
3. Depending on the size and scope of the incident, additional companies may be assigned Level I RIT duties.

Section B: Response

1. A RIT shall be dispatched Code 10 to all structure fires and to any incident where firefighters could potentially enter an IDLH atmosphere.
2. Any company assigned as RIT will generally not assume a firefighting or emergency operations role unless activated or otherwise directed by the IC. RIT should only be reassigned after a new RIT has been established. However, should the RIT have to take immediate action to affect a firefighter rescue and/or address some other immediate safety-related issue, they shall notify the IC immediately.
3. At the termination of the incident, a PAR should be called to assure accountability of all on-scene companies prior to releasing the RIT from the scene.

Section C: Pre-Activation Duties

1. Upon arrival, the RIT shall report to the Incident Commander with all members, full PPE, forcible entry/exit tools, Thermal Imaging Camera (TIC), and RIT pack. The RIT officer should receive an update on situation status and accountability from the IC.
2. Prior to activation, the RIT should remain outside of the IDLH atmosphere and be fully prepared to deploy immediately to assist troubled firefighters.
3. The RIT shall constantly monitor the designated tactical channel and maintain a continual working knowledge of the location of all companies operating in and around the incident.

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Replaces:	Same, dated 08-21-14

4. The RIT team should perform a 360-degree survey, if possible, utilizing the RIT RECON acronym as a size up tool, and report any pertinent information to the Incident Commander immediately. The RIT RECON acronym stands for: R – Rescue Plan; E – Egress/Access; C – Construction; O – Outside Survey; N – Nasty Hazards.

Section D: Equipment

1. The following equipment shall be the minimum that a RIT should report to the command post with:
 - a. Thermal Imaging Camera
 - b. RIT Pack:
 - 1 300' rope bag with 3 - 25' Group Search Kits
 - 1 Five ring harness with 1 large carabiner
 - 1 Pair of tin snips
 - 1 75 min. air cylinder, face piece and regulator
 - c. Hand tools (forcible entry/exit)
 - d. Portable radios
2. All truck companies are equipped with a RIT pack. The location of the pack shall be clearly marked with a gold firefighter sticker that indicates the location of a RIT pack within that compartment. If the gold sticker is not present, the compartment with the RIT pack should be clearly marked to alert members to its location. Members shall become very familiar with the contents and operation of the RIT pack and its location on the truck companies with which they normally respond.

Section E: Activation
Incident Commander Responsibilities:

Upon report of a “Mayday” (lost, downed, trapped, or missing firefighter), the IC should:

1. Acknowledge Mayday
2. Deploy RIT
3. Notify Dispatch of RIT activation
4. Start PAR to verify ID of crew and firefighter(s) to help determine last location of member(s)

The IC should consider the following:

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1. Establishing a RIT Group / Branch to coordinate resolution of the Mayday situation;
2. Leaving the RIT Group / Branch companies and the firefighter(s) in distress on the initial tactical channel during the rescue operation; all uninvolved units may move to a separate tactical channel as designated by the IC;
3. Calling a PAR in the case of a radio channel change for units already operating at the emergency scene, to ensure all companies have tuned to the correct channel;
4. The need for additional resources based on the scope and complexity of the incident, including but not limited to the following:
 - a. Rescue One
 - b. Tower One
 - c. Collapse Unit
 - d. Hamer One
 - e. Additional alarms
 - f. DFD Structural Engineer
 - g. DFD USAR personnel
 - h. Air Shovel
 - i. Mutual Aid;
5. Assigning a **Chief Officer** to the RIT operation; and
6. Withdrawing unnecessary companies from affected areas based on a risk/benefit analysis of continuing operations that are not directly associated with rescue efforts.

Dispatch Responsibilities:

Upon notification of a RIT activation, the dispatcher shall do the following:

1. Notify the Dispatch Officer of the Mayday call as soon as possible;
2. Acknowledge the Mayday call and simulcast the alert tone calling for radio silence, and
3. Activate Level II RIT Group / Branch, which shall consist of not less than the following:
 - a. One Engine
 - b. One Truck
 - c. One Assistant Chief

RIT Group / Branch Responsibilities:

1. The primary mission of the Level I RIT is to locate and stabilize the victim(s) and report the location, the victim(s)' condition, and extrication resource needs to the RIT Group Supervisor / Branch Director. Professional

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- knowledge and experience should dictate actions. If a rescue can be made with the immediate resources available, the rescue should be completed.
2. The mission of the Level II RIT Group / Branch is to first complete any Level I RIT duties that were unable to be performed by the initial RIT team such as locating the downed firefighter, then progress toward extrication and rescue. The RIT Group Supervisor / Branch Director should consider the following:
 - a. Assigning the Level II RIT Engine to secure an additional water supply and deploy a protective hose line for protection of firefighter rescue
 - b. Assigning the Level II RIT Truck/Tower to perform rescue and extrication
 3. Consider the need for additional equipment such as:
 - a. Power saws
 - b. Extrication tools
 - c. Air bags
 - d. Protective hose lines
 - e. Five gas meter
 - f. Lights
 - g. Additional Ropes
 - h. Ladders
 - i. Hose lines
 4. Based on the size and complexity of the incident, the RIT Group Supervisor / Branch Director should consider the need for additional RIT resources.
 5. The RIT Group Supervisor / Branch Director should keep the IC updated on the progress of the rescue and needed resources.

REFERENCES: Firescue Interactive, Rapid Intervention Team Recon, FDTN Volume 6, Issue 12, December 2002, David McGrail

Final Report, Southwest Supermarket Fire, NIOSH, <http://phoenix.gov/FIRE/report.pdf>, March 12, 2002

Fire Engineering, Engine Company Support of RIT/FAST Operations, Andrew Fredericks

Intervention for Rescue of Members SOG – Aurora Fire Department, Colorado

Rapid Intervention Crew SOP – West Metro Fire Rescue, Colorado

DFD Training Manual

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: INCIDENT OPERATIONS
Topic: Natural Gas

Topic No:	2111.07
Date:	08-02-19
Approved:	CDIII
Review Date:	08-02-21
Replaces:	Same, dated 07-18-18

PURPOSE: To establish a guideline for operating at a natural gas emergency

SCOPE: Applies to all Denver Fire Department personnel responding to a natural gas emergency

I. CONSIDERATIONS FOR INSIDE GAS LEAKS

Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. The flammable limits are approximately 5% to 15% in air. These low explosive limits create the possibility of the air/gas mixture being too rich for an ignition to occur until after fire department intervention. Natural gas itself is non-toxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. Carbon monoxide will not be found during a natural gas leak unless it is being burned. Flammable gas ranges can only be determined by a combustible gas instrument.

All firefighters that enter a potentially explosive atmosphere must wear all their personal protective equipment, including SCBA. All electrical switches shall be left in the position found. Doorbells and other sources of spark-producing mechanisms should be guarded against accidental activation.

Although the Motorola radios are intrinsically safe the potential for an ignition source is low, if the radio and battery are damaged its intrinsic ability may be compromised. With high concentrations of natural gas, it is best to minimize portable radio use when entering the structure and when possible transmitting outside of the area, or until the determination has been made that the leak is controlled, and the atmosphere is out of the explosive range.

It may be necessary to have the electricity to the structure shut off. Mercury switches in a thermostat create a spark when activated. This hazard can be eliminated by turning off the breaker switches that are generally located outside of the building; consider the possibility of gas permeation into the breaker box from the structure. In instances where it is impractical for fire crews to shut off the power supply, Xcel Energy shall be contacted.

Shutting off the gas at the meter is the quickest way to eliminate all the pilot lights as well as the leak.

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Review Date:	08-02-21
Replaces:	Same, dated 07-18-18

A. ENGINE COMPANY OPERATIONS

The first arriving engine company has the responsibility of securing a water supply and being prepared to have an attack line ready in the event of fire or explosion. The first-in engine officer has the option of:

1. Reverse lay, from the affected building to the hydrant.
2. Staging at the nearest hydrant.
3. Laying in short of the building.
4. Laying in well past the building. (This is preferable, as size-up can be conducted on three sides of the building.)

If the engine company has laid a supply line, the engine shall not be spotted directly in front of the building.

1. In areas that have an immediate truck company response, the first-in engine crew shall not enter the building.
2. When necessary, the first-in engine company shall lay a supply line; the crew shall ready an attack line and remain outside of the building.
3. The crew shall not position themselves directly in front of the building.
4. All personnel shall have their full PPE on, including SCBA.

If the leak is large and ignition has not taken place, the first engine crew shall ready an attack line. If a structure fire is burning or an explosion has occurred in a structure, the initial attack shall be performed by the first-in engine. The minimum attack line shall be a 1-3/4" hand line.

If heavy concentrations of gas are detected, the members shall exit the building and shut down the gas from the meter outside.

In areas where the first-in truck company is several minutes away, the crew of the engine company shall secure a water supply and, if conditions warrant, ready an attack line. Two members of the crew may enter the building to locate and secure the gas leak. A truck company arriving after a company that has initiated an investigation shall not enter the area unless requested to do so by the incident commander.

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B. TRUCK COMPANY OPERATIONS

The first-in truck company shall spot the truck well beyond or short of the building. The truck shall not be spotted directly in front of the building.

The truck company officer shall establish incident command and build the command structure as the situation dictates and available resources allow. Two crew members shall be sent to locate and secure the gas leak. One member should be sent to locate the gas meter and be prepared to shut it down if necessary. Any additional staffing requirements or additional resources needed should be relayed to the incident commander immediately. All later arriving units shall stage away from the building and wait for orders from the incident commander. **No Department member shall enter the building, other than the first-in crew, until ordered to do so by the incident commander.**

All truck companies now carry the Multiple-Gas meter for leak detection, as well as TIF meters. The meters are programmable multiple-gas monitors designed to provide continuous exposure monitoring of toxic organic and inorganic gases, oxygen, and combustible gases. The TIF meter detects the presence of combustible and/or flammable gases, but it does not give numeric readings, and can not be used to determine the explosive limits of any atmosphere where a leak is detected.

Most natural gas emergencies occur when a pilot light has gone out on an appliance (generally a stove), and/or the thermo coupling has failed on a water heater or furnace and the gas continues to flow. Shutting off the gas to the affected appliance can easily mitigate these conditions. In residential gas emergencies, these appliances should be considered and investigated first.

Ventilation shall be performed by vertical or positive pressure after the leak has been controlled and ignition sources eliminated. Fans (use large fans when available) shall be connected to an outside power source (generators, if necessary) and at **no time** shall fans be used in such a manner as to draw natural gas-contaminated air through them. Fans should be turned on before moving them into position.

After ventilation has been completed, meters should be used in the building to make a final check to ensure that natural gas is not present, or limits are below **10% LEL**, and that carbon monoxide levels are acceptable (less than 9ppm in residential, 35 ppm in commercial).

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II. CONSIDERATIONS FOR OUTSIDE GAS LEAKS

Below is the response and mitigation procedures for Xcel Energy to outside gas leaks. The Denver Fire Department will not mitigate an outside leak unless it has been determined by the Incident Commander that an immediate life hazard exists.

XCEL'S BLOWING GAS RESPONSE TO OUTSIDE GAS LEAKS

- 1. First arriving supervisor is referred to as the "First Responder" Their duties are to access the leak, check surrounding buildings and areas for migration and formulate an action plan. The First Responder should be the point of contact for the first DFD assigned company or chief.*
- 2. Second arriving vehicle is referred to as the "Trouble Truck" they will be responsible for the stoppage of the leak.*

XCEL'S BLOWING GAS PROCEDURES TO OUTSIDE GAS LEAKS

- 1. Xcel's blowing gas procedures will not allow their first responders to enter and work in a gaseous atmosphere, trench and or excavations to mitigate leaks unless there is no alternative.*
- 2. Their procedure utilizes the practice of "digging back" and remotely shutting off gas to mitigate the leak.*
- 3. This increases the time frame in which the incident can be resolved.*

A. DENVER FIRE PROCEDURES FOR OUTSIDE GAS LEAKS

Denver Fire companies will not plug or crimp lines on outside gas leaks unless it has been determined that an immediate life hazard exists and has been approved by the Incident Commander. Crimping or plugging gas lines shall be considered a last resort for outside gas leak mitigation.

Xcel Energy has requested that natural gas leaks not be plugged or crimped by DFD personnel for the following reasons.

1. Plugging or crimping a gas line may cause damage further down the line.
2. Companies will not be able to ascertain if the gas line is 2-way pressure fed.
3. The proper PPE for gas line work is a one-piece nomex suit, which protects against pockets of gas being trapped between the layers of PPE.

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4. Creating a spark when there is a “joint” or “combined” trench, containing an electrical line and gas line in the same trench is another concern for our crews working in a trench that contains a severed gas line.

Companies should protect exposures, protect in place, or evacuate occupants. The area shall be secured, and nearby buildings should be evacuated and sealed by shutting windows and doors. HVAC system air intakes may also draw gas into a building and may need to be shut off as well. A perimeter must be established where the gas limits are below **10% LEL**. Exposures shall be covered by hose lines while Xcel Energy repairs the rupture or shuts down the supply.

1. I.C should contact the First Responder and establish a command post where assistance can be coordinated.
2. General assistance may be restriction, evacuation, assessment for gas concentrations of the surrounding area / buildings and protective hose lines.
3. I.C should request the assistance from Rescue 1, 2 or the if life hazard mitigation is an absolute and the gas line needs to be plugged. It is important to remember that high amounts of static electricity are developed during the normal flow of gas through plastic piping. Before making any attempt to crimp the pipe, wet rags must be wrapped around the leaking area to prevent a discharge of static electricity.
4. Larger lines, 6” to 10”, can not be plugged, and assistance from Xcel Energy is mandatory. No attempt shall be made to shut off the leak in a high pressure or large diameter supply line.
5. During longer incidents the I.C. with counsel of the First Responder shall decide on the need of Denver Fire Resources. The decision to terminate command will be based on life and property threat. The IC must ensure that threat monitoring will continue after vacating the incident.

If ignition has taken place, there shall be no attempt to extinguish the fire. Protect exposures from radiant heat by applying hose streams directly to the exposure building. Applying hose streams directly to a gas fire will not extinguish the leak and will only hamper the efforts of Xcel crews.

During a large diameter, high pressure leak, members operating in the immediate area of the leak shall wear full PPE, including SCBA.

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Section: OPERATIONS: INCIDENT OPERATIONS
Topic: Carbon Monoxide

Topic No:	2111.22
Date:	08-06-2020
Approved:	RM
Review Date:	08-06-2022
Replaces:	Same, dated 01-26-17

PURPOSE: To establish the guidelines for DFD personnel responding to incidents involving the investigation of an accumulation of carbon monoxide.

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a carbon monoxide response.

I. CONSIDERATIONS

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for carbon monoxide at **35 parts per million (PPM)** over an eight-hour period, in the general workplace. The U.S. Environmental Protection Agency has established that **residential levels are not to exceed 9 PPM** over an eight-hour average.

Commercial buildings have many sources of CO not found in residences such as parking garages, drive-through windows, auto repair bays, various “processes”, un-vented gas burners in large confined spaces, forklifts, etc., recognizing the OSHA-established **35 PPM as the acceptable level for commercial buildings**. Denver Fire Department has established 35 ppm as the threshold level where all members must use their SCBA.

Company officers are responsible for ensuring that their meters are operating correctly.

II. TRUCK COMPANY RESPONSIBILITIES

The truck officer establishes incident command and builds the command structure as the situation dictates and available resources allow. Two firefighters with SCBA enter the structure with a multi gas meter. The meter should be zero calibrated and set up inside a clean air environment (no vehicle fumes). Any additional resources needed should be relayed to the incident commander immediately.

NOTE: AN ALARMING DETECTOR IS ASSUMED TO BE CORRECT UNTIL DETERMINED OTHERWISE.

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Date:	08-06-2020
Approved:	RM
Review Date:	08-06-2022
Replaces:	Same, dated 01-26-17

- A. Be sure the structure is evacuated and start the investigation procedure with 2 – 3 firefighters only.
- B. An initial air reading should be taken just inside the entry point to ascertain initial conditions, keeping in mind that meters take a short period of time to analyze the air sampled.
- C. Determine if anyone exhibits any symptoms of carbon monoxide poisoning (symptoms may include, but are not limited to, headache, nausea, fatigue, dizzy spells, or impaired judgment).

If symptoms are present request a Code 10 Ambulance and consider a Rescue Company to verify readings.
- D. If no one exhibits any symptoms of carbon monoxide poisoning, check the interior to get a CO reading in PPM.
 - 1. Keep windows and doors closed until house is checked completely using the carbon monoxide meter.
 - 2. Turn on any appliances that can create carbon monoxide and make sure levels don't increase while running (furnace, hot water heater).
 - 3. Ventilation (electric fans) of the structure shall begin to bring levels below 9 PPM unless it is a commercial structure, then 35 PPM is acceptable.
 - 4. Xcel Energy shall be notified if necessary (malfunctioning furnace, etc.)
 - 5. If Xcel has been notified, they should be en route, and the crew should stand-by until the arrival of Xcel.
 - 6. Inform the residents of findings and actions taken.
 - 7. If CO levels are below threshold limits of 9 PPM (residential) or 35 PPM (commercial), then inform the resident to have their CO detector checked as recommended by the manufacturer.
 - 8. Advise the residents to call 911 if the alarm reactivates.

III. SINGLE GAS CO DETECTORS

- 1. A single gas CO meter will be issued and shall be permanently attached to the in-service medical or oxygen bag on all companies.
- 2. The meter is designed to run in a continuous manner; **therefore, once placed in service there is no need to shut the meter off.**

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3. These meters are to operate as a *safety buffer only*, to alert fire crews of inadvertently operating in a CO contaminated atmosphere. (i.e. medical calls, etc.) The unit will alarm at or above 35ppm.
4. If the meter goes into alarm (35 ppm) the rescuers and victims shall retreat to a safe area and the company officer shall contact Fire Dispatch to initiate the appropriate CO response which will include a Truck Company/and or Hamer.
5. Calibration is required every six months. Companies will not be assigned a specific meter; **company officers and members will be responsible for the inventory of the meters that they receive.** The single gas meters shall be sent to Station 9 for calibration as needed.

The ToxiRAE 6 CO meter will flash “CAL” on the left side of the screen when due.

The RKI Series 3 CO meter will display “C. Limit Cal”. This will mean the meter needs to be sent to Station 9 for calibration.

Any time a meter is sent to Station 9 for calibration a Meter Repair Form must be submitted with the meter.

ALSO REFER TO:

SOG 2106.13 Meter Usage and Calibration for ToxiRAE Pro CO₂ with Form

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: ENGINE OPERATIONS
Topic: Engine Company Operations
Introduction

Topic No:	2112.01
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To provide an understanding and working knowledge of the fundamental operations of the engine company and to serve as an introduction for the following Engine Company guidelines.

SCOPE: Applies to all officers and firefighters assigned to or working as a member of an Engine company.

The importance of a highly disciplined and well-trained Engine Company cannot be over emphasized. Arguably, one of the most important tasks to be accomplished on the fireground is the placement and effective operation of the initial hoseline. The Engine Company's ability to quickly and effectively stretch and operate a hoseline most often determines the number of lives saved and subsequent fire damage prevented during fireground operations. Statistics show that fireground injuries and death are drastically reduced after the fire has been extinguished. The importance of placing the initial hoseline into operation and getting water to the seat of the fire can not be overstated.

The Engine Company officer sets the stage for the successful Engine Company through leadership and training with his/her crew. Upon arrival to the fire scene, the Engine Company officer is faced with a myriad of considerations that will ultimately affect a positive outcome for the incident at hand. For example, the officer must, in coordination with the Engineer, initiate appropriate apparatus positioning with considerations for water supply, responding ladder companies, attack line stretches, and potential fire spread. In addition, a proper size up of the incident should provide information regarding rescue situations (location and number of parties trapped), size and extent of fire, structural integrity, hoseline selection (length, diameter, nozzle), and the type of hose stretch most suitable, i.e. straight into the fire building, up or down a stairway, up a stairwell well hole, or potentially up the exterior of the building using a rope or over a ladder. Not to be disregarded is the Engine Company officer's understanding of the abilities and limitations of the crew members present. The engine officer must recognize the skills and abilities present and use them to their greatest potential as members of the engine company team.

The engine company Engineer assumes the primary responsibility of the safe and efficient delivery of all members of the engine company to the emergency to which they are responding. In addition, the engine company Engineer must be proficient in their ability to provide the needed water and correct pressure through the necessary hose-lines, as well as to ensure the completed water supply to the engine. The Engineer must be well versed in the hydraulic formulas and calculations necessary to provide the needed water flow to the various hoseline members operating inside the fire building. The Engine Company Engineer must also consider the appropriate positioning of the apparatus, remain out of the way for operating truck companies, be cognizant of the potential needs for more water should the incident demand, and

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must also monitor their radio to remain aware of the actions occurring within the fire building itself.

The Firefighter/Officer assigned to the nozzle position must understand the impact and importance of their task. The ability to recognize the appropriate time and location to apply the correct stream into the fire environment is a skill that comes with time and experience. An example of this would be the application of the stream into the overhead (and over-heated) atmosphere to cool the unburned fuel (smoke) present to prevent rollover and flashover situations. The nozzle Firefighter must be vigilant to changing fire conditions and be prepared to act aggressively with the appropriate stream placement and hoseline positioning. The rest of the attack team must also be cognizant of changing conditions such as fire spread or structural weakness and be prepared to relay this information to the engine officer.

The back-up, or “Sampson” Firefighter, must be familiar with their respective engine to properly assist the officer with the initial hoseline stretch. In addition, the Sampson must be applied to the supply line to avoid flooding the hose-bed. This Firefighter is then charged with providing assistance to the officer who will be initiating the stretch and placement of the attack line. It is imperative that the utmost attention be paid to this initial stretch with regard to kinks and proper Firefighter spacing on the hose-line for efficient hose advancement. The experienced Firefighter will anticipate potential problems encountered at corners, doorways, and other obstacles during this advancement. It is imperative that the engine company members operating on a hoseline exercise discipline to not bunch up on the nozzle, but rather remain appropriately spaced out along the line to allow for the proper advancement of the hoseline throughout the fire building.

The Firefighter assigned to water supply must ensure that this task is completed in a timely and effective manner to quickly rejoin the rest of his/her company on the hoseline. If the water supply can not be established due to a bad hydrant, for example, this must be communicated immediately. In addition, the water supply Firefighter must be mindful of kinks in the supply hose which could severely hinder proper water flow at the incident. Kinks may be found at the hydrant due to the hydrant strap, under car tires or in the street on the way back to the engine. This Firefighter must exercise diligence and discipline to ensure the water supply is not compromised in any way. Once the water supply Firefighter has rejoined his/her crew, strict discipline must be exercised on the hoseline, assuming the necessary position at a corner or doorway for example, to help get the hoseline into place effectively and efficiently.

As mentioned, the Engine Company member holds a very challenging and dynamic position that requires a thorough understanding of the capabilities of their specific engine, including the different hose sizes and loads, nozzles, and all available tools found on that apparatus. A full and complete knowledge of the characteristics of the hose stream and the associated hydraulic theories are of prime importance in the study of the engine company member, as well as the appropriate techniques required to successfully get the initial hoseline in place as quickly and

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efficiently as possible. Pre-planning the different types of buildings found in their response area regarding hose stretches and connections is the finishing touch to a well-rounded engine crew. Each member of the engine company must understand the importance of their specific roles and the contributions that they make to the entire team. These concepts are all accomplished through strong leadership from the Engine Company officer that emphasizes the importance of a thoroughly trained and disciplined engine company with highly skilled Firefighters.

Keep in mind the following are guidelines only. They do not replace good judgment, common sense, or a good initial size-up upon arrival on scene. The Standard Operating Guidelines for Engine Operations have been categorized into major fire incident types for the ease of reference. However, as a company officer, do not allow yourself to fall into the routine of thinking that each fire that you respond to falls neatly into one of these categories. Every house fire, commercial building fire, car fire, or any of the myriad types of fires that you will respond to has its own unique circumstances that you must recognize to make good, sound decisions. The choices of water supply, hose size, hose length, nozzle selection, where you place your line, and the placement purpose are all decisions that **you** are going to make and be responsible for. Those decisions are often going to be dictated by what you see when you arrive. You will find that the fire, its location, size, and potential to grow will dictate most of your actions. Pay attention! **These guidelines do not replace your good judgment!**

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Section: OPERATIONS: ENGINE OPERATIONS

Topic: Engine Company Operations Definitions

Topic No:	2112.02
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To provide definitions for the Engine Company Operations Standard Operating Guidelines.

SCOPE: Applies to all members performing Engine company operations

Backup Line:

This is a line that is at least as long (or longer) as and has the capability of delivering the same gallons per minute or more as the primary attack line. This line will be charged with water, staffed by firefighters, and can be use in any number of ways:

- Providing additional water support (gpm) for the attack line – water delivery to seat of fire
- Providing support in the form of protecting egress for the attack or search teams – i.e. positioning this line at the top of a stairwell to prevent the fire from coming from behind crews operating there
- Providing water delivery in the form of exposure protection – this can be an inside or outside exposure

Dual Reverse Lay:

Dual reverse lays can be accomplished with two 3” supply lines laid from the attack engine, or multiverse or ladder/tower/truck back to the hydrant. The overall benefit is having the engine ‘going to work’ on the hydrant (this is imperative for adequate water supply for master stream applications). This technique can be used as a water supply system for a ground level master stream, ladder tower master stream, as well as water supply for a second engine involved in various fire attack measures. This system is also imperative for high-rise water supply operations.

Forward Lay:

The engine company establishes a water supply by making a connection to the fire hydrant utilizing the Humat valve. This Engine shall make connections using one or two 3” lines (depending on the structure) and drive the apparatus to a location at or near the fire building, being mindful not to obstruct truck operations.

Going to Work on a Hydrant:

This term applies to an engine working on a hydrant utilizing a 5” supply line. Some of the options for this source engine are:

- Pumping to an in-line engine in a relay set-up
- Pumping to an attack engine in a tandem set-up

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- Pumping through a supply line wyed-off to an attack line (reverse lay) Pumping to a portable master stream device (monitor, blitzfire)
- When fire attack engine is near (35') of the hydrant

Humat Valve:

A four-way hydrant valve that is designed to deliver an uninterrupted water supply via a forward lay. A subsequent engine can then *go to work* on this same hydrant and boost the pressure in the original 3” line laid by the attack engine or add another 3” supply line to the equation and increase the water delivery twofold.

Master Stream Operations:

Master streams can be used in an offensive, transitional, or defensive operation, provided no crews are operating in the interior of the structure where the master stream is directed. Any time a master stream is needed, a water supply must be set up with a minimum of two 3” lines or one 5” line. The engine supplying the master stream(s) must be set up to ‘go to work on the hydrant’ to maximize water delivery to the master stream device(s).

Relay Pumping:

The process of using two or more engines to move water through hoselines over a long distance by operating the engines in series.

Note: Pumping in relay is usually required any time the water source is located more than a few hundred feet from the fire. Relay pumping is nothing more than inserting fire pumps (engines) into supply lines at various intervals to counteract the effects of friction loss and/or an increase in elevation. Hose size and hydrant pressure are key factors to consider when deciding if a relay operation is needed.

Water discharged from the source engine is boosted and flows water through either two 3” lines (or more) or one 5” line to the inlet(s) of the next engine (inline engine or attack engine). A residual pressure of 20 – 80 psi is to be maintained between source engines and subsequent engines thereafter.

Source Engine: Engine at work on the hydrant utilizing 5” hose for supply from the hydrant and delivering water to the next engine via two (or more) 3” lines or one 5” line. This engine will be pumping in volume (parallel) to maximize water delivery to the next engine.

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Topic: Engine Company Operations Definitions

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In-Line Engine: Engine receiving water from the source engine and delivering water to another source engine or the attack engine via two (or more) 3” lines or one 5” line.

Attack Engine: Engine at or near the fire building receiving water from an in-line engine or source engine. This engine will be responsible for delivering water to multiple attack lines, a master stream device, or both. This engine will generally be in the pressure (series) setting, depending on the amount of water being delivered.

Reverse Lay:

A reverse lay can be utilized for an interior attack, master stream operations, or for additional supply needs. The engine will lay from the identified objective to the nearest hydrant to “go to work” at the hydrant.

Safety Line:

The purpose of the safety line is to have a readily available attack line at the point of entry for support, exposures, RIT operations, etc.

This line is pulled at a working fire and made ready to go at the same point of entry as the attack team. It will be left dry at or near the door until needed by responding crews. Generally, this line is pulled by the attack engine Engineer after the water supply has been established. It can also be pulled by the RIT team or 2nd engine crew.

Tandem Pumping:

A short relay operation in which the engine taking water from the supply source pumps into the intake of the second engine. The second engine boosts the pressure of the water even higher. This method is used when pressures higher than the capability of a single pump are required.

This method is commonly used when the attack pumper is located close enough to a hydrant for a forward lay yet needs to overcome friction loss problems which occur in either large sprinkler or standpipe systems or long hose lays.

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Tandem pumping is the method used by Denver Fire Department for all high-rise operations that involve pumping into a Fire Department connection.

The engine at the hydrant will utilize 5” supply and pump to the attack engine in volume ‘parallel.’ The attack engine will pump in either volume or pressure ‘series’ depending on the situation (high-rise, sprinklers, attack lines, master streams).

Standpipes/FDC – pressure

Sprinkler Connections – volume at 150 psi

Water Supply Hose:

Water supply hose shall be either 3” or 5”. This applies to all operations that include pumping to an FDC. Engine companies should not use 2-1/2” hose as a source of supply for delivering water via in-line pumping, to master streams, or to Fire Department connections.

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Humat Valve Use

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Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

USE OF THE HUMAT VALVE

Any time an engine company is dispatched to a reported structure fire or an odor investigation with smoke and a forward or dual forward lay is performed, the Humat (hydrant) valve **shall** be used.

The Humat valve can provide a key advantage to the overall water supply needs of the incident. Humat valves are designed to assist within a forward lay scenario from the hydrant to the fire area. The key advantage for the using a Humat valve is to provide additional GPM's and to assist with boosting pressure without having to interrupt the initial water supply to the attack engine.

SAFETY STRAP

The safety strap shall be utilized to secure the hose line at the hydrant while the engine is laying the supply line(s). The safety strap shall be inspected daily to ensure the structural components are intact and that they have not been compromised by chemical erosion or normal wear.

POSSIBLE CONSIDERATIONS FOR THE USE OF THE HUMAT VALVE

- A. First engine secures a water supply with a single 3" supply line and Humat valve. The second engine goes to work on the same hydrant but does not engage the pumps. The second engine simply allows the water to 'pass through' the pumps as it is delivered to the first engine. This scenario may apply to a very strong hydrant at a fire that is not demanding many gpm's (there have been instances of the second engine, just by placing the pumps in gear, to exceed what the first engine needs in terms of water – this scenario works well for those situations.) A second supply line is not laid between the engines.
- B. Same scenario as above, but now hand lines are operating off the first engine beyond what a single 3" line can give with straight hydrant pressure (also increasing gpm's) being delivered to the first engine. The second engine engages the pumps and begins to increase pressure to the attack engine's supply. This increase is sufficient to handle the water flow being asked for by the hand lines in service off the first engine. A second supply line is not laid between the engines but can be considered due to the increase in water demand and/or decreased hydrant capability.
- C. The third scenario utilizes dual supply lines. The first in attack engine lays two lines to the fire area. One line would be charged from the hydrant via the Humat valve while the other lay dry for future use by the second or subsequent engine company. The second or

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other subsequent engine company may conduct a reverse lay from the attack engine to the Humat valve or a hand stretch may be needed to complete the additional supply lines.

- D. Multiple supply lines can be laid between the attack engine and the supply engine, if a Siamese or multiple Siamese appliances are used on the attack engine's supply inlet.

Initially laying dual 3" supply lines in either a forward or reverse lay should be considered based on the size of the fire and type of building construction and the possibility that other responding apparatus may block future attempts for an engine to successfully lay additional lines. This congestion may cause the needed additional supply lines to be hand stretched to the area, thus delaying future water supply needs at a critical time in the incident.

These actions take much coordination from the engineers on the two engines involved. Both engineers must be attentive to radio traffic regarding fire attack and water needs. In-district training and a method of communication should be developed by all engine engineers to ensure a safe and effective water supply evolution.

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Topic: Engine Company Operations at Grass,
Weed Fires

Topic No:	2112.04
Date:	04-15-19
Approved:	CDIII
Review Date:	04-15-21
Replaces:	Same, dated 06-27-18

PURPOSE: To provide a guideline for Engine Company operations at grass/weed fires regarding life safety, property conservation, and incident stabilization.

SCOPE: Applies to all members performing Engine Company operations at grass/weed fires.

Although limited, history has demonstrated that the potential exists for rather devastating grass/weed fires within the City limits. The primary concern when confronting a grass/weed fire is the same as any fire – life safety and property conservation. Early recognition for the potential for fire spread, if any structures may be threatened, and whether the resources on scene can adequately mitigate the problem must be quickly determined by the first arriving officer. In addition, the request for additional resources, including DFD Wildland Engines and/or mutual aid, should be made early in the incident.

One of the first things to be considered when attacking a grass/weed fire is the flame lengths. Generally, flame lengths of four feet or less can be attacked from the head of the fire. When attacking from the head, the officer must be aware of fuels and wind conditions.

Prior to taking an engine off a hard surface, the engine officer, with coordination from the engineer, must ensure that the soil will support the weight of the apparatus. When applying water to the fire, consideration should be given to the use of a wetting agent that will help with penetration of dense fuels. This wetting agent can be applied in as low a concentration as 0.5%. A Pro Pak fire foam applicator with dish soap is a valuable tool in this scenario, if available.

If flame lengths are greater than four feet, the officer should find an anchor point and work from the burned side toward the head of the fire. This tactic will require a pump and roll apparatus if the distance to the head of the fire is farther than the length of a hose lay. The officer must ensure that the fire is completely extinguished. This may entail using shovels to separate the burned from the unburned fuels.

Self-contained breathing apparatus should not be worn unless conditions warrant. If wildland firefighting uniforms are available, they should be used. If structural bunkers are worn, the officer must closely monitor the crew for signs of heat injury.

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Topic: Engine Company Operations – Parties Trapped, Extrication Response

Topic No:	2112.05
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To identify operational tactics for safe and efficient removal of parties trapped from a motor vehicle.

SCOPE: Applies to all Engine Company members operating at a parties trapped/extrication response.

Parties Trapped / Extrication

A. Rig Placement

Engines should park to allow access for incoming truck/tower/rescue companies and park in a manner that blocks the scene from oncoming traffic yet also allows close access for a handline stretch.

B. Water Supply

A sustainable water supply from a hydrant should be considered if needed. If laying a supply line, traffic considerations must be considered with regard to vehicles running over the hose and causing a rupture.

C. Fire Attack

The minimum line suitable for parties trapped/extrication is a charged 1-3/4” handline with a minimum 125 gpm fog nozzle – at the ready and staffed by a firefighter. This line should be one that has foam capabilities if coming off a rig with an on-board foam proportioner (pre-connected foam line). Due to unforeseen fuel leaks or other flammable hazards, having a foam stream ‘at the ready’ is paramount for a foam blanket and vapor suppression.

D. EMS

Members of the first due engine are responsible for initial triage and medical assessment. Following the initial size-up and patient assessment, the IC shall contact Dispatch and request additional resources, if needed.

E. Extrication

Physical extrication of patients should be well-coordinated between the engine and truck/rescue crews. Denver Fire Department is responsible for and in charge of all extrication activities. Once this has been completed, patient care is then turned over to on-scene ALS units for transport to a hospital.

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If the extrication process will be lengthy, ALS members may be allowed access to the patient(s) for I.V. therapy and a quick assessment, if necessary. This activity will take place under the direct supervision of the on-scene IC.

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Section: OPERATIONS: ENGINE OPERATIONS
Topic: Engine Company Operations at Motor Vehicle Fires

Topic No:	2112.06
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To identify operational tactics for safe and efficient extinguishment of motor vehicle fires

SCOPE: Applies to all engine company members operating at a motor vehicle fire. Also included are members of truck/tower/heavy rescue companies that are dispatched to aid in the extinguishment, forcible entry, or search of these vehicles.

Motor Vehicle Fires

A. Fire Control Operations

A motor vehicle fire should be treated as a 'mini house' fire in the scope of duties to be performed by responding fire crews. Fire attack, forcible entry, primary search, and ventilation are all tasks that need to be performed by the arriving engine crew. Having members fully prepared to handle these duties by wearing PPE and SCBA will ensure a successful operation, with fire safety in mind.

The minimum level of protection for Firefighters is full protective clothing (PPE) while breathing air from an SCBA. While engaged in pump operations, the Engineer is not expected to wear full PPE. Officers have discretion as whether to wear PPE with SCBA, but if they are engaged in any firefighting efforts, PPE with SCBA shall be worn.

The minimum size hoseline for a working auto fire is the 1-3/4" handline with a constant gallonage fog nozzle capable of flowing a minimum of 125 gallons per minute (gpm). If using an on-board foam proportioning system (i.e. Pierce Engines), the previously recommended 95 gpm foam nozzle should be avoided as it will not produce an adequate foam stream.

B. Apparatus Placement

Apparatus should be placed upwind and uphill of the incident, if applicable, to afford protection from hazardous liquids and vapors, and to reduce smoke exposure for the Engineer.

Consideration should also be given to using the apparatus as a barrier to shield the incident from traffic hazards. Warning lights should be left operating with the use of traffic cones, if necessary. The use of road flares is discouraged due to the possibility of ignition of flammable vapors.

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C. Water Supply

If the water carried on the engine will not be sufficient for extinguishment, early consideration must be given to additional water supply sources. Securing a water supply (hydrant) is a viable option, provided one is available and traffic considerations coincide with a supply line being laid out. Another consideration is calling for an additional engine company, especially for auto fires on the highway/freeway, where hydrants are limited, or if the size of vehicle will demand more water for fire attack. There are highway/freeway standpipes and hydrants available for use, and these should be pre-planned, noted, and trained with for use by companies having them in their district.

D. Fire Attack

Where parties are trapped in the vehicle, water should be first applied to protect the patients and permit an effective rescue.

Due to the possibility of a fuel system leak or rupture, or in the event of an active fuel leak or fuel spill, the attack line of choice should be the 1-3/4" handline with a minimum of a 125gpm fog nozzle having the capability of immediately putting foam to work (pre-connected foam line).

If foam is used, the setting should be proportioned at the 6% foam discharge setting. This is the recommended setting for E85 Ethanol-based fuel and will work well for other types of vehicle fuel mixtures.

When rescue is not a factor, initial water should first be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG).

One member of the attack team, in full PPE with SCBA, must have forcible entry tools in his/her possession to provide prompt and safe entry into the vehicle.

E. Firefighter Approach

The attack approach to a vehicle fire should be one that avoids direct approach from the front of the vehicle and one that avoids close contact with any tire that is directly affected by fire. Some vehicles today have front bumpers that are attached by two shocks encases in a metal housing – known as *energy absorbing bumpers*. When heated by fire, these shocks will develop high pressures, heat up, and may explode, causing the front

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bumper to become a projectile that may seriously injure a Firefighter. Bumper assemblies have been known to travel 25 feet. A tire or split rim that is in close contact to or being exposed to flame impingement may also become a projectile if overheated.

Sufficient cooling of these two areas with water is needed prior to engaging in any activity that may put Firefighters in their path (i.e. prying open the hood of the vehicle for engine access).

Of special consideration are the gas-filled struts, springs, cylinders, extending arms that hold the hood open and extend the rear hatch-back doors open. If overheated, these struts will also explode and become projectiles capable of serious bodily injury. Sufficiently cooling these struts with water will minimize the danger of explosion and subsequent release. To ensure personal safety, be sure to allow sufficient clearance when releasing latches.

F. Hybrid Vehicles

Most recent publications recommend treating a gas hybrid car fire much the same as a fuel-only-driven auto, with a few special considerations.

The tool of choice is copious amounts of water, which will both eliminate the radiant heat and cool the hybrid's metal battery box and the plastic cells inside the battery pack.

Hybrid vehicles by nature are extremely quiet when stopped and may appear to be off when, in fact, they are still running. Shutting the engine off and disconnecting the vehicle's 12-volt battery will minimize electrical and fuel-related hazards.

Hybrid cars have orange cables that designate high voltage. Avoid cutting or disconnecting these cables.

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Section: OPERATIONS: ENGINE OPERATIONS
Topic: Engine Company Operations at Single Family Dwellings

Topic No:	2112.07
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To identify and safely Locate, Confine, and Extinguish (LCE) a fire in a single-family dwelling

SCOPE: Applies to members performing engine company operations at a single-family dwelling

Residential Fire Operations – Engine Company

The first arriving engine to a residential house fire will establish a water supply. If a forward lay is performed, a Humat valve shall be utilized.

The second arriving engine to a residential house fire will establish a secondary water supply or augment the first arriving engine by ‘going to work’ on their hydrant (Humat valve). If gaining a second water supply, this supply line should be laid to the rear of the residence. A Humat valve will also be used by this company.

It is strongly discouraged for the second engine to lay to the front of an address if there is already an attack engine at or near the front of the fire building, due to spotting considerations for the first and second due truck/tower companies. It would be more appropriate for this engine to go to work on the hydrant/Humat valve of the first attack engine.

If the second engine cannot lay to the rear (there is no alley), then this engine should augment the water supply of the first attack engine at the Humat valve.

The third arriving engine (if not pre-assigned as the RIT company) should consider going to the rear of the fire building or going to work on the attack engine’s Humat valve, if not already done. Fire conditions and I.C. discretion will dictate the best placement for this apparatus.

At a minimum, this third engine officer should be thinking of a second water supply or augmenting the water supply of the attack engine.

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Section: OPERATIONS: ENGINE OPERATIONS
Topic: Engine Company Operations at Multi-Family Dwellings

Topic No:	2112.08
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To efficiently and safely Locate, Confine, and Extinguish (LCE) a fire in a multi-family dwelling

SCOPE: Applies to members performing engine company operations at fires in multi-family dwellings

Fires in multi-family dwellings present a wide range of unique challenges to the engine company. Multi-family dwellings cover an extremely wide range of buildings found within the City and County of Denver, ranging from triplexes to lofts to expansive apartment complexes. These may all be of different construction type, and all will certainly require different approaches with regard to firefighting efforts. The Engine Company officer must consider the need for water supply (including potential standpipe operations), potential rescue situations, initial handline placement, and apparatus placement. In addition, the layout of the apartment building or complex, the building construction type, and the time of day are considerations that should occur during the size-up by the engine officer. It should be noted that many of today's newer multi-family dwellings are older commercial occupancies, and considerations must be made for the differences in the approach to the diversity of these occupancies (see *Engine Company Operations at Commercial Buildings* SOG).

The first arriving Engine Company to a fire in a multi-family dwelling will either establish a water supply through a straight lay (utilizing the Humat valve), reverse lay, or make the appropriate connections to the building's FDC. A water supply should be established in such a way to anticipate water needs, based on the size and construction of the occupancy and the potential for fire spread. Based on size-up, this would include laying one or two 3" supply lines. If a straight (forward) lay or dual forward lay is performed, a Humat valve shall be utilized.

The responsibility of second arriving Engine Company to a fire in a multi-family dwelling will be to either establish a secondary water supply or augment the first arriving engine by 'going to work' on their hydrant utilizing the Humat valve. If the occupancy is standpipe equipped and the first arriving Engine Company has made the appropriate FDC connections, the second arriving Engine Company will need to complete the water supply through tandem pumping. If the occupancy is not standpipe equipped and the second arriving engine opts to establish a secondary water supply, this engine company should lay to a different area of the building than the first engine where their position will be advantageous to fire attack or support operations. Water supply guidelines shall also be followed by this engine company.

The third due assigned engine company (if not pre-assigned as the RIT company) should be proactively considering going to work at the hydrant of either the first or second arriving engine company or, if applicable, securing a second water supply and providing the use of their engine and handlines at a different location of the fire scene. Care must be exercised to avoid opposing

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handlines. The best location for the third due engine should be coordinated through Command upon arrival at the incident.

For obvious reasons, certain variances with unique apartment complexes and individual buildings throughout the City may dictate a different approach to the initial engine company operations. Variations from these guidelines must be communicated to incoming companies to allow them to adapt appropriately, especially to second and third due engine companies for subsequent water supply considerations.

Handline selection and placement is often a very dynamic decision-making process, based on the size and type of occupancy and amount of fire involvement. Engine members getting the nozzle to the seat of the fire for extinguishment may save more lives than effecting early time-consuming. If rescues are in progress, the first handline may be deployed to protect egress of potential fire victims. This would include interior stairways, hallways, and common doors that may be used by civilians and firefighters for escape.

As previously mentioned, if the building is equipped with a standpipe, connections should be made to the FDC. However, if the fire is on the first floor or a lower floor, or the standpipe has proved itself inoperable, consideration should be given to an alternate method of getting a handline in place. The best method for this may be for a handline to be stretched into the front, side, or back entrance and directly to the fire room. Certain situations may dictate that the handline be taken up stairs or up the exterior of the building. An example of this situation would be a low-rise apartment building, where no standpipes are available or deemed unreliable by previous experience or pre-planning. A fire on an upper floor may necessitate that the line be brought up the exterior of the building, possibly into a neighboring apartment, over a balcony, or through a window. This may be done via ladders or by dropping a utility rope and pulling the uncharged handline up and into position. Interior stairwells may allow for a well-hole stretch. It should be noted that whenever hose is stretched vertically, it should be secured so as not to stress the coupling connections and to not allow the dry hoseline to fall back down once it is charged with water. These situations are best executed when the engine company has preplanned and made themselves familiar with unique characteristics found in their first in occupancies.

Apparatus Placement

Apparatus placement will set the stage for successful operations by allowing incoming truck and tower companies access to the building for rescues and potential elevated master stream use. Many apartment complexes in the City have limited access to the buildings, and preplanning and forethought are required to allow for appropriate apparatus placement.

Throughout the City, one may find a varied collection of differing types of multi-family dwellings. They can be composed of any of the five construction types, dictating potential differences in the strategies and tactics implemented at the fire scene. Engine companies should

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use every possible opportunity to familiarize themselves with the buildings in their areas, paying close attention to FDCs, hydrant location, and the construction types.

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Topic: Engine Company Operations at Commercial Buildings

Topic No:	2112.09
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

PURPOSE: To efficiently and safely Locate, Confine, and Extinguish (LCE) a fire in a commercial building

SCOPE: Applies to members performing Engine company operations at commercial building fires

Commercial Fire Operations – Engine Company

It must be recognized that there are dramatic and significant differences in size, type, and construction of commercial structures. Therefore, the water supply decisions of the first second and third due engines will set the stage for a successful fire attack operation. Engine companies must recognize the increased fire load (greater BTUs) presented by a commercial building and make early water supply decisions that will be sufficient to supply multiple handlines, tower/ladder monitors, or ground monitors, if necessary. Laying a single 3” supply line to a large commercial structure will not be sufficient if additional water is immediately needed. There will then be a delay in the fire-fight as companies regroup to set up a larger water supply as the incident progresses. Be cognizant of the potential fuel load these buildings have to offer and be ready for it!

The commercial structures that are typically found in the downtown area and central portions of the City of Denver (the City) have much smaller areas and construction is either ordinary or heavy timber. Newer commercial structures have extremely larger areas and are of pre-stress slab construction. Other buildings discussed here are found throughout the City and will pose water supply and fire attack issues due to their size and layout.

If the building is equipped with a sprinkler system, immediate augmentation of these systems will be required.

A. Apparatus Placement

Engine placement should be based on three agendas:

1. The engine must be out of the way for arriving truck/tower companies. Good aerial ladder placement is a must at these buildings, and every effort should be afforded the truck/tower to spot as close to the building as possible. *“I can stretch a line but I can’t stretch a ladder”* is a quote that directly applies to this concept.
2. Rigs should be out of any collapse zone hazards.
3. The engine should be close enough to stretch attack lines into the building.

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B. Communication

Communication between engine officers with regard to water supply activities is paramount to a successful operation at commercial buildings. For example, stating where hydrants are, whether a reverse or dual reverse is needed, and whether you have laid in or not are all things that need to be expressed for a successful water supply evolution.

C. Water Supply

Every commercial building poses different water supply problems. Engine officers will need to think ‘outside the box’ in terms of water supply. A dual forward lay may not be appropriate in a massive warehouse or school. Utilizing a Recon Group to locate the fire, then communicating the need for a dual reverse lay from the second due engine may be the appropriate tactic. Due to relatively longer lays and an increased need for water because of building size, early care must be taken with regard to an efficient water delivery system. Engines communicating their needs and actions will make this operation successful.

D. Traditional Style Commercial Buildings

Every effort should be made to lay two 3” lines to a traditional style commercial building by the first arriving engine company. If the building has a sprinkler system, every attempt should be made to augment it while the initial fire attack is started. Fire attack, due to materials involved and size of structure, should be made with the appropriate handline unless a large volume of fire dictates a ground master stream. Most traditional style commercial buildings are conducive to reasonable handline stretches (300’ or less).

It must be recognized by the first arriving engine officer that entry to the fire area may not be through the so-called “front entrance” where the office area is usually located. Typically, these buildings have office areas in front, and making the stretch from this point cumbersome a slow and could hinder the fire attack. Entry through the actual warehouse (man-door or large roll-up door) may be more beneficial.

Special Consideration:

A truck/tower company using a tag-line system may have to do initial reconnaissance to locate the fire prior to hose lines entering the structure. This will save much needed time and energy by avoiding stretching an attack line to the wrong location.

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E. Buildings with Tilt Up Concrete Slab Walls and Lightweight Construction Roofs

Once the fire area has been discovered, communication must be made with the engine officer to get an exact location for access with the rig and an attack line. Hydrant lays to certain points of these buildings may be in excess of one thousand feet. These types of distances are not conducive to a good water supply, especially when considering a single straight lay without hydrant augmentation by a second engine. The closest possible hydrant must be considered to establish a good water supply that may eventually involve master streams or, at the very least, multiple 2-1/2" handlines.

First arriving engine officers must consider how long it is going to be before they will benefit from the added help (in pumping) from another engine company. This is crucially important when considering a long straight lay. Extended straight single lines will not give adequate water supply for an initial fire attack; therefore, this engine must consider the reverse lay or double reverse lay to get the engine to the hydrant and maximize the water delivery. Working on a hydrant is the most efficient place for an engine. The sprinkler system can also be augmented from this engine using this method.

It has been noted that many tilt up concrete slab with lightweight truss buildings have standpipe systems. This is incorrect; they are not standpipe systems but are small hose connections (1-1/2 outlets piped into the sprinkler system) that are only meant to be used for "clean up" or overhaul lines. These small hose connections are not placed in a uniform manner within structures and are not required in all occupancies. Also, these connections are not required to be located near an exit as is required for standpipe connections. Due to all these variables, small hose connections shall not be used to supply an attack line.

Special Consideration:

Engine officers must recognize the need for immediate ground level master streams versus handlines in the fire attack due to the volume of fire present. This method can be most easily accomplished with the engine at the hydrant.

To be Noted:

Engine officers should always consider varying methods of water delivery to a commercial building. A straight lay with one 3" line is a risky venture

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Topic: Engine Company Operations at Commercial Buildings

Topic No:	2112.09
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

given the fuel load and excessive friction losses with potentially long supply and attack line stretches. Ground level master streams are an excellent tool for delivering large quantities of water to the upper areas of most commercial buildings. This method can only be accomplished with an engine at the hydrant delivering water to the master stream via two 3” lines or one 5” supply line.

Radio traffic between engineers working at these incidents tend to be heavy. Consideration be the IC should be given to putting the engineers on the Engineer Tac Channel.

F. Schools/Churches

Coordination between engine officers is important at these buildings. Many standpipe systems in schools may not work, as they may only supply certain portions of the building or may only supply the sprinkler system. Engine companies should consider investigating the fire to find the best location for apparatus placement (this may not be at the front of the building). A second engine may have to lay a dual reverse supply line to the attack engine. The attack crew may then have to make its own standpipe system utilizing 2-1/2” as a supply from the engine. The high-rise backpacks are an excellent choice for an attack line here as they are portable and can be carried to a location near the engine-made supply, then stretched to the seat of the fire.

The high-rise hose packs can also be dropped from an upper floor to a waiting supply line and be put to immediate use in a fire attack. If the high-rise backpacks are not used, dropping a rope from an upper floor and hoisting sufficient hose into play will work.

Consideration will have to be given to supplying the sprinkler system if one is present. Understanding the building and its water systems through pre-plans will help to address this issue.

G. Lightweight Constructed Buildings

Lightweight constructed buildings (i.e. strip malls, stand-alone fast food restaurants) pose a serious hazard in their construction make-up. Lightweight constructed supporting members can fail in less than four minutes when exposed to fire and the HVAC systems are usually located on the roofs of these structures. Early identification of a content fire verse a structure fire is imperative. The engine company should be prepared in

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the case of a content fire to mount an aggressive interior fire attack, with the focus being water application on these supporting structural members.

Water supply is paramount and 2 – 3” lines should be considered as a minimum for the attack engine, with the second engine augmenting the attack engine by ‘going to work’ on the attack engine’s hydrant.

Line selection is paramount – heavy fuel load must be considered!

2-1/2” handlines and/or ground monitors should be considered based on fuel load, fire conditions, and location of fire. Once inside the building, opening up the ceiling with a solid/straight stream to cool the upper supporting members and also to stop fire travel is an excellent tactic due to relatively little roof compartmentation in these buildings.

If heavy fire is present upon arrival in one business, exposure protection to the adjacent or connected businesses may be more important. Gaining access to the exposure businesses and opening up the ceiling (truck crew) with a hoseline at the ready to cool the ceiling members will stop fire spread beyond the primary fire area.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: ENGINE OPERATIONS
Topic: Engine Company Operations – 5-inch Water Supply

Topic No:	2112.10
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 11-25-16

PURPOSE: To provide, through the correct placement and operation of the 5-inch engine, large amounts of water (in excess of 1,000 gpm) for master stream application

SCOPE: Applies to all members working on a 5-inch engine company performing large water operations through the use of 5-inch hose

I. MULTIPLE ALARM WATER SUPPLY OPERATIONS FOR 5-INCH ENGINE COMPANIES

The Denver Fire Department Incident Response Matrix includes the response of two 5-inch engines and one ladder tower to every multiple alarm fire. When used effectively, 5-inch engine companies can provide up to 2000 gallons per minute for water supply to master streams. Often, they will use hydrants that will be more remote from the incident than those hydrants being used by the first responding engines. The reason for this is twofold. First, most of the close-in hydrants will likely have already been secured by first alarm engine companies. Second, and most importantly, the 5-inch engine company should attempt to locate and use a hydrant that is on a large water main. The reason for this is to maximize the amount of water that can be delivered from this large main, using 5-inch hose, to the master streams that are operating on the fire scene. Radio traffic is generally heavy at these incidents and engineers will add to this traffic when coordinating water supply. Engineers should consider utilizing the Engineer TAC channel as approved by the IC.

II. FIRST ARRIVING 5-INCH ENGINE

While responding to a multi-alarm fire, the officer and crew on the responding 5-inch engine company should attempt to gain a mental picture of the following important items:

- A. Location of master stream(s) to be supplied
- B. Hydrants already in use by first arriving engines
- C. Location of closest large water main

Once the master stream location is determined, the 5-inch engine should reverse lay their 5-inch hose from the master stream (ladder tower, ladder, or engine supplying a particular master stream device) to the hydrant that has been selected and *‘Go to Work at the Hydrant.’*

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Often it might be necessary to spot your engine at the hydrant and hand drag the 5-inch hose to the master stream. This can be highly beneficial at building complexes or incidents that have poor vehicle access.

III. SECOND ARRIVING 5-INCH ENGINE

If the master stream is a ladder tower, it should be noted that there is approximately 100 pounds of friction loss in the water pipe alone. Straight ladders with no tower have 60-plus pounds of friction loss. This, added to the 80 pounds of nozzle pressure plus any head pressure, might make it necessary to put the second arriving 5-inch company right next to the ladder tower or ladder to receive the water from the 5-inch company at the hydrant and then augment the pressure and relay pump into the master stream.

The Incident Commander might prefer that the second arriving 5-inch engine be used to supply another, more remote master stream. This engine company should then simply follow the same operation outlined for the first arriving 5-inch engine.

To be Noted:

For engines with electronic pressure governors: the engine working on the hydrant should have their electronic governor set in the RPM mode, and engines supplying the ladder tower should have their electronic governor set to PSI.

Only 5” hose that has been properly tested at pressure during annual hose testing shall be utilized when supplying water.

All 5-inch engines should make every attempt to pay close attention to their radios and firehouse monitors when large structure fires are in progress, this might give them a better idea as to which hydrants are already in use and location of master streams.

Fire Dispatchers should also give 5-inch engines a “heads up” on the telephone when they suspect that a structure fire is advancing toward a multiple alarm fire. 5-inch engine companies can then start to ‘pre-plan’ a particular incident with regard to water supply. This is especially beneficial at night.

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Topic: FOAM OPERATIONS

Topic No:	2112.11
Date:	04-15-19
Approved:	CDIII
Review Date:	04-15-21
Replaces:	Same, dated 10-12-11 (was named AFFF/ATC Foam)

PURPOSE: This procedure will establish a standard guideline for the response to the report of a fuel spill or fire involving fuel spills on hydrocarbons & polar solvents. This procedure will also detail the use of wetting agents on class A type fires. Firefighters must be knowledgeable and demonstrate competence on the types of foam carried by the Denver Fire Department knowing when to use each type.

SCOPE: Fire-fighting foam is an aggregate of air-filled bubbles formed from aqueous solutions and is lower in density than flammable liquids. It is used primarily to form a cohesive floating blanket on flammable and combustible liquids and prevents or extinguishes fire by suppressing formation of flammable vapors. It has the property of adhering to surfaces, which provides a degree of exposure protection from adjacent fires. Foam can be used as a fire prevention, control, or extinguishing agent for flammable liquid hazards. A wetting agent is a concentrate that when added to water reduces its surface tension and increases its ability to penetrate and spread. There is a significant difference between the uses of these two resources.

DEFINITIONS:

Alcohol-Resistant Foam Concentrate (AFFF) – The foam formed acts as a barrier both to exclude air or oxygen and to develop an aqueous film on the fuel surface that can suppress the evolution of fuel vapors.

AFFF/ATC (AR-AFFF): A synthetic foam-forming liquid designed for protection of water-soluble polar solvents and water insoluble hydrocarbon flammable liquids.

Class A Fire – A fire in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics.

Class B Fire – A fire in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents, lacquers, alcohols, and flammable gases.

Combustible Liquid - Any liquid that has a flash point at or above 37.8°C (100°F).

Concentration – The type of foam concentrate used determines the percentage of concentration required. For example, a 3 percent foam concentrate is mixed in the ratio of 97 parts water to 3 parts foam concentrate to make foam solution.

Eductor – A device that uses the Venturi principle to introduce a proportionate quantity of foam concentrate into a water stream.

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Flammable Liquid – Any liquid that has a closed-cup flash point below 37.8°C (100°F).

Foam Concentrate – A concentrated liquid foaming agent as received from the manufacturer.

Foam Solution – a homogeneous mixture of water and foam concentrate in the correct proportions. Foam solution shall be considered to have the same hydraulic characteristics as water.

Foam Concentrate Consumption Rate – The consumption rates shall be based on the percentage concentrate used in the calculation (e.g. 3% for hydrocarbon fuels or 6% for polar solvents).

Foam Proportioner – this device consists of an eductor installed in a bypass line between the discharge and suction of a water pump. A small portion of the discharge of the pump flows through this eductor and draws the required quantity of air foam concentrate from a tank, delivering the mixture to the pump suction. Variable capacity can be secured using a manually controlled metering valve.

Hydrocarbon – Flammable liquids, such as gasoline or fuel oil, which do not mix with water.

In-Line Eductor – This eductor is used for installation in a hose line, usually at some distance from the nozzle, as a means of drafting air foam concentrate from a container.

Polar Solvent – A material that is soluble with water, such as ethanol, acetone, methyl ethyl ketone, etc.

Wetting Agent – This type of agent is very similar to Class “A” Foam with regard to increasing wetting effectiveness of the water but does not have the foaming abilities.

Quantity and Types of Foam used on the Denver Fire Department in the Operations Division:

- **AR-AFFF** – 3%-6% type of Class B fluorinated foam concentrate is designed to be used at the 3% application rate when used on a standard hydrocarbon fuel fire and 6% when used on a polar solvent/alcohol fuel.
- **Training Foam** – 1% non-fluorinated foam concentrate carried at the Denver Fire Academy to simulate training with Class B foam carried at the Denver Fire Academy as needed.
- **Wetting Agent** – Dish soap provided for use by the Denver Fire Department Warehouse for use in the firehouse for washing dishes will also be used as a Class A

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foam substitute for use as a wetting agent in the Pro-Pak and Fire Extinguisher (Light Water). This soap will not generate a foam blanket but will help penetrate class A fuels and non-water-soluble Class B combustibles to make extinguishment easier on dense materials.

The amount of Class B foam carried on Engines designated as foam rigs will be six (6) 5-gallon buckets (30 gallons) carried in the foam tank. No extra buckets of foam are necessary to be carried on the engine or in the firehouse.

Any extra foam needed on an emergency incident can be brought in by adding another Engine to the incident or by calling Station 6 to respond to the incident to bring extra foam carried on a spare warehouse truck with call sign **Foam 1**. After any incident where Class B foam is used, Station 6 can be contacted to send replacement Class B foam to the firehouse or scene. Station 6 will also carry eductors and nozzles for use on large spills and/or fires.

Foam Application Rates

- **Hydrocarbon (Gasoline)** – The application rate is **0.10 gpm/sqft** at 3% foam concentration.
- **Polar Solvents (Acetone, Ethanol)** The application rate is **0.20 gpm/sqft** at 6% foam concentration.

Foam Application Rates Calculated

1. Determine Area of Hazard (sqft)
2. Chooses appropriate Foam Application Rate
3. Foam Application Rate x Area = GPM of Foam Solution needed
4. Foam Solution GPM x % used = Concentrate GPM
5. Concentrate GPM x Time (minutes) = Total Concentrate needed
 - a. **Storage Tanks** – recommend 60 minutes of flow time
 - b. **Spills** – recommend 15 minutes of flow time

Hydrocarbon Fuel Example

- Determine Area of Hazard = 3000 sqft
- Foam Application Rate = 0.10 GPM
- Foam Application Rate x Area = 300 GPM of Foam Solution needed
- 300 GPM of Foam Solution x 3% Used = 9 GPM Concentrate
- 9 x 15 minutes application time = 135 gals needed

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Polar Fuel Example – use 0.20 GPM as foam application rate and 270 gallons of foam would be needed.

These calculation examples are based on a spill area of 75' x 40'

Based upon the 75' x 40' spill footprint you would need 135 gallons of 3% foam concentrate would be needed. If we assume every gallon of 3% foam concentrate requires 97 gallons of water, we can see that we would also need 13,095 gallons of water (97 x 135) to maintain the recommended 15-minute application period on a hydrocarbon fuel spill.

Safety Precaution when using foam:

- Use all protective clothing and equipment on all foam incidents including helmet, bunking coat and pants, boots, gloves, SBCA and hood. Always avoid breathing vapors and keep upwind, if possible.
- Environmental concerns are important to note, they include:
 - Contamination of surface water
 - Contamination of ground water.

Procedures for using Class B foam with on-board foam proportioner

If the apparatus is provided with a foam proportioning system, the following procedures are to be used for foam operations:

Foam Start Up Operations

1. Set metering dial to desired percentage.
2. Slowly open water valve.
3. Slowly open eductor valve.
4. Slowly open foam valve.
5. Set pump discharge pressure at 200 psi.

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Foam Shut down and system flush procedures

1. Close all foam supply valves.
2. Reduce pump discharge pressure to 100 psi (nozzle must be open to reduce pressure).
3. Slowly open flush valve.
4. Maintain 100 psi pump pressure and run flush until foam is no longer present. Rotate metering dial while flushing.
5. Stop pump and close all valves.

The proper line suitable for foam operations coming off a rig with an on-board foam proportioner (pre-connected foam line) is a charged 1-3/4" handline with a minimum 125 gpm fog nozzle.

WARNINGS per Operating Manual.

1. Do not operate inlet to eductor over 250 psi
2. Do not throttle any valves in the eductor circuit. They must be fully opened and closed.

Procedures for using Class B foam with in-line eductor

1. Establish water supply line where possible and spot Engine at desired location for attack (up wind and uphill, if possible.)
2. Size up the incident to determine the quantity of foam and the type of foam needed by using the following rule of thumb:
 - a. Polar solvents (acetone, ethanol): 5-gallons of AR-AFFF set at 6% for polar solvents will cover 400 square feet. For oxygenated fuels, up to 30% additive or hydrocarbon 3% setting on meter valve will cover 800 square feet. The general rule of thumb for foam depth is 1/2 to 1 inch.
3. If the Incident Commander does not have the resources available to handle the incident, he or she should call for help and reevaluate the situation. If it is determined that the necessary resources are available to control the situation, this procedure should be continued.
4. Make hook up of eductor. The eductor can be mounted directly to pumper outlet or extended as needed with a 2-1/2" or 3" hose line from the pump panel to the eductor position.
5. Metering valve should be set at the correct percentage according to the type of fuel involved.
6. Pull the desired length of hose and make connections to the eductor.
 - a. The length of attack line can be up to 300 feet of 1 3/4 inch hose from the eductor to the incident scene.
7. Select the proper nozzle according to GPM flow. The nozzle and eductor must be rated at the same flow for maximum performance. However, in all cases, the nozzle flow setting must not be less than the eductor. Currently, all in-line eductors flow at 95 GPM.

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8. Unload Class B buckets of AR-AFFF from the truck.
9. Put the pump into operation, 200 psi must be maintained at the eductor.
 - a. The eductors are designed to work at 200 psi inlet pressure for maximum effectiveness. At 200 psi, the mixture percentage will be as shown on the metering dial. The eductors can siphon foam concentrate at pressures between 50 and 200 psi, but at lower pressures the flow of water will be less with the same amount of foam concentrate. This means the percentage of concentrate will be higher than shown on the metering dial since the flow out of the eductor will be reduced at lower inlet pressures.
 - b. The eductor siphon tube is placed in the first can. All caps should be removed from other cans at the same time for quick transfer of the siphon tube as the contents of the foam cans are removed.
10. Makes sure no kinks are in the attack line and check to see that the nozzle bale is in the fully open position.
11. Direct the foam application, through one or more of the following methods:
 - a. Indirect application: splashing foam off a vertical surface is an efficient means of application.
 - b. Bounce and roll the foam onto the fire from the front to control a spreading surface fire.
 - c. Raining the foam in on a high soft arch. The AR-AFFF should be continuously applied even after extinguishment, until that entire fuel surface is covered by a visible foam blanket, especially when firefighters must enter the spill area.
12. General Instructions regarding the foam blanket:
 - a. The foam blanket should be white in color. Reapply often to maintain the color.
 - b. The foam blanket should be reapplied every five to ten minutes to assure vapor suppression. Check the color of the foam blanket to make sure it is white. If the color turns brown, reapplication of foam to the area is necessary.
13. Before returning to service, thoroughly flush the entire foam piping system, appliances, and outlets until evidence of foam is no longer visible. The flushing process should be done to prevent clogging and associated problems with foam proportioning and discharge equipment to ensure residual foam concentrate has been eliminated.

Checklist for finding problems with using the in-line eductor to flow class B foam

The inability to properly proportion foam concentrate may be the result of one or more of the following:

1. Mismatched eductor/nozzle combination
2. Partially closed nozzle
3. Clogged nozzle

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4. Hose lay too long
5. Metering valve closed
6. Nozzle elevated too high above eductor
7. Equipment clogged with dried foam
8. Ball check valve stuck
9. Plugged screen
10. Kink in hose

Cold Weather Operations with Class B Foam

The AR-AFFF concentrate that the Denver Fire Department is using is good at temperatures of 25 degrees Fahrenheit to 120 degrees Fahrenheit. Below 25 degrees, the concentrate is too thick to siphon, and over 120 degrees the concentrate is too thin to siphon.

Possible Solution:

If the temperature is below 25 degrees Fahrenheit, put one or more sections of hose on the ground near the exhaust pipe of the pumper using caution not to melt the plastic cans. Next put the five-gallon AR-AFFF container on the hose. The exhaust will help keep the AFFF warm and ready for use. Also, you might cover the AR-AFFF cans with a tarp to hold in the heat.

Problems on your Eductor:

There is a small brass ball check valve in the eductor. If any moisture is in this valve, it can freeze to the seat and cut off the AR-AFFF.

Solution:

Try to keep the eductor warm until the last minute before using.

Foam Pro-Paks:

The Denver Fire Department carries (1) Pro-Pak on every Engine with a 2.5 gallon reservoir. This tool should only be used for small class A type fires. The Pro-Pak will only carry dish soap in the reservoir and not class B foam.

Steps for using a Foam Pro-Pak:

1. Select the nozzle.
2. Connect the Hose & Nozzle
3. Fill the tank with pink soap
4. Set the foam concentration
5. Control the flow to get the proper foam quality

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“Light Water” Fire Extinguishers:

Steps for filling the “Light Water” Fire Extinguisher:

1. Fill the extinguisher with up to 2.5 gallons of water.
2. Pour in 2-4 ounces of dish soap. Each capful is estimated to be around 2 ounces of soap.
“More soap does not guarantee you will see more suds when using extinguisher.”
3. Screw the top back on the extinguisher.
4. Fill with air up to 100 psi.

Training with Class B Foam is PROHIBITED

It is a violation of state and federal law to discharge pollutants into the gutter and storm drains. These pollutants flow directly to the South Platte River, Cherry Creek, or other surface waters without benefit of any treatment or containment, and thus can have both chronic and acute impacts to water quality, aquatic life, and human health.

Training with Class B Fluorinated foam is strictly prohibited in the Denver Fire Department.

1. All training exercises will be conducted at the Denver Fire Academy with non-fluorinated training foam.
2. Any maintenance, testing or cleaning of equipment that uses Class B fluorinated foam must be done at the Repair Shop in the chemical containment area where runoff can be contained.

Documentation of Class B Foam usage:

Any time Class B foam is used on an incident the Incident Commander should send an email to the Assistant Chief of Special Operations with the following details with a copy to Station 6 to replenish the foam:

- Date
- Location of Incident
- Incident Number
- Station/Rig that used the foam
- Estimated number of gallons of Class B foam used on the emergency

REFERENCES:

- NFPA Standard 10 – Standard for Portable Fire Extinguishers
- NFPA Standard 11 – Standard for Low, Medium, and High Expansion Foam
- NFPA Standard 18 – Standard on Wetting Agents
- NFPA Standard 1901 – Standards for Industrial Foam Trucks

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: TRUCK OPERATIONS

Topic: Truck Company Operations at Single Family Residential, Multifamily and Mixed-Use Occupancy Fires

Topic No:	2113.01
Date:	09-09-2021
Approved:	<i>RM</i>
Review Date:	09-09-2024
Replaces:	Same, dated 02-07-19; 2113.02 and 2113.03

PURPOSE: To provide a procedural overview for the first and second arriving truck or rescue company.

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a residential fire. Conditions encountered and life safety issues may dictate that members change order of priorities.

I. OPERATIONS

Initial Radio Report

1. Announce arrival on scene (correct address)
2. Building/Area description
3. Describe the problem and location
4. Command Mode of Operation
5. Declaration of strategy
6. Resource determination

Flow Path consideration is paramount prior to the commencement of any forcible entry, ventilation, or fire suppression tactic. All ventilation tactics shall be coordinated and approved by the Incident Commander (IC).

Flow path is the movement of heat and smoke from the higher pressure within the fire area toward the lower-pressure areas accessible by doors, window openings, and roof structures.

- Controlling doors during forcible entry will restrict the amount of oxygen to the fire.
- Coordinated fire attack with ventilation tactics will decrease the risk of adverse flow paths.
- Wind speeds as low as 5 mph can severely impact fire behavior.

II. TRUCK COMPANY PRIORITIES

1. Initial radio report and establish command
2. Rig placement
3. Primary search and rescue (i.e., primary search, VES, rope assisted search)
4. Forcible entry needs for initial attack line
5. Laddering building for entry/egress
6. Ventilation

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7. Utility control
8. Contain and control fire
9. Check for extension of fire
10. Secondary Search
11. Salvage and overhaul

III. ROLES OF THE FIRST IN TRUCK

A. Officer

If no Chief Officer is on scene, the Officer will give initial radio report, establish Incident Command, and build the command structure as the situation dictates and as available resources allow.

Tactical Assignments:

- Rig placement and assignment for other responding apparatus
- Assign search and rescue tasks (i.e., primary search, VES, rope assisted)
- Assign primary fire attack line
- Assign a back-up line to protect main areas of egress
- Assign exposure protection line
- Ground ladder placement for means of **entry/egress**
- Address and coordinate ventilation needs
- Request additional resources
- Establish groups/divisions as necessary

B. Engineer

- Rig placement for maximum aerial scrub area
- May need to deploy aerial ladder
- Check for the presence of a basement and report pertinent conditions to IC
- Place ground ladder for 2nd means of egress
- Report to IC on conditions and hazards present on exterior survey
- Force and control Charlie side door (condition dependent)
- Utility control
- Report to IC for further assignments

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C. Firefighters

- Search for victims – concentrate efforts in paths of egress and areas of concern (VES vs. standard search)
- Force entry for primary attack line (control the door)
- Report the location of the fire
- Report findings of the primary search to IC (victims, fire, and hazards)
- Contain and control fire
- Ventilation as assigned
- Post control overhaul and salvage

IV. SECOND IN TRUCK or RESCUE COMPANY PRIORITIES

- Ladder building for entry/egress
- Search Operations
 - Floor above, top floor (multistory)
 - VES
- Vertical ventilation (vent for life/fire)
- Remove potential hazards
- Check for extension of fire
- Post fire control ventilation
- Completion of secondary search (after post control ventilation)
- Post control overall and salvage operations

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: TRUCK OPERATIONS

Topic: Truck Company Operations at Commercial Structures (i.e., Strip-Malls, Warehouses, Big Box Stores)

Topic No:	2113.04
Date:	09-09-2021
Approved:	<i>RM</i>
Review Date:	09-09-2024
Replaces:	Same, dated 02-07-19; and 2113.05

PURPOSE: To provide a procedural overview for the first and second arriving Truck or Rescue Company.

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a commercial structure fire. Conditions encountered and life safety issues may dictate that members change order of priorities.

I. OPERATIONS

Initial Radio Report

1. Announce arrival on scene (correct address)
2. Building/Area description
3. Describe the problem and location
4. Command Mode of Operation
5. Declaration of strategy
6. Resource determination

Flow Path consideration is paramount prior to the commencement of any forcible entry, ventilation, or fire suppression tactic. All ventilation tactics shall be coordinated and approved by the Incident Commander (IC).

Flow path is the movement of heat and smoke from the higher pressure within the fire area toward the lower-pressure areas accessible by doors, window openings, and roof structures.

- Controlling doors during forcible entry will restrict the amount of oxygen to the fire.
- Coordinated fire attack with ventilation tactics will decrease the risk of adverse flow paths.
- Wind speeds as low as 5 mph can severely impact fire behavior.

II. CONSIDERATIONS

- Location and extent of fire
- Lightweight/special construction. (i.e., plenum space/drop ceilings)
- Determine the presence and location of fire walls/partition walls
- Roof loads
- Consider early vertical ventilation; vertical ventilation using existing opening
- Mansard roofs – (an area for fire spread and smoke explosions)

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- Large open floor space
- High capacity utilities
- Be aware of the presence of hazardous materials, machinery, and dangerous manufacturing processes. It may be dangerous and create further hazard if the Fire Department shuts these down.
- Presence of high piled storage
- If the location and extent of fire is not known, consider deploying a tagline parallel to the loading docks
- Be aware of the distance traveled in the structure relative to air available in your SCBA; remember the 1/3, 1/3, and 1/3 rule
- Consider additional resources and the need for multiple alarms early
- Rear access to building (limited and well secured doors)
- Take the time to deploy rigs appropriately. Consider Level 2 staging from the onset and know your best access before committing resources.
- Due to the size of these structures, a primary survey of the entire building may be warranted. Additional hazards/fires may be found.
- Coordinate with interior crews and confirm with Incident Command before ventilating and opening roll-up doors
- Exposures i.e. common attic, common basement, (strip-mall- Brvo, Brvo-1)
- Call for Aerial Support Team (Drone) if warranted

III. TRUCK COMPANY PRIORITIES

1. Initial radio report and establish command
2. Rig placement
3. Forcible entry needs for initial attack line
4. Primary search and rescue of main egress and areas of workspace (rope assisted search)
5. Laddering building for entry/egress
6. Ventilation
7. Utility control
8. Check for extension of fire
9. Secondary search
10. Salvage and overhaul

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: TRUCK OPERATIONS

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IV. ROLES OF THE FIRST IN TRUCK

A. Officer

1. If no Chief Officer is on scene, the officer will give initial radio report, establish Incident Command, and build the command structure as the situation dictates and as available resources allow.
 - a. Tactical assignments
 - Rig placement and assignment for other responding apparatus
 - Assign search and rescue tasks
 - Assign primary fire attack line
 - Assign a back-up line to protect **main areas of egress**
 - Assign exposure protection line
 - Address and coordinate ventilation needs
 - Ground ladder placement for 2nd means of egress
 - Request additional resources
 - Establish groups/divisions as necessary

B. Engineer

- Rig placement for maximum aerial scrub area
 - May need to deploy aerial ladder
- Assist with forcible entry
- Conduct search with backstep firefighters, using rope assisted tagline
- Report to IC on conditions and hazards present on exterior survey
- Utility control
- Report to IC for further assignments

C. Firefighters

- Force entry for primary attack line, (control door)
- Pull ceiling above entryway to check for presence of fire and type of roof construction
- Search for victims and the seat of the fire. Use tagline or hose line as a means for emergency egress
 - Concentrate efforts on paths of egress and areas of workspace

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: TRUCK OPERATIONS

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Topic No:	2113.04
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Replaces:	Same, dated 02-07-19; and 2113.05

- Relay the location of the fire to attack crew and IC
- Report the results of the primary search to Command
- Considering teaming up with the first in engine crew to form a recon group
- Check for fire extension
- Salvage and overhaul

V. **SECOND DUE TRUCK or RESCUE COMPANY RESPONSIBILITIES**

Priority is dictated by the situation and need to remain flexible.

- Spot apparatus per the Incident Commander. Don't commit until there is a clear understanding of the situation.
- Forcible entry- roll-up doors/high security doors
- Vertical ventilation
- Search team group supervisor
- Check for extension of fire
- Post fire conditions ventilation
- Completion of secondary search (after post control ventilation)
- Post control overall and salvage operations

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Subject, Purpose, and Scope/Introduction

Topic No:	2114.00
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	Same (titled High Rise Introduction) dated 10-12-11

I. Subject, Purpose, and Scope

SUBJECT: Operations/Tactical Appendix in high rise and standpipe equipped buildings.

PURPOSE: To define a Strategic approach and supported Tactical Appendix for the size-up and mitigation of fires in high rise or multi-storied standpipe equipped buildings.

SCOPE: This guideline shall apply to all department members involved in emergency operations in high rise or multi-storied standpipe equipped buildings.

II. Introduction

The Denver Fire Department has created a guideline to outline procedures and operations at fires in high rise buildings. The Incident Command System is a key feature of the National Incident Management System (NIMS). The management system is designed to enable effective and efficient incident management by integrating a combination of personnel, procedures and equipment operating within a common organizational structure, designed to effectively mitigate high rise incidents. While other Department standard operating guidelines also apply to an incident of this type, operations at these fires have so many unique requirements and dangers, that a guideline specifically covering this type of incident is needed. As with all other Department guidelines, this document is not designed as, nor should it be used as a step-by-step manual at the scene of an emergency. Instead, it should be viewed as a guide that establishes a framework for how a high-rise incident should be handled by the Denver Fire Department. It is designed to achieve the mission of life safety, incident stabilization and property conservation at the scene of an emergency. Deviation from this guideline must be performed with the acknowledgement of the Incident Commander.

Due to the dynamic challenges faced during any fire ground operation, Officer Discretion is paramount in achieving the desired result of safe incident mitigation. The use of Officer Discretion for deviation of this guideline with justification shall be communicated to all on scene companies including the Incident Commander.

III. This guideline addresses the following tactical considerations:

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Subject, Purpose, and Scope/Introduction

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Approved:	CD
Review Date:	08-15-2014
Replaces:	Same (titled High Rise Introduction) dated 10-12-11

- A. Obtaining access to the fire building, securing keys, gaining control of elevators and other building systems.
- B. Establishing Lobby Control to assist with personnel accountability.
- C. Establishing a Building Systems Group to control the building's fire protection systems.
- D. Securing a water supply and supplying building systems with water, or working around the building systems.
- E. Locating the fire floor using detection systems and witness reports or other means.
- F. Initiating a fire attack and determining scope of the fire and the need for additional hose lines.
- G. Conducting primary search of the fire floor.
- H. Determining the need for evacuation of areas not involved in the initial fire.
- I. Evacuating all or part of the fire building. Evaluating the decision to protect building occupants in place.
- J. Conducting reconnaissance on the floor above for the need to provide additional hose lines or rescue resources.
- K. Conducting reconnaissance on all floors above the fire floor for fire spread, smoke infiltration, and rescue needs.
- L. Determining the proper ventilation practices using building systems or fire department resources.
- M. Level II-Exterior Staging
- N. Interior Staging.
- O. Rehabilitation operations.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Command and Control

Topic No:	2114.02
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.07 (titled High Rise Command Structure) dated 10-12-11

The Denver Fire Department utilizes the National Incident Management System (NIMS). The command and control functions within a high rise incident will fall under the communicative direction of NIMS.

Due to the dynamic and unique challenges that high-rise occupancies present during fire suppression activities, the Incident Commander needs to be proactive in realizing that his/her manageable span of control (5) may quickly be exceeded upon confirmation of a working structure fire and utilize the modular framework within NIMS to build the Command and Control components as needed.

ICS Supervisory Position Titles:

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Single Resource	Supervisor	
Unit	Leader	Manager

Within the National Incident Management System (NIMS) resource allocation will begin with the assignment of Single Resources.

- I. Single Resource:** An individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an indentified work supervisor.

Please refer to the Tactical Appendix-Command and Control (Topic 2114.21) in regards to Single Resource utilization as defined by the DFD.

Once the incident has progressed to multiple resources and or companies being assigned to specific geographical areas or functional tasks, the implementation of Division/Groups should be considered.

- II. Division and Groups:** (Supervisor) Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Command and Control

Topic No:	2114.02
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.07 (titled High Rise Command Structure) dated 10-12-11

Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation. Please refer to the Tactical Appendix-Command and Control (Topic 2114.21) in regards to Division/Group utilization as defined by the DFD

As the incident develops beyond the utilization of Divisions/Groups to manage the recommended span of control (5) and/or the Incident Commander identifies the need to expand the command and control organization, the NIMS system recommends the implementation of Branch Level assignments.

III. Branches: (Directors) Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

Please refer to the Tactical Appendix-Command and Control (2114.21) in regards to the Branch Level recommendations as defined by the DFD.

If the incident expands beyond the Branch Level organizational capacity, the Incident Commander will need to incorporate General Staff assignments.

IV. General Staff: The General Staff is comprised of the Operations, Planning, Logistics and Finance Section Chiefs. In addition to the Command function, the General Staff represents the other four management functions within the Incident Command system. The General Staff reports directly to the Incident Commander.

V. Command Staff: The Command Staff report directly to the Incident Commander and provides critical support to both the I.C. and others on the Command Team. These positions can include the Safety Officer, PIO, Liaison Officer and Intelligence Officer. These positions are not considered to be a part of the Incident Commanders span of control.

Within the Command and Control organization the Incident Commander will need to consider both Level II and Interior Staging

Staging: Level II(Exterior Staging)/ Interior Staging:

The Level II (Exterior Staging) will be located at a predetermined exterior location as identified by the Incident Commander and its Manager will report directly to the I.C.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Command and Control

Topic No:	2114.02
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.07 (titled High Rise Command Structure) dated 10-12-11

The Interior Staging will be located two floors below the fire floor and its Manager will report directly to the Incident Commander.

Staging is not considered part of the Incident Commanders span of control.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Safety Officer

Topic No:	2114.03
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.14 (titled High Rise Incident Command Safety Structure) dated 10-12-11

The Incident Commander is responsible for the safe management of all personnel at emergency scenes.

A Safety Officer shall operate at every working high-rise incident. The Safety Officer reports directly to the Incident Commander. Until a Safety Officer is assigned, the IC is the Safety Officer. While the Safety of on scene personnel is the ultimate responsibility of the Incident Commander, the designation of a Safety Officer enables the Incident Commander to identify a specific individual who will assist with ensuring the safety of on-scene personnel. This allows the Incident Commander to focus on the overall scene management. The primary criteria for selecting a Safety Officer should be based on the individual's technical knowledge of the particular procedures being utilized at the emergency scene. Specific procedural familiarity is essential to the Safety Officer, enabling him or her to accurately evaluate the activities of the personnel engaged in emergency scene operations. Safety Officers shall monitor and assess on-scene hazards and unsafe situations to ensure the highest degree of personnel safety.

Please refer to Attachment B: Standard Operating Guideline-2110.05-Safety Officer Roles and Responsibilities for additional information.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Hose Line Selection

Topic No:	2114.04
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

Hose line selection of the first arriving Engine Company Officer will dramatically affect the Command and Control system employed by the Incident Commander. It is imperative that the first arriving Engine Company Officer make an informed decision on this selection. At a minimum, the following should be considered in this selection:

- Pre-plan Information
- Known occupancy/life hazards
- Information from the calling party
- On scene size-up

The Denver Fire Department is committed to the “team concept” in regards to hose line deployment. Due to this commitment, it is imperative that the first two Engines (second two, etc.) on scene have the same size hose line, and prior to any back-up or exposure protection deployment, these Engine Companies work together ensuring the primary attack line is in place and operating.

The following is the approved Hose lines selection for the Denver Fire Department for Fire Alarm investigations and reported Fires in High Rise Occupancies.

Fire Alarm Investigations including Private Fire Alarms, DFD Box Alarms and Alarm Bells Ringing:

- Hose line selection will be at the discretion of the Engine Company Officer. 200 feet (four approved high rise packs) of either 2” or 2 ½” hose.

Report of Fire in a High Rise Structure:

- *The first arriving Engine Company Officer shall state the initial hose line selection on the assigned Tactical Channel upon arrival.*
- The initial attack line selection will be at the discretion of the first arriving Engine Company Officer. 200 feet (four approved high rise packs) of either 2” or 2 ½” hose will be approved for deployment.
- The second arriving Engine Company will be required to carry the same size hose line (200’) as the first arriving Engine Company unless an extenuating circumstance dictates deviation from this guideline. If the second arriving Engine Company chooses a different hose line, this choice shall be communicated on the assigned Tactical Channel ensuring the IC is aware.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Hose Line Selection

Topic No:	2114.04
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

- All subsequent arriving Engine Companies will be required to carry 200 feet (four approved high rise packs) of 2” or 2 ½” hose upon assignment into the fire building by the Incident Commander. The team concept will be utilized with all assigned Engine Companies and therefore communication between them will be paramount in ensuring that the same hose line selection is consistent.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Strategic Priorities

Topic No:	2114.05
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.08 (titled High Rise Suppression Operations) dated 10-12-11

The Denver Fire Department is committed to the safe and effective mitigation of structure fires relating to High-Rise Occupancies. Therefore, the following Strategic Priorities must be considered in order to achieve safe and effective incident mitigation by the Incident Commander upon arrival of the first alarm resources:

- I. Incident Command
- II. Systems/Lobby Control
- III. Exterior Rescue
- IV. Interior Staging
- V. Rapid Intervention Team
- VI. Primary Fire Attack
- VII. Back up (Fire Floor)/ Exposure (Floor Above)Fire Attack
- VIII. Search/Rescue/Ventilation/Forcible Entry of the Fire Floor
- IX. Reconnaissance/ Search/Rescue/Ventilation/Forcible Entry of the Floor Above the Fire Floor
- X. Reconnaissance/Protect in Place/Evacuation of the floors above the floor above the fire floor with an immediate LCAN report to the IC of the top floor of the fire building.

Please reference the Tactical Appendix- 1st Alarm Resource Allocation (Topic 2114.22) for the Tactical Priorities and recommended assignments of the 1st alarm resources.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Resources

Topic No:	2114.06
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

I. First Alarm Resources

- Four Engines
- Two Trucks
- One Rapid Intervention Team
- Rescue 1
- HAMER 1
- Three District Chiefs

II. Second and all subsequent Alarm Resources

- Four Engines
- Two Trucks
- 1 District Chief
- Command Staff/Support Personnel

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Staging

Topic No:	2114.07
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

Based on the needs of the Incident, the Incident Commander will need to consider the establishment of two Staging Areas.

Level II (Exterior Staging): All additional resources requested by the Incident Commander shall respond to the Level II Staging area (unless an assignment has been given by command) and report to the Staging Manager (if assigned) or to the Incident Commander for assignment. The Company Officer of the first arriving apparatus will be initially assigned the duties of Staging Manager. A separate radio channel should be utilized to communicate directly with dispatch to request additional resources and communicate with Interior Staging to deploy resources to interior staging area. **No member shall enter the fire building unless assigned, and shall have full PPE.**

Interior Staging Officer: This will be located two floors below the fire floor. The Interior Staging Officer will be the first Company Officer directed by the Incident Commander to report to the Interior Staging area.

Staging Managers will communicate directly to the Incident Commander and are not considered to be part of the overall span of control.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Elevator Operations

Topic No:	2114.08
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.04, dated 10-12-11

The use of elevators within a high-rise structure fire is a valuable logistical tool to reduce reflex time and firefighter fatigue.

Although elevators can be a very valuable logistical tool, they can also quickly become dangerous and deadly traps. Extreme caution should always be exercised with regard to the use of all elevators.

The following procedures and considerations must be strictly adhered to and enforced by the Incident Commander during fire ground operations including the investigation of Class I Private Fire Alarms, DFD Box Alarms and Alarm Bells Ringing.

- I. If there is Heavy fire upon arrival and the potential of any of the Building systems being compromised, use the stairs
- II. If the alarm panel or size up information indicates there is smoke or fire in the elevator machine room or hoist way, use the stairs

Beware of Elevator Shunt Trip Systems-Please reference Attachment A: Standard Operating Guideline 2111.17 Elevator Operations for definition, clarification and training purposes
- III. If the building is equipped with multiple elevator banks utilize a bank that does not service the fire floor
- IV. Do not use an elevator that is not equipped with Phase I or II “Fire Service Recall and Control” during the pre-control phase of fire ground operations
- V. All personnel shall be equipped with Full PPE, SCBA, the necessary tools and equipment, and a Radio when utilizing an elevator
- VI. Don’t overload the elevator
- VII. Designate an Elevator Operator
- VIII. Visually inspect the Hoist-way for Water, Smoke, and Fire
- IX. Never take an elevator below grade
- X. Never take an elevator directly to a reported fire floor or floor of alarm

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Elevator Operations

Topic No:	2114.08
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.04, dated 10-12-11

XI. Stop two (2) floors below the reported fire floor or floor of alarm

These procedures are designed to maximize firefighter safety when utilizing elevators for operations in multi-story and high-rise buildings. These procedures must be strictly adhered to during the Pre-Control Phase of the fire ground or emergency operation. However, keep in mind that once the incident has been brought under control, the Incident Commander or his designee may initiate a more liberal utilization of elevators as a logistical tool, if it is determined safe to do so, if the elevator(s) are operating properly, and if it would positively contribute to the efficiency and effectiveness of the overall fire ground or emergency operation.

Please reference Attachment A: Standard Operating Guideline 2111.17 Elevator Operations for further explanation and training in regards to the safe utilization of Elevators during fire ground operations.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix - Definitions

Topic No:	2114.20
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOGs 2114.01 (titled High Rise Definitions) and 2114.10 (titled High Rise Rehabilitation Operations), both dated 10-12-11

ATRIUM – a continuous opening through two or more floors other than enclosed stairways, elevators, hoistways, escalators, plumbing, electrical, air-conditioning or other equipment shafts, which is closed at the top.

ANNUNCIATOR PANEL – a graphic display of a building or area of a building that indicates the source of an alarm, or the operation of a fire protection system. This panel may be located at the front entrance, in the Fire Command Center, on each floor, or in each area. Areas of a building that house specific processes or systems, such as a computer room with a special extinguishing system may also have its own annunciator panel. These systems must be connected to the main fire alarm panel.

AUTO EXPOSURE – fire spread up the outside of a building, floor-to-floor, by way of the windows or exterior curtain walls. This type of fire spread is common at high-rise fires and places all areas of the building above the fire area in jeopardy.

BRANCHES- (Directors) NIMS Terminology- Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

BUILDING COMMUNICATIONS SYSTEMS – these systems allow Fire Department personnel to transmit information from the Fire Command Center to all or part of the building. They also allow the Command Center to receive information from certain areas within the structure. *(See Topic 2114.26 for further information)*

CENTER CORE CONSTRUCTION – a type of construction in which the elevators, stairways, and building support systems are grouped together in the center of the building. The core is usually constructed of concrete and steel or a combination of both, and is fire rated. The floors of the building are usually constructed of concrete poured over metal decking and are supported by protected structural steel or a truss assembly. An exterior wall constructed of glass or stone is fastened to the structural steel frame or truss system supporting the floors. The exterior wall is a curtain wall which leaves a gap between the structural frame and the exterior wall, creating an avenue for fire spread unless quality fire-stopping is installed per code requirements.

DENVER FIRE DEPARTMENT

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COMMAND STAFF- NIMS Terminology-The Command Staff report directly to the Incident Commander and provides critical support to both the I.C. and others on the Command Team. These positions can include the Safety Officer, PIO, Liaison Officer and Intelligence Officer. These positions are not considered to be a part of the Incident Commanders span of control.

DAMPER – a device used to control the airflow in the ducts of a building’s heating, ventilation, and air conditioning (HVAC) system.

DIVISION AND GROUPS-(Supervisor) NIMS Terminology- Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

ELEVATOR MACHINE ROOM – a mechanical room or area housing the equipment which operates the elevators. A building that has multiple banks of elevators may have more than one elevator machine room. These rooms are usually found at the top of the elevator shaft when the elevator is of the electric traction type. Some types of elevators, such as hydraulically operated systems, may have a control room at the bottom of the hoist way. Some elevator systems utilize a “machine-room-less” (MRL) elevator control system in which there is no machine room, just a control panel, which may be located on virtually any floor of the building top to bottom. In this type of installation, all of the elevator machine components are located within the hoist way itself. *(See Attachment A for further information)*

ELEVATOR RECALL – a system installed on an elevator that provides for return of the elevator cars to the designated level of a building in an emergency. The recall may be accomplished automatically when the building goes into alarm, or may only be activated when a switch is operated. Phase I service type for elevator recall only returns the elevator(s) to the designated level and leaves the cars there with the doors open, while Phase II service provides for both recall and subsequent controlled use of firefighters by means of a special key. Most recent high-rise buildings in Denver are fitted with Phase II or “Firefighter’s” service. *(See Attachment A for further information)*

EMERGENCY POWER SYSTEM – a backup electrical system, generator, batteries, or other acceptable electrical supply that is used when the normal

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Replaces:	SOGs 2114.01 (titled High Rise Definitions) and 2114.10 (titled High Rise Rehabilitation Operations), both dated 10-12-11

electrical system in a building fails. Diesel-fueled systems should have an on-site fuel supply of eight hours, and should be capable of operating fire alarms, detection systems, exits, emergency lighting, fire pumps, smoke control equipment, emergency ventilation systems, communication systems, emergency elevator operations (*high rise buildings only*), and processes where interruptions would pose a serious hazard. The controls and/or gauges for this installation may be located in the Fire Command Center.

FIRE COMMAND CENTER – the room or area in a high-rise building designed for control of fire operations. This room or area may contain an annunciator panel, fire alarm panel, emergency communications devices, elevator status, elevator control devices, emergency or backup power supply controls, building plans, equipment, keys and handsets to be used by firefighters.

FIRE DAMPER – a damper used to restrict the passage of heat, fire, and smoke in the building’s HVAC systems.

FIRE DEPARTMENT CONNECTION (FDC) the Fire Department connection on the outside of a building that allows Fire Department engines to supply water to sprinkler and standpipe systems in the building. There may be multiple FDC’s present depending upon the design and height of the building.

FIREFIGHTER AREA OF REFUGE – refers to a tactic used to provide firefighters with an area of refuge during fire attack to protect against wind driven fires. In multiple dwellings, apartment doors on either side of the fire apartment can be opened and maintained on the same side of the building as the fire apartment. If a violent wind event occurs, such as loss of the windows on the windward side of the building, those apartments can be used for areas of refuge by firefighters. Apartments across the hall from the fire apartment should be avoided as refuge areas because the wind may trap firefighters in the air flow path from windward to leeward sides of the building.

FIREFIGHTER HANDSET – a portable telephone supplied by the building that is taken with firefighters when operating in a high-rise building. This handset is plugged into remote jack locations throughout the building, and communications are established with the Fire Command Center.

FIRE TOWER (or SMOKE TOWER) – an enclosed stairway connected to each floor by an outside balcony or fire-resistive vestibule that is vented to the outside. This arrangement is designed to provide for smoke-free exiting from the

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Topic No:	2114.20
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOGs 2114.01 (titled High Rise Definitions) and 2114.10 (titled High Rise Rehabilitation Operations), both dated 10-12-11

building in case of a fire. These stairwells should not be utilized for fire attack whenever possible.

FLOOR AREA SEPARATION – two types are generally present; open floor space, where the entire floor is one large open area, or compartmentalization, where the floor is divided into fire-rated separations. The open floor concept is commonly found in commercial office buildings, while compartmentalization is more common in residential occupancies.

GENERAL STAFF- NIMS Terminology-The General Staff is comprised of the Operations, Planning, Logistics and Finance Section Chiefs. In addition to the Command function, the General Staff represents the other four management functions within the Incident Command system. The General Staff reports directly to the Incident Commander.

GROUPS AND DIVISIONS-(Supervisor) NIMS Terminology-Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

HIGH-RISE BUILDING – a building defined by the Denver Building Code having any portion of a floor used for human occupancy that is more than 75 feet above the lowest level of Fire Department vehicle access.

HVAC – the Heating, Ventilation, and Air Conditioning system. This system may also be used by the Fire Department to control fire and smoke movement during an emergency. Many systems are designed with automatic and manual fire controls for this purpose; these controls are located in the Fire Command Center.

KNOX BOX – a locked box at a building that contains keys for entrance into the building and its interior spaces and/or elevator keys. All KNOX boxes in Denver are keyed alike, so that any fire company can gain access to each building with a KNOX box. Other jurisdictions that the DFD serves, such as the City of Glendale, have a different KNOX box key which has been provided to all fire companies in the city. These boxes are typically located at the main entrance to the building. Smaller “Lock Boxes” that are opened with a Fire Department barrel key are also present in some occupancies.

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LEVEL II STAGING (Exterior) – Level II Staging is an external staging area designated by the Incident Commander that is used to gather equipment and personnel for use at a high rise fire. Level II Staging operates directly under the Incident Commander. Ideally, the location is easily accessible for both incoming companies and companies being deployed into the fire area. Staging should be located far enough away to provide for the safety of members and equipment, but close enough to allow rapid deployment of resources.

LOBBY – the main entrance and ground floor area of a building, usually containing elevator(s), stairway access, and the Fire Command Center.

MANUAL PULL STATION – a manually-operated fire alarm device located at various locations in a building. In many buildings, a phone jack for the firefighter’s handset is located near each manual pull station.

NEUTRAL PRESSURE PLANE (NPP)– The level within a building at which the barometric pressure both inside the building and outside the building are the same. There is no active normal movement of air inside the building either up or down in the zone containing the NPP. It is dynamic and may affect more than one floor of the building at any given time and it may also change as environmental factors adjust. Firefighters can’t control the location of the NPP. It is mutually dependent and operates synergistically with Stack Effect.

POKE-THROUGH CONSTRUCTION – a type of construction that allows utilities and other objects to pass through fire-rated walls and floors. If not properly sealed after construction, this practice allows fire and smoke to move from one compartment within a building to another.

REFUGE AREA (AREA OF RESCUE ASSISTANCE) – an area in a building designed to protect persons in that area from fire and smoke. This may be accomplished by constructing fire-rated barriers, such as walls and doors, around the refuge area, or by means of ventilation, which pressurizes the refuge area and theoretically keeps out the fire and smoke. Usually these areas are located on each floor of a high-rise building, near the elevators or stairways.

REHABILITATION-Due to the extreme physical efforts required in fighting a fire in a high-rise building, the issue of rehabilitation must be considered. Even after completing an assigned task, fire companies may be required to walk down many flights of stairs to reach areas of rehabilitation. The condition of firefighters must be monitored for safety.

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INTERIOR REHABILITATION (RE-HAB) - should be established on lower floors whenever an incident may be of a long duration and the fire is on the upper floors, or when other conditions warrant. This area should be established in a safe area of the building, preferably one or two floors below the Interior Staging Area. The area should contain liquids, food, medical personnel, medical supplies, and communication equipment. Provisions for the transport of immobile personnel should also be considered.

EXTERIOR REHABILITATION - should be established for protection from the elements, the media, and other distractions, as well as the safety of personnel. Buildings near the fire building may be suitable for this purpose. This area should also contain refreshments, medical care, and restrooms.

The Incident Commander may choose to assign an Officer in charge of “RE-HAB.” Assistance from outside agencies such as the Red Cross or Salvation Army may be coordinated under this position.

SECTIONAL CONTROL VALVES – manual valves on a sprinkler or standpipe system that control the flow of water to a specific section or floor of the building. These valves are used to control sprinkler or standpipe operations in a specific area without affecting the rest of the system.

SHUNT TRIP – a power control system involving building elevator systems that automatically shuts power down to an elevator when a heat detector activates in an elevator hoist way or elevator machine room. Shunt trip systems are present when elevator machine rooms and hoist ways are sprinklered. Shunt trips are designed to make sure that electrical equipment is de-energized prior to the application of water, so that erratic and unpredictable elevator behavior can be thwarted. They are activated by heat detectors in machine rooms and hoist ways.

SINGLE RESOURCE- NIMS Terminology –Is an individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an indentified work supervisor.

SMOKE CONTROL SYSTEM – an engineered system that uses mechanical fans to produce pressure differences to control smoke movement across smoke

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zones. The system is designed to exhaust smoke from the zone in alarm to the exterior of the building and to prevent smoke infiltration to the surrounding zones by pressurization.

SPRINKLER SYSTEM– a fire extinguishing system that consists of a network of pipes and sprinkler heads designed to provide water in selected areas of the building. On each floor, the sprinkler heads are usually mounted overhead and spaced to cover approximately 100 square feet. The water supply for the sprinkler system is usually inter-connected to the standpipe system, and fire department engines can also supply water to these systems by way of the fire department connection.

STACK EFFECT – the vertical, natural air movement throughout a high-rise building caused by the difference in temperatures between the inside air and the outside air. Positive stack effect is characterized by a strong draft from the ground floor to the roof and is more significant in colder climates. Negative stack effect causes air to move from upper floors toward the ground floor and occurs in hot climates. Negative stack effect is usually not as dramatic because the difference in temperature is not as great. See Neutral Pressure Plane for a closely related concept.

STAGING – (Interior) - At high-rise incidents, an interior staging area is established two floors below the fire floor and reports directly to the Incident Commander. The interior staging area is used to collect and distribute equipment and personnel for the firefighting effort.

STAIRWAY (EQUIPMENT) SUPPORT UNIT – a group of firefighters used to transport equipment from the lobby level to the interior staging area by way of the stairwells. This method of equipment transport may be utilized when it is not feasible to use elevators or when deemed appropriate by the IC. The early establishment of an SSU is recommended for serious fires to maintain an adequate supply of tools, equipment, and air cylinders at staging.

STANDPIPE – a water supply system installed in a building and used by the Fire Department to provide water for hose lines. Outlets are located either in the stairwell or on each floor within 10 feet of a stairwell door. Multiple outlet locations are required whenever 100 feet (200 feet in fully-sprinklered buildings) of travel from the standpipe to an area is exceeded. The system is supplied by city water mains and a fire pump that will theoretically supply enough volume and pressure to maintain the required flow pressure at the top-most outlet with 500-

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gpm capacity. Standpipe systems are required in every building four or more stories above grade. Per International Fire Code (IFC), definitions are:

- Class I is a standpipe system equipped with 2-1/2 inch outlets.
- Class II is a standpipe system directly connected to a water supply and equipped with 1-1/2 inch outlets and hose.
- Class III is a standpipe system directly connected to a water supply and equipped with 1-1/2 inch outlets and 2-1/2 inch outlets.

Valve outlets may have Pressure-Reducing Valves (PRVs) or other pressure-restricting devices installed, which could significantly affect the pressure and flow obtained from the standpipe system.

STRATIFICATION – when air or smoke is heated it tends to rise. This rising will continue until the air or smoke cools off, at which point it will tend to accumulate and spread out horizontally. When this occurs inside a high-rise building, the smoke will start to accumulate on floors above the fire, creating additional hazards to persons in those areas. Even though the smoke is cold, it is still very deadly. The Upper Floors Branch Director or any Company that is assigned to the area above the floor above the Fire Floor should aggressively focus on the ventilation and removal of stratified smoke.

WIND DRIVEN FIRE – a phenomenon that occurs when winds complicate firefighting efforts. Most notably it happens when windows fail on the windward side of the building resulting in the forceful pushing of heat, fire and smoke back into the building. Common flow paths include hallways and stairwells which firefighters are utilizing for fire attack. This can create dangerous conditions for members operating in these areas. At times a flanking attack from adjoining units may need to be considered if wind conditions prevent attack or advancement at the apartment door. Firefighters should anticipate wind conditions especially on the upper floors of high rise buildings and be ready to adjust tactics to counter these effects.

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Table with 2 columns: Field (Topic No, Date, Approved, Review Date, Replaces) and Value (2114.21, 08-15-2013, CD, 08-15-2014, N/A)

The Denver Fire Department will utilize the NIMS Command Structure for all reported high rise structure fires. The National Incident Management System is very dynamic and fluid which allows Incident Commanders the ability to build a Command Structure that can address any Incident.

The following Command and Control areas will be utilized when needed during a high rise structure fire event:

ICS Supervisory Position Titles:

Table with 3 columns: Organizational Level, Title, Support Position. Rows include Incident Command, Command Staff, General Staff (Section), Branch, Division/Group, Unit, and Single Resource.

Within the National Incident Management System (NIMS) resource allocation will begin with the assignment of Single Resources.

- I. Single Resource: An individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an indentified work supervisor.

The Denver Fire Department will define the utilization of a Single Resource as either a crew (Engine 1, Tower 1 etc.) or team. The team concept will be utilized when 2 or more crews are teamed together.

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Approved:	CD
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Replaces:	N/A

Once the incident has progressed to multiple resources and or companies being assigned to specific geographical areas or functional tasks, the implementation of Division/Groups should be considered.

II. Division and Groups: (Supervisor) Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

The Denver Fire Department will utilize Divisions within a high-rise structure as a defined geographical area. This will mean that each floor within a high-rise will be referred to as a Division. For example; upon arrival to a reported fire within a high-rise and the fire floor has not been confirmed, the IC may assign the first responding resources to report to the fire floor. This can then be defined as the Fire Floor Division with an identified Division Supervisor. Upon arrival and confirmation of the fire floor the Division Supervisor will radio to Command the specific fire floor. The IC will have the discretion to rename this Division to the actual floor (Division 21 for example) or leave it as the Fire Floor Division. The remaining Division designations will be the actual floor number (the floor below will be Division 20 and the floor above will be Division 22).

The Denver Fire Department will utilize Group designations to identify specific functional assignments with an assigned Group Supervisor. For example, the IC may assign a Company(s) to the specific task of Evacuation. This will be referred to as the Evacuation Group and could necessitate the need for this Group to move to various areas within the fire building to accomplish this task.

As the incident develops beyond the utilization of Divisions/Groups to manage the recommended span of control (5) and/or the Incident Commander identifies the need to expand the command and control organization, the NIMS system recommends the implementation of Branch Level assignments.

III. Branches: (Directors) Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

The Denver Fire Department will define Branch Level assignments within a high rise structure fire as follows:

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Replaces:	N/A

Suppression Branch: (Director) This Branch includes the fire floor, the floor above, and the floor below. These three floors can be divided into Divisions (Supervisor) based on the needs of the incident.

Example: If the fire floor is on the 16th floor the “Suppression Branch” is responsible for the 15th, 16th, and 17th floors. The direction of suppression of the fire can be divided into Division designations such as Fire Floor Division, Division 15, Division 16 and Division 17 etc.

Upper Floors Branch: (Director) This Branch includes all floors above the floor above the fire.

Example: If the fire floor is on the 16th floor, the “Upper Floors Branch” is responsible for the 18th floor to the roof and all activities required within this area. The direction of the Upper Floors Branch can be divided into Group designations, such as Recon Group, Search and Evacuation Group, Ventilation Group etc. This area can also be separated into Divisions if the IC or Branch Director so chooses. This would include Division 18, and Division of all floors to the top floor and the Roof Division.

Lower Floors Branch: (Director) This Branch includes all floors below the floor below the fire.

Example: If fire floor is on the 16th floor, the “Lower Floors Branch” is responsible for the 14th floor downward including the 1st floor, basement and or sub basements. The direction of the “Lower Floors Branch” can also be divided into Groups or Divisions. Group designations may include Lobby Control, Building Systems, Stairwell Support, Medical Group etc. If the IC or Branch Director so chooses, the floors within the Lower Floor Branch can be separated into Divisions which could include the division of all floors two floors below the fire floor downward.

The Lower Floors Branch Director will responsible for ensuring that the following areas are assigned when needed:

1. **Lobby Control** whose responsibility is to track the accountability of all companies and personnel that enter the building (See Tactical Appendix: Lobby Control/Accountability, Topic 2114.25).
2. **Building Systems** to direct the building’s fire protection, response and communication systems and ensure proper air movement within the structure. The Building Systems position also includes the responsibility to communicate with the occupants in the building; directing the occupants to either shelter in place or to

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Replaces:	N/A

evacuate utilizing the appropriate stairwell (See Tactical Appendix: Fire Protection and Building Systems, Topic 2114.27)

3. **Elevator Operations** are the responsibility of the Lower Floors Branch Director. The Elevator Operator is normally the Engineer from the 1st due Truck (See Attachment A: Elevator Operations, SOG 2111.17).
4. **Equipment Support** which will be established when needed to shuttle tools, equipment and air cylinders to the staging area located two floors below the fire floor (See Tactical Appendix: Equipment Support Operations, Topic 2114.28).
5. **Rehab** to refresh firefighters, providing adequate fluid and food replacement

Exterior Branch: (Director) This position is responsible for all exterior areas surrounding the fire building. The following positions should be considered and established when necessary:

1. **Water Supply** which may be supervised by the Engineer from the third due Engine Company.
2. **Exterior Rehab Unit** which is staffed in cooperation with EMS and established by the Exterior Branch Director.
3. **Police Operations, Support Agencies (non-fire dept.) and Helicopter Operations** may also be the responsibility of the Exterior Branch Director.

Medical Branch: (Director)-Upon report of a Structure Fire, Denver Health will dispatch an Ambulance and a Supervisor. The Incident Commander should consider the establishment of the Medical Branch to address the medical needs of the incident and allow this Branch Director the authority to utilize a separate radio channel and the ordering of additional resources.

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Topic: Tactical Appendix-1st Alarm Resource Allocation

Topic No:	2114.22
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

I. Initial Response to a Reported High Rise Fire:

- Four Engines
- Two Trucks
- One RIT – Truck Co. (Engine Co. may be assigned)
- Rescue 1
- HAMER 1
- Three District Chiefs.

Call for additional resources early: It is recommended that the Incident Commander consider, upon confirmation of a working fire in a high-rise building, requesting a second alarm assignment. This recommendation is in order to operate as safely as possible, to accomplish all of the essential tasks at high-rise fire operations, and establish the necessary positions of the Command and Control System.

First Alarm Company Assignments

All referenced Command and Control assignments for the initial resource allocation assumes that the Incident Commander has determined that the modular framework of NIMS has progressed beyond Single Resources to Divisions/Groups.

All members are to be in full personal protective equipment (PPE) including SCBA prior to entering the building.

A. ENGINE COMPANIES

- All backup/exposure lines shall be equal to or greater in diameter than the primary attack line

1. FIRST ARRIVING ENGINE COMPANY: (Fire Floor)

First Arriving Engine Company Officer: The first arriving Engine Company Officer is responsible for the initial fire suppression operations on the fire floor. This Engine Company Officer may be assigned as a Supervisor of the initial Fire Floor Division (if the first Arriving Truck Officer is unavailable) at the discretion of the I.C.

Officer and two Firefighters

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Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

The Officer and two Firefighters of the first Arriving Engine Company will proceed into the building with a minimum of 200' (four approved high rise packs of either 2" or 2 1/2") feet of standpipe hose packs and one standpipe equipment kit.

The first Arriving Engine Officer shall state initial hose line selection upon arrival on the assigned tactical channel.

Once the fire location has been established, the Officer should designate an Attack Stair. Selection of the Attack Stair should be based on what is the safest, closest, and fastest way to reach the fire. Smoke Towers should be avoided for use as the Attack Stair due to the possibility of an enhanced Stack Effect, and the potential dangers associated with a wind driven fire. In addition, Smoke Towers are designed specifically for evacuation of building occupants.

Attack lines shall not be hooked up on the fire floor. All attack lines are stretched from below the fire floor, preferably the floor below.

Engineer

The Engineer from the first Arriving Engine Company spots the apparatus as close as possible to the Fire Department Connection (FDC) and initiates appropriate primary water supply procedures (See Tactical Appendix-Water Supply Operations, Topic 2114.23).

2. SECOND ARRIVING ENGINE COMPANY: (Fire Floor)

Officer and two Firefighters

The Officer and two Firefighters from the second Arriving Engine Company will assist their engineer, if necessary, with the hose layout to complete the primary water supply.

The Officer and two firefighters from the second Arriving Engine Company then proceed into the building with a minimum of four 2" or 2 1/2" standpipe hose packs totaling 200', and one standpipe equipment kit (hose line selection will equal that of the first arriving Engine Companies unless extenuating circumstances dictate deviation which shall be announced on the tactical channel). The second Arriving Engine Company's primary responsibility will be to join the first arriving Engine Company, and assist them with the initial attack hose line as directed by the I.C. If the initial hose line is 2", and the primary attack line is in place the second arriving Engine Company may deploy a backup/exposure line once directed by the IC. This Engine Company will initially be a part of the Fire Floor Division, and under the direction of the

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Division Supervisor (First Arriving Engine/Truck Company Officer). The second Arriving Engine Company may be re-assigned by the Division Supervisor or I.C. as necessary.

Engineer

The Engineer of the second Arriving Engine Company lays out the appropriate supply hose lines assisted by his/her crew if necessary. The Engineer spots the pumper apparatus at a hydrant, and initiates a tandem pumping operation, in order to complete the Primary Water Supply (See Tactical Appendix- Water Supply Operations, Topic 2114.23).

3. THIRD ARRIVING ENGINE COMPANY: (Assigned by I.C.)

Officer and two firefighters

Upon the direction of I.C. the third arriving Engine Company will proceed into the building with a minimum of four 2" or 2 1/2" standpipe hose packs (totaling 200'), one standpipe equipment kit and any other tools as deemed necessary and be prepared to:

1. Proceed to a location two floors below the fire floor, and determine if there is a suitable location on this floor for staging
2. Relieve the first two Engine Companies operating on the fire floor.
3. Stretch, advance, and operate a backup line on the fire floor at the direction and request of the Division Supervisor and/or the IC.
4. Stretch, advance and operate an exposure line on the floor above at the direction and request of the I.C. or Suppression Branch Director if assigned.
5. If and when this Engine Company stretches and operates a second attack hose line, they will be assisted by the fourth Arriving Engine Company, and will operate under the assigned Division Supervisor, Suppression Branch Director or the I.C.

Attack lines shall not be hooked up on the fire floor. All attack lines are stretched from below the fire floor, preferably the floor below. (Additional hose lines may have to be hooked up two floors below the fire floor.)

Engineer

The Engineer from the third Arriving Engine Company will spot the apparatus as close as possible to a second, interconnected Fire Department Connection (FDC), if one exists. If the building is not equipped with a second FDC, he/she will spot as close as possible to the FDC being used by the first Arriving Engine Company, and prepare to initiate appropriate secondary water supply procedures at the discretion of the Incident Commander. The Engineer of the third Arriving Engine Company may become the initial Water Supply Group Supervisor if deemed

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Approved:	CD
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Replaces:	N/A

necessary by the I.C. If assigned, the Water Supply Group Supervisor will coordinate all water supply operations, communicating directly with the Incident Commander (IC) or Exterior Branch Director. (See Tactical Appendix-Water Supply Operations, Topic 2114.23)

4. FOURTH ARRIVING ENGINE COMPANY: (Assigned by I.C.)

Officer and two firefighters

Upon the direction of I.C., the fourth arriving Engine Company will proceed into the building with the a minimum of four 2" or 2 1/2"(hose line selection of the fourth assigned Engine Company will equal that of the third) standpipe hose packs (totaling 200'), one standpipe equipment kit and any other tools as deemed necessary and be prepared to:

1. Proceed to a location two floors below the fire floor, and determine if there is a suitable location on this floor for staging
2. Relieving the first two Engine Companies operating on the fire floor.
3. Stretching, advancing, and operating a backup line on the fire floor at the direction and request of the Division Supervisor and/or the IC.
4. Stretching, advancing and operating an exposure line on the floor above at the direction and request of the I.C. or Suppression Branch Director if assigned.
5. If and when the fourth Arriving Engine Company stretches and operates a second attack hose line, they will be assisted by the third Arriving Engine Company, and will operate under the assigned Division Supervisor, Suppression Branch Director or the I.C.

Engineer

The Engineer from the fourth Arriving Engine Company locates a secondary water supply (hydrant), and stands by at that location, prepared to complete the necessary hose layout to initiate appropriate Secondary water supply procedures if necessary, and upon orders from the Incident Commander. (See Tactical Appendix- Water Supply Operations, Topic 2114.23)

B. TRUCK COMPANIES

Depending on conditions upon arrival, arriving Truck Companies may be needed to complete rescue operations on the exterior. The Truck Company Officer should direct his/her engineer to spot the aerial or tower apparatus as appropriate, for any elevated rescue, or potential rescue needs, and secondary egress for firefighters operating inside the building. Consideration should be given to spotting on a corner of the building to maximize scrub area to two sides of the building. If an immediate rescue situation exists, the Company Officer will assign his/her members as appropriate, to effect rescue.

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1. FIRST ARRIVING TRUCK COMPANY: (Fire Floor)

Officer, Engineer and two firefighters

The first Arriving Truck Company Officer will be the initial Incident Commander, if a District Chief is not on scene.

If no exterior rescue situation exists, the Officer two Firefighters, and the Engineer (if not assigned to operate the aerial apparatus) from the first Arriving Truck Company will proceed into the building with the necessary compliment of tools and equipment (See Tactical Appendix-Tools and Equipment Topic 2114.24)

During a PFAS or DFD Box alarm investigation, when no District Chief is on scene, the first Arriving Truck Officer will remain in the lobby area or fire command center if one exists. If a fire is confirmed during the investigation or the initial call is reported as a high rise fire, then the first Arriving Truck Company Officer may proceed to the fire floor and assume the Fire Floor Division Supervisor once the first arriving Chief is on scene, Command is transferred and is directed by the IC. The first Arriving Truck Officer will note the locations of alarm(s), any changes from a normal building condition from the fire panel or command center and obtain a set of building keys and communication handsets if available.

If fire is located above the sixth floor an elevator may be used to transport firefighters. The first Arriving Truck Company Engineer is assigned to become the **Elevator Operator**. (See Attachment A)

Members of the first Arriving Truck Company will initially be under the supervision of the first Arriving Engine Company Officer if the First Arriving Truck Officer has established Incident Command or is directed to remain in the command center upon the arrival of the first Arriving Chief.

Members of the first Arriving Truck Company may be required to provide; reconnaissance, forcible entry, primary search, rescue of occupants, pre-control overhaul, determination of the potential for wind driven fire conditions, establishment of firefighter areas of refuge, and if necessary, assist with the first hose line as directed by the assigned Division Supervisor or IC (especially in situations where the fire is discovered during a PFAS Class I or Box Alarm investigation, or if the second Arriving Engine is not expected to be on scene momentarily). Once an attack stairwell is selected, if the stairwell door is intact, the attack stairwell should be searched, while control of the fire floor door is maintained, at least 5 floors above the fire floor to clear the stairwell of people who are attempting to exit the building via the attack stairwell. Once the fifth floor above the fire floor is reached, members should call out to people in the

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stairwell to make an effort to contact them if they are in the stairwell and assist them to safety or direct them to exit below the fire floor.

2. SECOND ARRIVING TRUCK COMPANY: (Assigned by I.C.)

Officer, Engineer and two firefighters

If no exterior rescue situation exists, the Officer, Engineer and two Firefighters, once assigned by the I.C. will proceed into the building with the necessary compliment of tools and equipment (See Tactical Appendix-Tools and Equipment 2114.24) and be prepared to:

- A. Report to and establish an Interior Staging Area
- B. Ascend to the floor above the fire and establish the assigned Division Supervisor and provide a Location, Conditions, Actions and Needs (LCAN Report) report to the I.C. with specific information regarding smoke or fire extension onto the floor above.
- C. Be assigned to the Fire Floor Division Supervisor and assist with operations on the fire floor.
- D. Be assigned to the area above the floor above the fire floor.

3. THIRD ARRIVING TRUCK COMPANY: (Initial RIT)

An Engine Company may be assigned RIT duties if a Truck Company is determined (by CAD) to be unable to meet the required response time.

If no exterior rescue operations are directed by the IC, the Officer, Engineer and two firefighters, from the third Arriving Truck Company/RIT will proceed into the building with the necessary RIT equipment and any additional compliment of tools and equipment (See Tactical Appendix-Tools and Equipment Topic 2114.24) as deemed necessary.

Once assigned by the I.C., the third Arriving Truck Company/RIT would proceed to a location on the floor below the fire to operate as the Initial RIT and conduct a RIT R.E.C.O.N.

C. SPECIAL OPERATIONS COMPANIES

1. RESCUE/HAMER COMPANY: (Assigned by the IC)

Officer, Engineer, and two firefighters

These companies will be assigned by the IC based on the specific rescue or Special Operations needs of the given incident or any other duties defined by the I.C.

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If the Rescue/HAMER Company arrives prior to any Truck Companies (for example, in their immediate first Arriving response area), the Rescue/HAMER Company may assume the duties and responsibilities of the initial Truck Companies.

D. CHIEF OFFICERS

1. FIRST ARRIVING DISTRICT CHIEF: (Incident Commander)

The first Arriving District Chief will assume the position of Incident Commander. At the discretion of the Incident Commander, the initial command post may be established in the buildings command center. Upon confirmation of a working structure fire, the IC should establish an exterior Command Post (CP) as soon as possible. This should occur as soon as the duties and responsibilities of Lobby Control/Systems are assigned. It is recommended that upon confirmation of a working fire, the IC consider requesting a 2nd alarm, and establish an appropriate Level II Staging Location.

2. SECOND/THIRD ARRIVING DISTRICT CHIEFS:

The Second/Third Arriving District Chiefs will report to the Command Post upon arrival and should anticipate the need to address the following Incident priorities and positions:

- A. Lobby Control/Systems-an emphasis should be given to assigning these responsibilities to the Second Arriving Chief in order to address the tactical priority of reassigning the first Arriving Truck Officer to the Fire Floor.
- B. Division/Group Supervisor
- C. Branch Director
- D. Safety Officer

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Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Water Supply

Topic No:	2114.23
Date:	08-15-2013
Approved:	CD
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Replaces:	N/A

I. Water Supply Operations in Standpipe equipped buildings

A. High-rise / low-rise standpipe equipped building water supply procedures:

When buildings have systems that supply water for firefighting, they should be allowed to operate as they are designed. However, recognizing that building systems can and do often fail, the Denver Fire Department is committed to the early establishment of a fire department water supply system to buildings with standpipes and sprinkler systems.

When a building fire pump is present, no attempt should be made to overcome the fire pump unless:

1. It is confirmed that the building systems are not capable of supplying enough pressure and volume to attack lines, or
2. It is confirmed that the building fire pump has failed or failed to start.

If either of these situations occur, it is imperative that the Incident Commander identify and assign a Water Supply Supervisor to respond to the pump room to ascertain whether or not the failure of the system can be rectified.

When the fire department introduces high pressures into building systems early on, there is a high incidence of failure between the FDC and the fire pump room due to damage and stress to building piping and pipe joints. Engineers should always be cognizant to slowly increase pressure within the system when needed or requested. Engineers should always diligently monitor the incident tactical channel and be prepared to supply the building system with pressure as needed.

II. Water Supply systems for standpipe equipped buildings are divided into two main building types:

A. Fire Pump equipped buildings.

Fire Pumps are often present in taller buildings, and some buildings with a large amount of square footage, such as large warehouses and complexes. These buildings often have PRV's or PRD's to manage pressure created by the fire pump. In these occupancies, the building's pump system is intended to provide the primary water supply for firefighting at a pressure equivalent to what is needed at the top-most standpipe outlet. PRV's on lower floors are set to operate at the correct pressure when the fire pump is on, pumping water at the required pressure. Therefore, fire department Engines must pump at least at the pressure the building's fire pump will pump at, in order for PRV's to operate correctly and supply the proper flow and pressure at outlet valves if the fire pump fails. In newer buildings, the placards on the

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FDC state the pressure fire department apparatus should supply. This pressure is often surprisingly high. If the building is not equipped with a placard indicating the proper pressure, Engineers are directed to pump to the top floor utilizing the DFD pump chart for calculations. **Extreme caution shall be utilized when pressurizing systems to this standard. Engineers must communicate with fire floor personnel to ensure that adequate pressures are achieved without over-pressurization.**

1. Engineers should charge the system and remain at idle engine speed, with the apparatus in pump gear. Care should be taken to ensure the pump stays cool if no water is flowing through the apparatus pump for a period of time.
2. If the building fire pump fails or fails to start, The Engineer should supply the system with water and bring the pressure up slowly until the required pressure and flow are provided.
3. Final adjustments and fine tuning to supply pressure should be made after a supply is established and in communication with Fire Attack to perfect the supply to the hand line(s) operating on the fire.
4. If high pressures are anticipated, then supply hose lines to the building should be lashed together with webbing to prevent violent whipping if one line fails.
5. The engine located at the FDC should operate in pressure.

B. Buildings that do not have a fire pump.

Most of these buildings will have a domestic water supply that keeps the system charged, but may not be capable of producing the pressure and volume needed for firefighting. In these buildings, the fire department should be the primary water supply source.

1. Engineers should start by pumping to a range as listed on the DFD pump chart.
2. The Engineer should bring the pressure up slowly until the required flow is provided.
3. Final adjustments and fine tuning to supply pressure should be made after a supply is established and in communication with Fire Attack to perfect the supply to the hand line(s) operating on the fire.
4. The engine located at the FDC should operate in the pressure setting.

III. The Denver Fire Department high-rise water supply operations are divided into two categories: Primary water supply and Secondary water supply (when applicable).

A. Primary Water Supply Procedures:

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The first two engine companies on scene and their respective Engineers will be responsible for establishing the primary water supply.

1. First-arriving Engine Company:

The first-due engine company Engineer should spot his/her engine as close as possible to the building's fire department connection (FDC) and will provide a minimum of two 3" supply lines from the engine to the FDC. 2-1/2" hose is not considered water supply hose, and should not be used for connecting to an FDC.

If the building has a two-inlet FDC, the Engineer should attach a clapped siamese to one of the inlets on the FDC. This will establish a third inlet for the water supply which can be used by the 3rd arriving Engine to establish an initial secondary supply.

This Engineer then prepares to receive supply lines from the Engineer of the second-arriving engine company.

Supply lines to the building's system should be charged as soon as it becomes apparent that a working fire is present.

The building's system should then be supplied based on a determination of which type of supply system is present (fire pump / PRV's vs. no fire pump) and according to the recommendations listed in water supply system types above.

2. Second-arriving Engine Company:

The second-due engine company Engineer (assisted by their crew if necessary) should reverse lay/hand jack the appropriate supply lines to complete the primary water supply. This will include a minimum of two 3" supply lines from engine-to-engine and should include a 35' 5-inch supply connected to a hydrant.

All supply lines should be charged with water up to the first-arriving engine company at the FDC once it is confirmed that the first engine is prepared to receive water. When pressure is needed or requested, it should be brought up slowly to the correct setting. Both Engineers should communicate with each other to achieve the desired result. The engine located at the hydrant should start in volume, but may have to changeover to pressure if needed.

B. Secondary Water Supply Procedures:

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A secondary water supply should be established at working fires that are not quickly brought under control.

The third and fourth-arriving engine companies and their respective Engineers will be responsible for establishing the secondary water supply.

The third arriving Engine Company Engineer may become the initial Water Supply Group Supervisor once assigned by Command.

Secondary water supply should be considered a dynamic process. The procedures listed below should be followed as stated, but companies may need to make adjustments to accommodate changing conditions on the fire ground which could require changes to the guideline as stated.

1. Third-arriving Engine company:

If the fire building is equipped with a second FDC (interconnected), the third-arriving engine company Engineer should spot his/her engine at this second location and follow the same procedures as those for the primary water supply.

If the fire building is equipped with only one FDC, the third-arriving Engine Company Engineer should spot his/her engine next to the building's FDC. This engine should be located near the first-due engine. One 3" supply line should be stretched and attached to the open inlet on the clappered siamese placed by the first-arriving Engine Company.

Actions that require hose lines going into the building to the first floor standpipe should be cleared by the Exterior Branch Director or Incident Commander prior to implementation. If the fire does not come under control quickly, the Engineer should locate a first floor standpipe hose valve connection and if it's not equipped with a pressure reducing valve (PRV), he/she should stretch two 3" supply lines to this location. A clappered siamese, along with the proper adapters, should be attached at this location in order to establish two inlets for supply. If PRV's are present then the Engineer should check the floor above for the presence of PRV's and determine if an alternate supply is possible there. If not, the Engineer should stand by and be ready to take over for the primary FDC supply engine if that pump fails. In the mean time, supply the clappered siamese connected to the FDC by the first engine.

The Engineer should be prepared to receive supply lines from the fourth-arriving engine company.

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2. Fourth-arriving Engine Company:

The fourth-arriving Engine Company Engineer (assisted by their crew if necessary) will reverse lay/hand jack the appropriate supply hose lines to complete the secondary water supply. This will include a minimum of two 3” supply lines from engine-to-engine and should include a 35’ 5-inch supply connected to a hydrant.

All supply lines should be charged with water up to the third-arriving engine company at the FDC. The engine located at the hydrant should start in volume, but may have to changeover to pressure if needed.

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Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Tools and Equipment

Topic No:	2114.24
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.06 (titled High Rise Tools and Equipment) dated 10-12-11

Tool and Equipment requirements/recommendations for High Rise incidents are listed below by Company type:

I. 1st Arriving Engine Companies:

- A. Full PPE and SCBA
- B. Initial attack line selection:
 - 1. 200' Minimum of 2" or 2 ½" hose (3 standard high rise packs plus 1 nozzle pack)
 - 2. Smooth Bore Nozzle – 1" (for 2") or 1 1/8" (for 2 ½") minimum tip size
 - 3. Standpipe Equipment Bag
- C. Set of Forcible Entry/Exit Irons (optional)

II. 2nd Arriving Engine and all subsequent Engine Companies:

- A. Full PPE and SCBA
- B. Initial attack line selection:
 - 1. 200' of 2" or 2 ½" hose (3 standard high rise packs plus 1 nozzle pack, or 2 standard high rise packs plus 2 nozzle packs). Engine companies may use their discretion to configure two nozzle packs vs. one.
 - 2. Smooth Bore Nozzle – 1" or 1-1/8" minimum tip size depending on hose line selection
 - 3. Standpipe Equipment Bag
- C. Set of Forcible Entry/Exit Irons (optional)
- D. Spare SCBA air cylinders (optional – consider if after 2nd due)

III. Hose Packs and Standpipe Equipment Bag Configuration

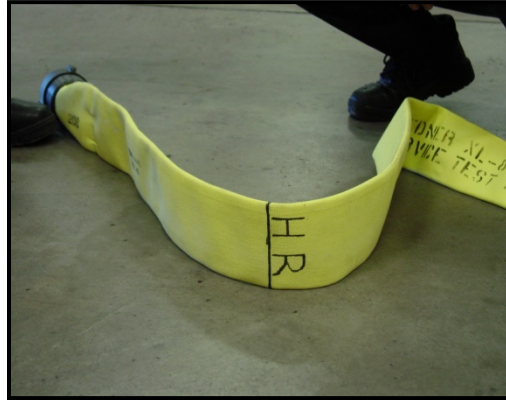
- A. The Denver Fire Department requires a standardized configuration for high rise hose packs (2" and 2 ½" hose), nozzle section packs and the standpipe equipment bag. *This configuration is the only authorized arrangement approved by the Department.* Set up your equipment per the photos and description listed below:

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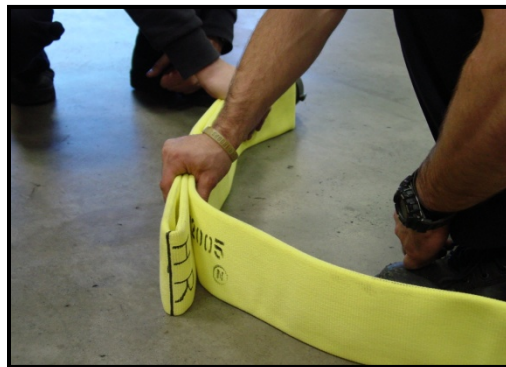
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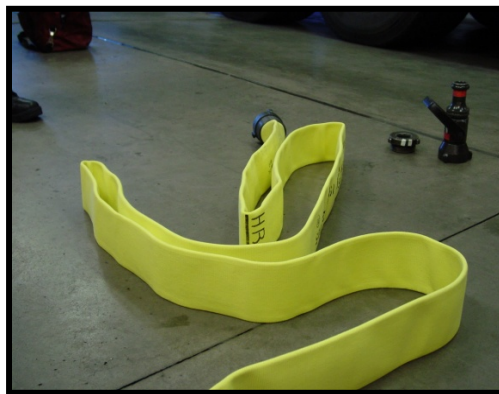
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Start with the female coupling end with fold line and "HR" marking.



The first fold is at the "HR" mark when making a hose pack.



Hose is folded in a horseshoe pattern with the first fold going to the right of the female coupling and the second fold going to the left. This process is continued throughout while making the hose pack. (Picture for illustration only)

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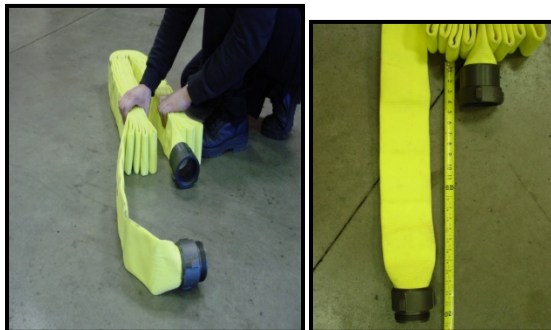
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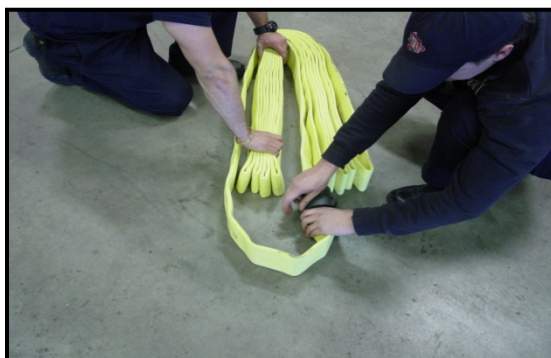
Two members assemble the pack, one on each side. They hold the pack tight as the hose is folded in the horseshoe. 1 member works the top of the pack, and the other works near the couplings.



Folds stop short of the coupling and are staggered to keep the pack compact at the coupling end.



Hose left at the end is used as "tail" to protect the male coupling and facilitate hook-up at the drop point during deployment. Tail length, from the end of the folds to end of the coupling shall not exceed 24" so as not to become a hazard.



The male coupling is connected to the female coupling. A few threads is ok, it doesn't need to be tight to the gasket.

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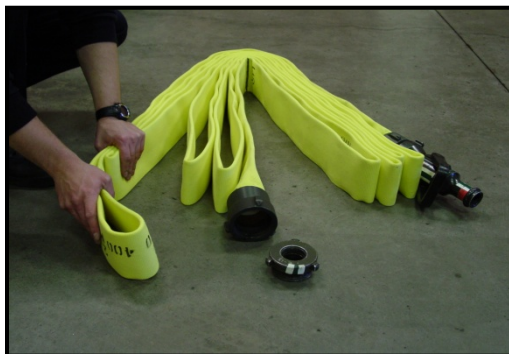
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The hose pack is then flipped up on its side to keep it tight and two straps are applied to the male coupling side. This is important for deployment. Note that the top strap is placed to the male coupling side at the top of the horseshoe.



The pack is flipped over on the other side and the 3rd strap is applied. The pack should be stored like this. Note; the straps near the couplings are placed close to the end of the pack to maintain compactness.



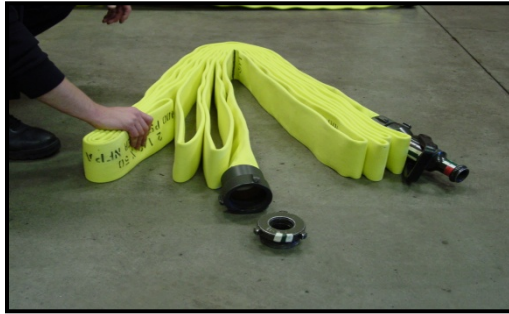
If there is excess hose left at the end of the pack, such as may be the case when making the nozzle section, adjust the male coupling to the desired position and

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Place the excess hose into a fold inside the pack. The nozzle should be placed bale-in with the bale positioned near the last fold of hose. The increaser in the foreground should be threaded into the female coupling of the pack.



Flip the pack up on end and apply the straps as before. The nozzle is captured by the strap near its midpoint. Note the position of the nozzle bale and the increaser.

Note: Initial attack systems incorporating the use of a 2-1/2" x 1-1/2" gated wye and a short leader section of 2-1/2" or 3" hose are prohibited for use by the first and second due Engine Companies unless authorized by the I.C. This equipment may be utilized by later arriving companies as deemed necessary by the IC or Suppression Branch Director.

The Denver Fire Department will no longer authorize the use of separate Standpipe equipment bags for 2" and 2 1/2" hose lines. The only authorized equipment bag will be equipped as stated below. The in-line pressure gauge shall be utilized on all handline deployments regardless of hose size.

B. Standpipe Equipment Bag Contents:

1. Spare Nozzles with 1" and 1-1/8" Tip. 1/2" Overhaul Tip
2. In-line Pressure Gauge
3. 2 – 60 degree Elbows
4. Door Search Straps
5. Door Wedges
6. Door Marking Equipment
7. 1 1/2" to 2 1/2" Increaser
8. 2 Lightweight Spanner Wrenches

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9. Aluminum Pipe Wrench, (Spare Control Wheels, if possible)
10. Threaded Adapters. 2-1/2" and 1-1/2"
11. Wire Brush



1" Smooth Bore Tip 210 GPM @ 50psi and 1 1/8" Smooth Bore Tip 266 GPM @ 50psi



2 1/2" In-line Pressure Gauge
Mark as shown:

- Company designation
- Add 5 psi per floor above standpipe outlet
- 2"- 100 FT 80PSI
- 2"- 150 FT 95PSI
- 2"- 200 FT 110PSI
- 2 1/2"-150 FT 65PSI
- 2 1/2"-200 FT 70PSI
- 2 1/2"-250 FT 75PSI

2 ea. 2 1/2" 60 degree elbows

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Door strap search marker
Light weight tape holds about 5 together.

Door wedges stacked together in the bottom of the bag.

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Colored Markers
Grease Pencils
Chalk

IV. Truck Companies:

- A. Full PPE and SCBA
- B. Truck Companies are not required to carry hose, nozzles or standpipe equipment bags.
- C. The duties of truck companies at these incidents include search, rescue, forcible entry, ventilation, overhaul, and utility control. Tools that are needed for these tasks should be considered and as such a standard compliment of tools should include the following:
 - 1. Set of forcible entry / exit irons (striking tool and prying tool)
 - 2. Pike pole or hook (pulling tool). Short or long, selected for occupancy and task.
 - 3. Hydraulic forcible entry tool. (Hydra Ram / Rabbit Tool)
 - 4. Search rope / tag line
 - 5. Thermal imaging camera
 - 6. Elevator key set
 - 7. Water can or light water extinguisher (consider for residential occupancies)
 - 8. Spare air cylinders (optional)

V. Special Operations Companies:

- A. Full PPE and SCBA
- B. Special Operations Companies are not required to carry hose, nozzles, or standpipe equipment bags.
- C. At the direction of the IC or their designee, the Special Operations Companies can provide unique and specialized equipment and capabilities. In addition to the standard compliment of truck tools, they should bring the following:
 - 1. Rescue 1

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1. Rescue rope bags and equipment
2. Rotary saw with a metal cutting blade
3. Other specialized tools as needed

2. HAMER 1

1. RIT bag
2. Quad gas meters
3. HCN meters
4. Other metering equipment as needed
5. Other specialized tools as needed

VI. Rapid Intervention Team

- A. Full PPE and SCBA
- B. Set of Irons (forcible entry tools)
- C. Hydraulic Forcible Entry Tool (Hydra-Ram / Rabbit Tool)
- D. Pike pole (short for residential, long for commercial)
- E. Search Rope
- F. Set of Elevator Keys
- G. Thermal Imaging Camera (TIC),
- H. RIT Pack and RIT Search Ropes
- I. Stokes Basket

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Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Lobby Control / Accountability

Topic No:	2114.25
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	N/A

I. LOBBY CONTROL / ACCOUNTABILITY

The Lobby Control is responsible for:

A. Tracking the accountability of all companies and personnel that enter and exit the building according to the Operations / Safety / Personnel Accountability System SOG (Topic # 2110.03). The establishment of Level II Accountability should be anticipated and put in place early on. Duties include:

1. Collection and management of ID Tags from all members entering the building.
2. Confirmation that any fire department member going above the main floor of the fire building:
 - a. Has been assigned into the building
 - b. Is wearing PPE
 - c. Has checked in with the Fire Command Center and received the necessary equipment
 - d. Checks out with the Command Center to return all building equipment and keys prior to exiting.

B. Monitoring and control of the Fire Command Center and Building Systems.

As the incident develops, the assigned Lobby Control/Systems Supervisor may select an Officer or Company and assign the duties of the Lobby Control to them. Once Lobby Control is transferred, the assigned Lobby Control /Systems Supervisor may assume the remaining duties and responsibilities of the Lower Floor Branch Director which will include:

- C.** Assignment, monitoring and control of elevators
- D.** Control of all building access points and direction of personnel to correct routes
- E.** Control of stairways and direction of building occupants to proper exits
- F.** Firefighter access for ventilation
- G.** Equipment support operations

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Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Communications /
Communications Systems

Topic No:	2114.26
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.02 (titled High Rise Communications) dated 10-12-11

Communications are a major concern at a high-rise incident. Information collection and dissemination can be accomplished by efficiently using the various systems available. These systems include:

- I. Fire Department Radios** - A two-way communication system with various channels that allows communication between companies, commanders, and dispatchers. The most commonly used channels are the radio-to-radio and the district repeater. Limitations of this system may include poor reception due to building design or location within the building.
- II. Firefighter Handsets** – A two-way communication system installed in the building which allows a firefighter at a remote location to plug the handset into a phone jack and talk to the Fire Command Center. Phone jacks are located by pull stations, elevator lobbies, and in elevator cars. Fire Warden Phones, which are hard-wired, are part of this system. They are found in mechanical rooms and elevator rooms. Limitations of this system include one-way initiation of the call (the Fire Command Center cannot initiate the contact), number of calls the system or the Fire Command Center personnel can handle, and possible mechanical failure due to fire conditions.
- III. Building PA (Public Address Systems)** – A one-way communication system installed in the building that allows the Fire Command Center personnel to make announcements to all or parts of the building. These systems are normally used to make announcements to occupants in the building.
- IV. Building Security and Maintenance Radios** – A two-way communication system present in the building normally used by building personnel in their daily routines. Often their radios work more efficiently than the Fire Department radios. A security or maintenance person in the Fire Command Center can be used to relay information to other areas of the building through other building personnel.

Fire Department radios, intercoms, and firefighter handsets will be used for operation purposes, and building radios may be used for maintaining and operating building systems, with the assistance of building engineers.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Fire Protection Systems / Building Systems

Topic No:	2114.27
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.03 (titled High Rise Fire Protection) dated 10-12-11

FIRE PROTECTION SYSTEMS / BUILDING SYSTEMS

The following systems are often present in high rise buildings. Many of these systems can be supervised in the Fire Command Center (FCC).

- I. Automatic Fire Protection Systems**
 - A. Standpipes
 - B. Sprinklers
 - C. Fire Pumps

- II. Fire Alarm Systems**
 - A. Fire Alarm Panel
 - B. Manual Pull Stations
 - C. Audible and Visible Notification

- III. Fire Detection Systems**
 - A. Smoke Detectors
 - B. Heat Detectors
 - C. Beam Detectors

- IV. Communication Systems**
 - A. Firefighter Telephones / Handsets
 - B. Refuge area Intercoms
 - C. One-Way Communications (public address system)
 - D. Bi Directional Amplifiers (BDA's) – sometimes referred to as “building repeaters”

- V. Smoke Control Systems**
 - A. Stairway and Elevator Pressurization
 - B. Exhaust Systems

- VI. Emergency Power Systems**
 - A. Generators
 - B. Battery Banks

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Equipment Support Operations

Topic No:	2114.28
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.05 (titled High Rise Stairway Support Operations – SST) dated 10-12-11

A fire in a high-rise building may require that equipment be transported to the fire area. It may be necessary to utilize an elevator or establish a Equipment-Stairway Support Team for the movement of equipment.

If the Incident Commander or Lower Floor Branch Director authorizes the use of an elevator to assist with the movement of equipment, the use of the elevator will be in compliance with the Elevator Operations (SOG-2111.17-Attachment A) Guideline.

Equipment Support Operations take a variety of forms:

- I. Relay Operations:** One firefighter is assigned to each floor in the stairway. A company of four persons can cover four floors, and ten companies can supply 40 floors. Each firefighter is responsible for transporting any equipment that arrives on that floor up to the next floor. Each firefighter has all PPE available. Benefits of this method include reduction in the amount of physical strain on the firefighters compared to climbing the entire building; a continuous chain that can continually move equipment is formed; and communication between companies is maximized. Drawbacks of this method include the chain cannot start operation until all links in the chain are present and ready; it takes a long time to set up; it requires more staffing; and a breakdown in one link of the chain can cause equipment movement to slow down or stop.

- II. Entire Trip Operations:** Companies are assigned to take specific equipment to the fire area. Members must wear all PPE. Major benefits of this operation are that equipment is quicker to arrive on the fire floor, the system can be set up and operational soon after arrival on scene, and it takes fewer members to operate. Drawbacks include the physical strain on individual firefighters, sporadic equipment arrival on the fire floor, diminished communication between companies, and the limited amount of equipment that can be carried by each firefighter.

It is very important that Company Officers within the Equipment Support chain monitor their crew members throughout the operation for dehydration and fatigue. This operation will be extremely demanding and will require firefighters in top physical condition.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-EMS / Medical

Topic No:	2114.29
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOG 2114.11 (titled High Rise EMS Operations) dated 10-12-11

An ALS ambulance and Supervisor will be dispatched to all high-rise incidents. Major high-rise incidents may require the Incident Commander to establish a Medical Branch, in accordance with NIMS. By establishing a Medical Branch this will allow for the Branch Director to order additional resources along with being able to utilize a separate radio channel. The first-arriving ambulance team or supervisor will report to the Level II Staging Area (if established) or IC for assignment. The Incident Commander will approve the location for triage.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Denver Police / Support Agencies

Topic No:	2114.30
Date:	08-15-2013
Approved:	CD
Review Date:	08-15-2014
Replaces:	SOGs 2114.12 (titled High Rise Police Operations) and 2114.09 (titled High Rise Support Personnel), both dated 10-12-11

- I.** The Denver Police Department will dispatch units requested by the Incident Commander to the scene of a high-rise incident. Their responsibilities may include:
 - A. Traffic Control
 - B. Crowd Control
 - C. Landing Zones and Air Space control for Helicopter Operations
 - D. Protection of the Command Post and other Fire Department Areas
 - E. Security at the Exterior Staging Areas
 - F. Establishment and Maintenance of Zones and Perimeters
 - G. Other Assistance as Requested by Incident Command

- II.** Security of the scene is under the control of the Denver Police Department. The Police Commander will report to the Command Post upon arrival. Police Department personnel will not be allowed in areas or situations that expose them to smoke or fire.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Confined Space Rescue

Topic No:	2115.03
Date:	05-08-18
Approved:	CDIII
Review Date:	05-08-20
Replaces:	Same, dated 03-22-11

PURPOSE: To provide a procedural overview of confined space rescue considerations applicable to first responders and members of the Confined Space Rescue Team.

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at confined space training or rescue incidents.

CAUTION: At all technical rescue incidents, caution should be used because of the high risk/low frequency of these types of calls. All responders should be cognizant not to exceed their level of training or the ability of the tools that they are issued. However, due to factors beyond our control (Technical Rescue Team assigned to another call, delayed response of Technical Rescue Team, etc.), first-in companies and/or the Incident Commander may feel compelled to have personnel operate beyond their level of training. If this is the case, **extreme** caution should be used and deviating from this SOG should be the exception rather than the norm. Furthermore, operating beyond levels of expertise should only be attempted after completing a thorough risk/benefit analysis and only when a civilian or firefighter's life is in imminent danger. As always, safety of responders should be a primary consideration, but especially in these instances. **SAFETY, SAFETY, SAFETY!!**

DEFINITIONS:

Confined Space – An area with limited access and egress. Confined spaces include, but are not limited to, tanks, pipes, culverts, voids in structural collapse debris, vaults, or any area not designed for continuous occupation.

Confined Space Entry Permit – A written, or printed document typically constructed by an employer authorizing entry into a permit-required confined space that designates the requirements for entry (e.g., space to be entered, purpose of entry, personnel entering, hazards of space, acceptable entry conditions, layout of the space, entrance/egress points, etc.).

Confined Space Response – One engine, one truck, one district chief, and the Confined Space Team (Rescue 1 or Rescue 2, Tower 1, Collapse Trailer, Ops-2, Hamer1 and Engine 1).

Lock Out / Tag Out – Procedures ensuring that all electrical and mechanical equipment at or near the rescue site is turned off and physically prevented from being inadvertently turned on (or off in the case of needed ventilation or lighting, for example).

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Confined Space Rescue

Topic No:	2115.03
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Low-Profile Maneuver – A maneuver requiring the removal of the member’s SCBA harness and air cylinder to enter a confined space.

I. FIRST RESPONDER RESPONSIBILITIES

- A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow. Implement use of the IAP/Site Safety Plan specific to confined space.
- B. Conduct a comprehensive size-up of the incident. Verify that the incident is a confined space operation. Confirm that the confined space team is responding. In the event of an unstable structure, confirm the response of the Fire Department Fire Protection Engineer. Locate responsible party and entry permit. Interview witnesses and/or responsible party to determine known hazards and the victim’s location.
- C. Determine level of PPE and secure the area.

Establish the need to:

- 1. Monitor air.
- 2. Shut down utilities.

Lock Out / Tag Out equipment as necessary, and as possible. When de-energizing or turning off electrical and/or mechanical equipment, it is critical that members know what equipment is affected and the function of that equipment.

- 3. Create a hot zone.
 - 4. Secure a water supply.
 - 5. Determine stability of the area.
- D. Attempt to establish communication with the victim(s) and determine as much information as possible (e.g., medical condition, what happened, when it happened, why it happened, etc.). Such information can be critical in devising a rescue plan.
 - E. Determine if an operations level rescue can be attempted. Rescue should only be attempted after considering the following:
 - 1. Victim must be line-of-sight

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Topic: Confined Space Rescue

Topic No:	2115.03
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2. Entry opening must be large enough for rescuer to enter with full PPE in normal position.
3. Vertical entry of 8 feet or less.
4. Monitor atmosphere with 4 gas meters.

F. Rescue shall not be attempted if the following exists:

1. If victim can not be seen.
2. If rescuer PPE must be removed or repositioned to enter confined space, including the SCBA low profile maneuver.
3. If hazardous chemical involvement.
4. If vertical entry requires a rope system or is greater than 8 ft.

G. Once an operation level rescue has been determined as feasible, develop a rescue plan. The plan must include:

1. Monitoring and recording of atmospheric conditions in the confined space, to the degree possible without entering the space, using meters available.

Once the need for monitoring is established, it must be continued for the rest of the incident.

2. Ventilation considerations prior to entry.
 - a. Only ventilate if the atmosphere in the confined space is at or near the explosive limit (50% Lower Explosive Limit). Ventilation team must take into consideration where the atmosphere from the confined space is exhausting to.
 - b. Ventilation should not be started when the atmosphere is enriched beyond the Upper Explosive Limit until the victim(s) and rescuers are clear of the area (ventilating an atmosphere enriched beyond the Upper Explosive Limit will introduce oxygen and, thus, bring it into an explosive range).
3. Rescue considerations.
 - a. Number of rescuers needed.
 - b. Rescue plan must include a rescue team as well as a back up team.

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- c. Considerations should include packaging and extraction of the victim and the team.

Note: 60 percent of all deaths in confined space incidents are would-be rescuers.

II. CONFINED SPACE TEAM RESPONSIBILITIES: TECH. LEVEL

- A. Gather information from the first responding crews.
- B. Assist the Incident Commander, as directed, in building out the command structure to accommodate special operations.
- C. Determine if additional technical teams/resources are necessary.
- D. Determine if continued monitoring is needed and what monitoring instruments are required.
- E. Establish and implement a ventilation plan.
- F. Determine the proper level of Personal Protective Equipment.
- G. Establish and identify entry teams and backup teams.
- H. Review confined space entry permit (if one exists) to determine as much information as possible regarding the space.
- I. Locate and assess the victim(s) with the following considerations:
 - 1. If the victim(s) is critical and/or the environment unstable, the victim(s) should be removed immediately.
 - 2. If the victim's condition and environment permit, he/she should be treated and stabilized as necessary before removal.
- K. Package and remove the victim(s).

ATTACHMENT: Confined Space Rescue IAP/Site Safety Plan. Also available at:
DFD Web Home Page / Downloadable Forms / Operations /
Confined Space

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HAZARDOUS MATERIALS
Topic: Hazardous Materials Incidents

Topic No:	2116.01
Date:	01-12-18
Approved:	CDIII
Review Date:	01-12-20
Replaces:	Same, dated 05-18-11

PURPOSE: To provide a procedural overview of hazardous materials isolation and mitigation considerations applicable to first responders and members of the Hazardous Materials Team

SCOPE: Applies to Denver Fire Department personnel functioning at incidents involving Hazardous Materials for either a Level 1 or Level 2 response.

I. FIRST RESPONDER RESPONSIBILITIES

A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow.

1. The Incident Commander shall implement the use of a Site Safety Plan (HM 208). This plan is to be updated and consistent with all operations going on throughout the incident. This plan can be delegated to the Safety Officer in expanded incidents.

2. Conduct a comprehensive size-up of the incident. Verify that the incident is a hazardous materials incident. If it is determined that the incident is within the scope of Level 1 response procedures, first in companies shall initiate the appropriate mitigation techniques. **Level 1 response will consist of an engine, closest Rescue and a Chief.** Level 1 response procedures may include, but is not limited to, hazard mitigation of fuel spills, natural gas, propane leaks, **carbon monoxide, carbon dioxide and hydrogen sulfide (aka Sewer Gas) investigations.** For all other hazmat incidents beyond Level 1, a full hazmat response, Level 2 response shall be requested. A Level 2 response includes the following companies: HAMER 1, Engine 9, Tower 9, Engine 6, the DECON Rig, and the closest Rescue. **Station 9 personnel will be responsible for staffing HAMER 1 and will act as the primary entry team.** Initial crews need to secure and isolate the area and begin the process of setting hot, warm, and cold zones.

3. Locate any witnesses to said event and determine initial exposure/casualties.

4. No rescue attempts should be made into the Hot Zone without utilizing full PPE, SCBA, and having emergency decontamination procedures established.

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Topic: Hazardous Materials Incidents

Topic No:	2116.01
Date:	01-12-18
Approved:	CDIII
Review Date:	01-12-20
Replaces:	Same, dated 05-18-11

II. HAZARDOUS MATERIALS TEAM RESPONSIBILITIES

- A. Once positive identification of a hazardous material (either known or unknown) as a solid, liquid, or gas has been established, the Denver Fire Department Hazardous Materials Team will be deployed into action.

For special events, a Joint Hazardous Material Assessment Team (JHAT) will be utilized to determine level of response and initiate the Incident Command System if a credible threat is determined. If the situation can be handled by the JHAT, then they will do so without scaling up the incident. The JHAT will confer with either the on-site Incident Commander or relevant Branch Directors from their organization first, prior to any mitigation efforts.

- B. Once the HazMat Team arrives on scene, the Officers from all on-scene resources will all meet with the Incident Commander to determine method of entry, mitigation, decontamination and gather as much information as possible from first responding crews.
- C. Hazardous Materials Branch Director and Entry Group Supervisor will formulate an Incident Action Plan for the mitigation of the material that meets the objectives and strategy of the Incident Commander.
- D. Initial actions to be done prior to entry are as follows:
1. Monitor air.
 2. Identify and confirm symptomatic condition of patients.
 3. Shut down utilities, if needed.
 4. Confirm that initial Hot Zone is sufficient and define the Hot Line and Decontamination Reduction Corridor.
- E. Determine what the chemical or material is whenever possible.
1. Locate U.N. identification number.
 2. Obtain Safety Data Sheets (SDSs).
 3. Research chemical and physical properties of product, if available.
 4. Get 10-minute updates on wind direction, speed, and temperature **or deploy the weather station and actively monitor.**
 5. Locate a responsible party for the layout of the building to gain helpful knowledge for entrants. Locate NFPA 704 placard on building, if applicable.

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- F. Determine the proper level of Personal Protective Equipment. This process shall be determined by the Resource Officer and confirmed by Entry Group Supervisor and HazMat Branch Director, based on reliable information received about the chemical or material.
- G. Establish and identify entry teams, back-up teams, and rescue teams. Teams will be identified as Alpha Team, Bravo Team, etc.
- H. All members who are going to be engaged in entry need to have pre-entry and post-entry medical screens, performed by the Medical Officer (Denver Health Paramedic or the Medical Officer).
- I. Confirm that Decontamination Reduction Corridor is in place and is operational. No entry of any type will be done without Decontamination being in place.
- J. Once the Incident Action Plan is set, all members will be given a safety briefing of the goals, actions, safety concerns and abort criteria regarding the mission. The Entry Group Supervisor is responsible for conducting the safety briefing.
- K. All “Down-Range” communications with the Entry Team will be done through the Entry Group Supervisor, operating on a separate, dedicated channel.
- L. Once the problem has been reconned and/or mitigated, the Entry Team will exit through the decontamination reduction corridor and a debriefing of events will occur. If needed, the Bravo Team will be sent in for the second entry.

If multiple entries are to be made, the HazMat Branch Director and Entry Group Supervisor will utilize and configure teams to maximize goal outcomes and reduce fatigue of the entrants.
- M. **The Incident Commander shall consider the need for cost recovery and code enforcement early in the incident. Contact the Special Operations Chief for assistance if needed.**

REFERENCES: None

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HAZARDOUS MATERIALS
Topic: Decontamination Procedures at a Hazardous Materials Incident

Topic No:	2116.02
Date:	01-12-18
Approved:	CDIII
Review Date:	01-12-20
Replaces:	Same, dated 05-18-11

PURPOSE: To provide a procedural overview of the decontamination procedures at a hazardous materials incident applicable to Decontamination Team and all Denver Fire Department personnel assigned to assist with decontamination at a hazardous materials **incident**.

SCOPE: Applies to all Denver Fire Department personnel functioning either at a Level 1 or Level 2 hazardous materials response where Decontamination may be performed.

RESPONSE: Any incident that requires an involved decontamination process, a Level 2 response shall be initiated by Dispatch or the Incident Commander. A Level 2 response includes the following companies: **HAMER 1, Engine 9, Tower 9, Engine 6, DECON, the closest Rescue, and OPS-2.**

I. TYPES OF DECONTAMINATION

- A. **Gross Decontamination:** A corridor established to create a water shower to cleanse people leaving a large venue or location after a suspected hazardous materials release. This can be accomplished by utilizing fire apparatus, nozzles, or any device that will create a significant water flow to wash contaminants off clothing or exposed body areas.
- B. **Mass Decontamination:** The decontamination of large numbers of people in the event of industrial, accidental, or intentional release of a toxic, caustic, polluted, or otherwise unhealthy or damaging substance. This is to include any chemical, biological, or radiological product intentionally released to harm first responders or the general public. Mass decontamination will be completed with large tents, which will include an un-dress and re-dress area. This decontamination will also require additional resources due to the need of patient accountability and potential for extended operational periods.
- C. **Technical Decontamination:** A decontamination corridor established to remove or neutralize hazardous materials from first responders who have gone “Down Range” at a hazardous materials incident. Technical Decontamination will necessitate an establishment of hazard zones, a well-defined decontamination reduction corridor, and proper analysis of product for decontamination solution and appropriated PPE.

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- D. Emergency (Cut and Run): A rapid decontamination of a victim or first responder who has been contaminated at a hazardous materials incident. At a minimum, a hose line off an engine is required; at a maximum, a full decontamination reduction corridor should be established.
- E. Self Decontamination: This is in effect for the last scrubbers leaving the decontamination reduction corridor. This process will have the first responders remove any potential contaminates from their person before exiting into the warm zone.
- F. Dry Decontamination: The process of brushing contaminates off a person or first responder at a hazardous materials incident without a decontamination solution. This is performed by the Scrubbers and will necessitate the use of meters or other assessment materials to confirm that the person has been successfully decontaminated.
- G. Non-Ambulatory Decontamination: The decontamination of people who do not have the ability to walk through a decontamination line. This will encompass the use of a tent and the non-ambulatory roller system to assess and decontaminate the person. This process will require additional resources due to the intensive nature of non-ambulatory decontamination.

II. COMMUNICATIONS

Communications will be completed through the chain of command from the Decontamination Team Leader through the Decontamination Group Supervisor. Decontamination Team Leader ~~Officer and Tower 9 Engineer~~ will monitor the radio channel designated for the Haz-Mat Entry Team and keep the Scrubbers updated on teams sent down range and their progress. If necessary, the Scrubbers and Decontamination Team Leader will select a separate radio channel to conduct and receive transmission of pertinent information from the Decontamination Group Supervisor.

III. CONTAINMENT AND RUN-OFF

Decontamination Team members, at all times need to be aware of product containment and the potential for product run-off at a hazardous materials emergency. If the product has exceeded or manages to get into a public sewer, waterway, or an area affecting public health, the Special Operations Assistant

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Chief will be contacted, and the proper agency will be notified to mitigate the issue.

IV. DISPOSAL

All contaminated clothing and equipment will be left at the scene and disposed of by a professional hazardous materials contractor. This includes SCBAs, bunking gear, monitoring equipment, decontamination tents, and any equipment deemed condemned by the Incident Commander, Haz-Mat Branch Director, or Decontamination Group Supervisor. Any decontamination issues with regard to firearms will be dealt with by the Incident Commander, Decontamination Group Supervisor, and the affected agency.

V. DECONTAMINATION TEAM RESPONSIBILITIES

- A. Determine access to emergency and staging location with Incident Commander for the apparatus, keeping in mind elements such as wind, temperature, and topography.
- B. Determine best location for Decontamination Reduction Corridor and establish corridor after consulting with Hazardous Materials Branch Director.
- C. Set up appropriate Decontamination Reduction Corridor based on information received from Entry Group Supervisor or Resource Officer.
- D. Secure access to the corridor with barrier tape and Law Enforcement.
- E. Dress the appropriate number of Scrubbers for the incident and determine if additional resources are needed.
- F. Establish a water supply for the Decontamination Team.
- G. Establish a Safety Officer for the Decontamination Team.
- H. Determine appropriate containment methods for the decontamination methods selected.

VII. DECONTAMINATION TEAM ASSIGNMENTS

- A. Engine 6 Officer – Decontamination Group Supervisor
 - 1. Report to Command Post.
 - 2. Consult with Incident Commander and Hazmat Branch Director to determine location type and size of decontamination reduction corridor.

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3. Request ALS for decontamination area for patient care, if necessary (i.e. vitals/accountability/patient transport).
4. Request Denver Police, if necessary, for securing decontamination area and civilian control.
5. Relay to Decontamination Team Leader all pertinent information as it relates to chemical information.

B. Engine 6 Senior Firefighter – Decontamination Team Leader

1. Drive the decontamination apparatus to the scene and properly stage the vehicle as instructed by Incident Command.
2. Supervise and direct the set up of decontamination operations and Decontamination Reduction Corridor.
3. Determine proper decontamination method and solution with information obtained from the Resource Officer.
4. Maintain a written record of incident on a Decontamination Officers Worksheet.
5. Notify Decontamination Group Supervisor when decontamination personnel and Decontamination Reduction Corridor are in place.
6. Monitor operations and determine if additional resources are needed.

C. Engine 6 Junior Firefighter – Decontamination Safety/Medical Officer

1. Assist with set up of decontamination area and Reduction Corridor.
2. Assist Engine 6 Engineer in setting up water supply.
3. Assure with Decontamination Team Leader that the Decontamination Team members are appropriately suited and all medical and equipment records are recorded.
4. Maintain a written record on a Medical and Safety Officers Worksheet.
5. Observe operations with special consideration for safe operational practices.
6. Report any unsafe operations immediately to Decontamination Team Leader.
7. The Medical Officer is responsible for obtaining and recording baseline vital signs of Scrubbers and back-up team members, pre- and post-entry of the Scrubber, and monitoring and recording air levels, time inside the suits, and any other relevant information

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relating to the safety and health of the Scrubbers and back-up team members.

D. Engine 6 Engineer – Water Supply/Equipment Monitoring

1. Assist with set up of decontamination area and Reduction Corridor.
2. Establish water supply to Decontamination Reduction Corridor, which will include back-up line and water heating system.
3. Set up salamander heater to tents, if necessary.
4. Act as Valet for the Decontamination Team.

E. Support Personnel

1. Don appropriate PPE and assume role of Scrubbers, working at the direction of the Decontamination Team Leader.

Section D

Executive Orders

EXECUTIVE ORDER NO. 112

TO: All Departments and Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: July 23, 2018

SUBJECT: Violence in the City Workplace

Purpose: This Executive Order establishes the policy and procedures to be followed by departments and agencies regarding violence involving employees of the City and County of Denver. The purpose of this Executive Order is to reduce the risk of all forms of violence that impact the workplace. Former Executive Order 112, "Violence in the Workplace," dated October 30, 2006, is hereby cancelled and superseded by this Executive Order No. 112, Violence in the City Workplace, dated, July 23, 2018.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 112, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2013 revised.
- 2.0 **Policy:** Violence has no place in any of the City and County of Denver's work locations or at any City-sponsored event, and is strictly prohibited. Moreover, violence committed by employees of the City and County of Denver, whether on-duty or off-duty, reflects poorly on the City and County of Denver and is strictly prohibited. A common form of violence is domestic or family violence, which also is strictly prohibited when the City's employees are the perpetrators of such violence.

Domestic and Family Violence: The City shall endeavor to prevent and reduce the effects of domestic and family violence in the workplace. There are at least four ways domestic and family violence can impact the workplace: (1) a perpetrator of domestic or family violence is employed by the City; (2) a victim of domestic or family violence is employed by the City; (3) an act of domestic or family violence occurs in a City work location or at a City-sponsored event, or (4) an act of domestic or family violence is committed through use of City equipment or property (e.g., phone, computer, car) to harass, threaten, disturb, or intimidate another individual. The City is committed to providing support to victims of domestic and family violence as appropriate, and not tolerating perpetrators of domestic and family violence.

Bringing any kind of weapon to a City work location or a City-sponsored event is strictly prohibited, unless an employee is required to carry a weapon as part of his/her City position. This prohibition includes the possession of weapons in violation of federal, state, or local law.

City employees who perpetrate violence, whether on-duty or off-duty, or who bring a weapon to a City work location or a City-sponsored event, or otherwise violate this Executive Order may be subject to disciplinary action, up to and including dismissal, and possible criminal action. The failure of a managerial or supervisory employee to comply with or enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

City employees who violate a valid court order issued by any court of record within the United States of America that prohibits conduct, limits physical movement, or regulates child custody, or who otherwise violate this Executive Order may be subject to disciplinary action, up to and including dismissal, as well as possible criminal action. For an employee to be found in violation of this Executive Order for violating a court order, the agency must possess information that the employee was personally served with such order or otherwise acquired from the court actual knowledge of the contents of any such order.

Examples of unacceptable behavior prohibited by this Executive Order include, but are not limited to, the following:

- a. Intimidating, threatening or hostile behaviors, physical assault, vandalism, arson, sabotage, unauthorized use of weapons, bringing weapons onto City property (unless authorized as part of one's job, *e.g.*, a police officer or deputy sheriff) or other acts of this type which are clearly inappropriate in the workplace or which reflect poorly on the City when committed off-duty or outside of the workplace.
- b. Jokes or comments regarding violent acts, which are reasonably perceived to be a threat of harm.
- c. Encouraging others to engage in behaviors prohibited by this policy.
- d. Use of any city property (*e.g.*, phone, computer, agency letterhead, etc.) at any time to harass, threaten, disturb, or abuse someone including a person with whom there is an "intimate relationship" as defined below, or who is a family member.
- e. Intimidating, threatening, assaulting, harassing, disturbing, or abusing any

City employee or person, including any such person with whom there is an "intimate relationship" as defined below, or who is a family member.

- f. Any retaliation against a person who reports, initiates a complaint or makes an inquiry about behaviors that may violate this Executive Order.
- g. Any act of domestic violence or family violence that results in the issuance of a permanent Protection Order or a criminal charge or conviction under federal, state, or local law.

3.0 **Definitions:**

Violence is defined as, but not limited to:

- (a) the actual or attempted: physical assault, beating, improper touching, striking, shoving, kicking, grabbing, stabbing, shooting, punching, pushing, rape, use of a deadly weapon; or
- (b) the actual or attempted: threatening or abusive behavior (physical or verbal), intimidation, harassment, obscene or harassing telephone calls or electronic communications, (including, but not limited to, text messages, emails, or social media posts), shouting at, restricting one's physical movement, stalking.

Domestic violence is defined as an act or threatened act of violence upon a person with whom the perpetrator is or has been involved in an intimate relationship, meaning a relationship between current or former spouses; unmarried couples who: live together or previously lived together, are or were engaged to be married, or are dating or previously dated; or who are parents of the same child, regardless of whether they have been married or lived together at any time.


Family violence is defined as an act or threatened act of violence upon a person with whom the perpetrator is or has been related to by blood or marriage, including but not limited to the perpetrator's parents, grandparents, siblings, in-laws, children, and grandchildren.

Weapon is defined as a device, instrument, material or substance used for, or which can cause death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, stun gun (commonly known as a Taser), a switchblade knife or any other type of knife, brass knuckles, or any other implement for infliction of bodily injury or damage to

property, which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or food distribution, are not considered "weapons" for purposes of this Executive Order unless used to inflict bodily injury or damage to property.


- 4.0 **Disciplinary Action:** Any violation of this policy by employees, including a first offense, may result in disciplinary action, up to and including dismissal. Failure of a supervising employee to comply with or enforce a violation of this policy may result in disciplinary action against the supervisor, up to and including dismissal. Any deliberate, unwarranted allegations of a violation of this policy may be viewed as an attempt to disrupt city operations and may result in disciplinary action.
- 5.0 **Limitation on Liability:** The provisions contained in this Executive Order do not create or constitute any contractual rights between or among the City and County of Denver, its employees and any third party. This Executive Order is intended to set forth the policy of the City and County of Denver, without creating additional liability against the City.
- 6.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the City Attorney's Office is responsible for the content of this Executive Order and shall have the authority to issue policy and procedure Memorandum Attachments relative to this Executive Order through the Executive Order Committee.

Approved for Legality:



Kristin M. Bronson
City Attorney for the City and
County of Denver


Approved:



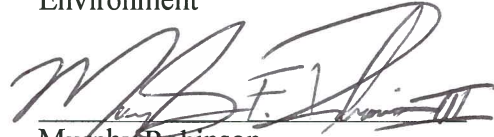
Michael B. Hancock
Mayor



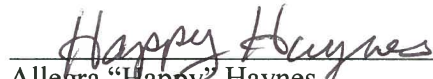
Kim Day
Chief Executive Officer of Aviation



Robert McDonald
Executive Director of Public Health and
Environment



Murphy Robinson
Executive Director of General Services



Allegra "Happy" Haynes
Executive Director of Parks and
Recreation



Eulois Cleckley
Executive Director of Public Works



Brendan Hanlon
Chief Financial Officer



Troy Riggs
Executive Director of Safety



Donald Mares
Executive Director of Human
Services



Brad Buchanan
Executive Director of Community
Planning and Development

MEMORANDUM NO. 112A

TO: All Departments and Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: July 23, 2018

SUBJECT: Agency/Management Responsibilities Under the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, July 23, 2018 subject "Violence in the City Workplace."

Purpose: The impact of violence on the work environment can occur in numerous ways. For example, if the employee is a perpetrator of domestic or family violence s/he may use work time on the job to harass or stalk the victim. This employee may also require work coverage due to court appearances or incarceration. If the employee is a victim of domestic or family violence, the employee may be harassed at work through unwanted telephone calls, emails, texts, and/or visits from the perpetrator. Extensive absenteeism (from abuse or court appearances) and/or tardiness (abusers will often make victims late for work as a part of his/her control) can also occur. The abuser may call and harass co-workers or the victim's supervisor, in an attempt to locate the victim or have the victim terminated. If both the victim and abuser work for the City, the perpetrator may have easier access to the victim and use that ability to harass, abuse, embarrass, and/or retaliate against the victim.

1.0 Management Responsibility – When an Incident of Workplace Violence Occurs or is Imminent - Emergency Situation:

Every manager and supervisor is responsible for the following upon becoming aware or receiving notice that an act of violence or other violation of this Executive Order is occurring or about to occur in the workplace which is reasonably believed to present an emergency situation:

- a) Call 9-1-1 if immediate intervention is or may be necessary to prevent death or bodily injury, or damage to property. Do not try to physically intervene unless reasonably necessary to protect someone from imminent death or bodily injury.
- b) Notify building security and follow any necessary safety measures.
- c) Inform any personnel who may be in direct or indirect danger of the situation and direct them to leave their work area if there is pending danger.

- d) Unless the victim refuses or the perpetrator has been arrested, have the police or security escort the victim to his/her vehicle or other mode of transportation when the victim leaves work.
- e) Seek medical assistance for any victim (or perpetrator) who is injured or ill.
- f) When the situation is no longer an emergency, follow the steps listed in Section 2.0 below as appropriate to the circumstances.

2.0 Management Responsibility - When Violence or Other Violation of this Executive Order in the Workplace Occurs or is Threatened in a Non-Emergency Situation:

Every manager or supervisor who is aware of or notified that an act of violence or violation of this Executive Order has occurred or has been threatened that is not reasonably believed to present an emergency situation should take the following steps:

- a) Inquire if the alleged victim is injured or in any perceived danger or in fear of any sort of retaliation by the abuser. If appropriate, seek medical assistance for the victim, contact law enforcement, and/or take reasonable steps to ensure the victim's safety until other measures can be taken.
- b) Notify higher level supervisors or managers and a human resources representative of the incident.
- c) Refer the matter to law enforcement or human resources personnel for an investigation as appropriate. Do not question or interview the alleged perpetrator or the alleged victim about the incident without first contacting the agency's human resources representative or the Employment Law Section of the City Attorney's Office for guidance.
- d) Consider whether a protection order should be obtained by the agency pursuant to C.R.S. §13-14-101, et. seq. Contact the City Attorney's Employment Law Section for guidance and assistance regarding a protection order.
- e) If appropriate, suggest that the victim contact the City's employee assistance provider (currently Guidance Resources), the City Attorney's Victim Resource Program, the Rose Aodom Center (a facility dedicated to assisting victims of domestic violence), or the Victim's Assistance Unit of the Denver Police Department (or other appropriate local law enforcement agency) for appropriate referrals, safety planning, counseling, information on domestic or family violence, information

regarding criminal charges resulting from the violence, and support services. Below is the current contact information for the providers/resources identified above:

Guidance Resources: **877-327-3854**
City Attorney's Victim Resource Program: **720-913-8020**
Rose Andom Center: **720-337-4400**
DPD's Victim's Assistance Unit: **720-913-6035**
City Attorney's Employment Law Section: **720-913-3125**

- f) If the victim employee has met with a victim's assistance program and a safety plan is created for the workplace, the supervisor should review the safety plan and institute any necessary and appropriate changes that are practicable within the workplace.
- g) Maintain confidentiality regarding the incident unless there is concern about the welfare and safety of others, or unless the agency is legally required to disclose the information. Share information about a workplace violence incident only on a need to know basis. Contact the City Attorney's Office's Employment Law Section or the City Attorney's Victim Resource Program for guidance.
- h) If appropriate to the circumstances, offer flexibility in the employee's work schedule, change in telephone extension (unless it is the agency's main phone line), and/or screening of phone calls, and if possible a change in work station location.
- i) Notify security if the perpetrator is harassing the victim while at work or causing problems for the agency. If possible, provide a picture of the perpetrator to security or local law enforcement notifying them of the current situation. Be sure to also provide security or local law enforcement with copies of any protective orders.
- j) Honor all protective orders issued by a court. If the perpetrator violates the victim's protective order, encourage the victim to call the police. If the perpetrator violates the agency's protective order notify the police immediately, and contact the Employment Law Section of the City Attorney's Office.
- k) If the victim is in need of time off to take care of issues that may arise due to the abusive situation, and has accrued leave, all accommodations should be made to allow the victim to take the necessary time off. By law, the supervisor is required in some circumstances to authorize up to three days leave even if the victim has no accrued leave (C.R.S. §24-34-402.7). If no

leave is available to the victim, the agency shall authorize leave without pay pursuant to Career Service Rule 11. The law also prohibits an employer from penalizing certain victims of domestic violence from taking up to three days leave, paid or unpaid, to get a restraining order, obtain medical care or counseling, locate safe housing, or prepare for or attend legal proceedings. In addition, the City encourages supervisors and managers to support employees who are victims of domestic violence by allowing them to adjust their work schedules and/or providing them with paid or unpaid leave beyond the three days as needed so that they can obtain necessary medical care, counseling, or legal assistance.

- l) Continue to check in with the employee as appropriate and ask that s/he keep you informed of any developments that may impact his/her work or the workplace.
- m) Treat alleged victims with respect and compassion. Treat alleged perpetrators fairly.
- n) Follow any internal agency procedures enacted to address workplace violence issues.
- o) Document what actions were taken by the agency in response to the incident.

3.0 Management Responsibilities: If a Supervisor Learns or Suspects that an Employee is Being Abused Outside of the Workplace.

Every manager or supervisor who learns or suspects that an employee is being abused at home or otherwise outside of the workplace is responsible for the following:

- a) Do not ignore the situation. Talk to the employee about your concerns following the guidelines below or contact a human resources representative for guidance and assistance.
- b) When talking to an employee who you suspect may be a victim of domestic abuse, ask simple and direct questions such as “is someone hurting you at home?” or “how did you get those bruises?” Do not exert pressure on the employee to disclose the possible abuse or the identity of the abuser. Be sure to express concern and support for the employee, and let him or her know that you are one of many resources available if needed. Consider calling the City's employee assistance provider (currently Guidance Resources), the City Attorney's Victim Resource Program, the Rose Arom Center (a facility dedicated to assisting victims of domestic violence) or the Denver Police Department's Victim's Assistance Unit (or other appropriate local law enforcement agency) for guidance on what to ask or say under these sensitive

circumstances. Contact information for these providers is listed above in Section 2.0.

- c) Do not give the employee advice about the abusive relationship or steps the employee should take to address the abuse, and do not express or demonstrate frustration with the employee's actions or inactions. Do not make critical comments about the perpetrator or impose requirements on the employee or the perpetrator that may put the employee at greater risk.
- d) Document your concerns and what actions were taken.
- e) If you have questions about related court proceedings or the process for obtaining a restraining order on behalf of the agency, call the Employment Law Section of the City Attorney's Office or the City Attorney's Victim Resource Program for assistance.
- f) Follow other applicable guidelines set forth in Section 2.0 of this Section.

4.0 Management Responsibilities: If a Supervisor Learns or Suspects that an Employee is the Perpetrator of Abuse:

Every manager or supervisor who learns or suspects that an employee has engaged in an act of violence or otherwise violated this Executive Order, or is the subject of a restraining order or been arrested, charged or convicted of a crime of violence, including domestic or family violence, is responsible for the following:

- a) Contact law enforcement if a crime may have been committed that has not been reported.
- b) Consider placing the employee on investigatory leave pending the outcome of any criminal proceedings and/or the investigation of a violation of this Executive Order. Contact the agency's human resources representative or the Employment Law Section of the City Attorney's Office for advice on appropriate steps.
- c) Do not question or interview the alleged perpetrator or the alleged victim about the incident without first contacting the agency's human resources representative or the Employment Law Section of the City Attorney's Office for guidance regarding any investigative steps that may need to be conducted.
- d) Impose discipline for any violations of the Executive Order, the Career Service Rules, or other City or agency policies, up to and including dismissal.

- e) If an employee is the subject of a restraining order, or is arrested or charged with a crime of violence, including domestic or family violence, the supervisor should notify the employee of his/her responsibility to keep the agency informed of the outcome of his/her case. If the employee is charged or convicted of the crime, disciplinary action should be considered, and taken, if appropriate.
- f) If domestic violence counseling is required as a part of any disciplinary actions, the treatment provider must be state approved to provide domestic violence counseling. The Domestic Violence Offender Management Board website provides an up-to-date list of state-approved domestic violence treatment providers.
- g) Always maintain that there is no excuse for violence.
- h) Document all instructions given to the employee and all actions taken with regard to the potential violation of this Executive Order.

MEMORANDUM NO. 112B

TO: All Departments and Agencies Under the Mayor
FROM: Michael B. Hancock, Mayor
DATE: July 23, 2018
SUBJECT: Employee Responsibilities Under the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, July 23, 2018 subject "Violence in the City Workplace."

1.0 Employee Responsibility – When an Incident of Workplace Violence Occurs or is Imminent - Emergency Situation:

Every employee who is aware of or learns that an act of violence or violation of this Executive Order is occurring or about to occur in the workplace is responsible for the following immediate steps:

- a) Call 9-1-1 if there is an immediate emergency. Do not try to physically intervene unless reasonably necessary to protect someone from imminent death or bodily injury. Make every attempt to remove yourself from the dangerous situation as quickly as possible.
- b) If possible, immediately call 9-1-1 and notify a supervisor and/or building security.
- c) If possible, notify other personnel who may be in direct or indirect danger.

2.0 Employee Responsibility – When Violence or Other Violation of this Executive Order in the Workplace Occurs or is Threatened in a Non-Emergency Situation:

Every employee who is aware of or learns that an act of violence or violation of this Executive Order has occurred or been threatened that is not reasonably believed to present an emergency situation is responsible for the following:

- a) Promptly notify his/her supervisor or other agency manager, the agency's safety coordinator or a human resources representative.
- b) Cooperate in any investigation that may be undertaken.
- c) Respect the privacy of co-workers and others involved in a violence incident.

- d) Promptly report to his/her immediate supervisor if the employee learns or suspects that a co-worker is the subject of a restraining order or has been charged with a crime, or otherwise has any pending criminal charges against him or her.

3.0 Employee Responsibility - If an Employee Learns or Suspects that a Co-Worker is being Abused Outside of the Workplace:

Every employee who learns or suspects that another employee is being abused outside of the workplace is responsible for the following:

- a) Notify a supervisor or a human resources representative of your concerns or talk to the co-worker directly and, if appropriate, suggest s/he speak to a supervisor or manager, a human resources representative, the City's employee assistance provider (currently Guidance Resources), the City Attorney's Victim Resource Program, the Rose Adom Center (a facility dedicated to assisting victims of domestic violence), or the Denver Police Department's Victim's Assistance Unit (or other appropriate local law enforcement agency) for assistance and guidance. Below is the current contact information for the resources identified above:

Guidance Resources: **877-327-3854**

City Attorney's Victim Resource Program: **720-913-8020**

Rose Adom Center: **720-337-4400**

DPD's Victim's Assistance Unit: **720-913-6035**

- b) If the co-worker denies being abused, or acknowledges being abused but declines to report the abuse or speak with the resources identified above, consider reporting your concerns and the co-worker's response to a supervisor or a human resources representative. Do not exert pressure on the co-worker to acknowledge the abuse or identify the perpetrator.
- c) If the co-worker reports that the perpetrator may try to harm him or her at work or may harm other employees, family members, or other individuals, report this information immediately to a supervisor or human resources representative.

4.0 Employee Responsibility – If the Employee is a Victim or Alleged Perpetrator of Violence or Abuse, or is the Subject of a Protective Order or is Charged with a Crime of Violence.

- a) An employee who is a victim of violence in the workplace or of domestic or family violence is encouraged to report the incident or abuse to his/her supervisor or a human resources representative. An employee who obtains a protective order against another employee is required to report such information to his/her supervisor or a human resources representative. An employee who obtains a

protective order against a person who is not a City employee is encouraged to report such information to his/her supervisor, the agency's safety officer, or a human resources representative.

- b) An employee who is the subject of a Protective Order must report such information to his/her immediate supervisor as soon as possible, but no later than three (3) calendar days after the employee is first notified of the Protective Order. The employee must also keep his/her immediate supervisor apprised of the status of the Protective Order and all related court proceedings. An employee who is the subject of a Protective Order issued on behalf of another City employee must abide by all restrictions that may be put in place to prevent any intentional or unintentional violations of the Protective Order from occurring in the workplace
- c) An employee who is charged with a crime of violence, including a crime of domestic or family violence, must report such information to his/her immediate supervisor as soon as possible, but no later than three (3) calendar days after the date of arrest. The employee must also keep his/her immediate supervisor apprised of the status of the criminal case, including advanced notice of court proceedings that the employee is required to or may attend.