

INTRODUCTION

The following General Orders of Fire District No. 7, Woodbridge Township, Fords, New Jersey, outline the duties and responsibilities of all personnel, paid and volunteer, of Fire District No. 7 as pertains to fire and first aid calls and specifies the proper care and maintenance of Fire District property/equipment.

The Board of Fire Commissioners of Fire District No. 7 may revise any or all of the General Orders at its discretion or upon receipt of a request for change, in writing, from an appropriate authority outside of the Board. Specifically, requests for change to procedures as they affect Fire District No. 4, Fire district No. 8 or St. John's First Aid Squad, must be received in writing from respective Commissioners/Officers of all companies.

The General Orders will be reviewed on a periodic basis by the Board of Fire Commissioners of Fire District No. 7 and revisions will be published as necessary.

To ensure uniformity and consistency in practices and procedures, all previous editions of the General Orders dated prior to September 10, 1984, are to be destroyed.

Distribution of the General Orders will be controlled and is as follows:

- One (1) Copy - Alarm Room (Paid Men)
- One (1) Copy - Chief's Office (Line Officers)
- One (1) Copy - Board of Fire Commissioner

1. GENERAL HOUSE PROCEDURES

- 1.1 The Fords Fire House, being a public building, the American flag shall be raised to the top of the flag pole everyday at 7:00 a.m. and taken down at sunset. In the event of inclement weather, the flag will not be flown. The flag will be flown at half-mast for thirty (30) days upon the death of any member, past or present, who warrants the honor or when so directed by the President of the United States, the Governor of the State of New Jersey or the President of the Board of Fire Commissioners, Fire District No. 7, Woodbridge Township, Fords, New Jersey.
- 1.2 The man on duty shall log the time he reported for duty when he begins his shift. He shall check the telephone lines to ensure that they are in good working order, log his findings and proceed to log any occurrences of importance that happen during his shift.
- 1.3 Unless relieved, the man on duty shall leave Fire Headquarters only when responding to a fire call or when directed to do so by proper authority for official Board of Fire Commissioner business.
- 1.4 Each paid man shall review weekly, the boundaries and street and hydrant locations of Fire District No. 7.
- 1.5 The man on duty is responsible for protecting from waste and abuse, the public property entrusted to his care and he is expressly forbidden to give, sell or lend any such property without the permission of a member of the Board of Fire Commissioners.
- 1.6 Before signing for any deliveries, the man on duty will compare merchandise delivered to the packing list and purchase order. Upon affixing his signature to the delivery receipt, he will retain at least one (1) copy of the receipt to be placed in the Board of Fire Commissioners mail. The Commissioner in charge of equipment shall be notified of the receipt of goods as soon as possible.

- 1.7 Credit cards are to be used to purchase gasoline for the Fire Company's equipment only. The card to be used for a particular month shall be put in the glove compartment of each vehicle. The receipt will be signed by the individual receiving the gasoline. The license plate number of the vehicle receiving the gasoline shall be recorded on the receipt, or in case of a non-licensed piece of equipment, a description of the equipment, i.e., lawn mower, snow blower, etc. Diesel fuel shall be purchased at the township garage.
- 1.8 A written report shall be presented to the Board of Fire Commissioners by the driver; paid or volunteer, of any piece of fire-fighting apparatus in an accident. The written report shall contain all facts pertaining to the accident to enable the Board to properly prepare an appropriate accident report.
- 1.9 Use of the telephone on the duty desk is restricted to the man on duty and Dispatchers. Other individuals requiring a telephone, shall be directed to a telephone located in another area of the Fire House at the discretion of the man on duty. This restriction applies to Mutual Aid Coordinators and is extended to include prohibiting use of the radio or alarm equipment by the Coordinators when Mutual Aid is in progress.
- 1.10 All traffic laws shall be adhered to when operating any piece of Fire Company apparatus. This applies, but is not limited to, speed limits, traffic lights, school buses, etc.
- 1.11 No one shall attempt to get on or off any piece of apparatus until said apparatus has come to a complete stop.
- 1.12 The man on duty has the responsibility and authorization to call in Fire District No. 1's aerial anytime deemed necessary and the Dispatcher will follow through on the telephone if the paid driver has called by radio.

- 1.13 The following rules and regulations apply to the operation of 734 and 735.
- a. The purpose of these trucks is to supplement the fire-fighting apparatus available to the Fords Fire Company and may be used at the discretion of the Chief during the course of an alarm.
 - b. The trucks may be used for official business of the Board of Fire Commissioners, the Fords Fire Company the Fire Prevention Bureau, and Fire Rescue.
 - c. 734 may be driven by:
 - 1. Any paid or volunteer driver.
 - 2. Fire District No. 7 Fire Prevention Bureau.
 - 3. Any member of Fire District No. 7's Board of Fire Commissioners.
 - 4. Any active Fords Fireman (in the absence of 1, 2, and 3, above).
 - d. The apparatus is not to be used to haul anything except the equipment which has been designated as part of its normal inventory of fire-fighting equipment.
 - e. When the vehicle is dispatched for official business, the Dispatcher will log the time of dispatch in his daily log and will be aware of its estimated time of return to Fire Headquarters.
 - f. Under no circumstances will the vehicle be loaned to an individual or organization for personal use.
 - g. The man on duty shall be responsible for the care and normal preventive maintenance of this vehicle.
 - h. Except for snow plowing, the emergency signal lights will be used only when the vehicle is being used for a fire call, or Fire Rescue call.

2. ALARM AND PLECTRONS

- 2.1 Daily plectron tests activated by the Dispatcher at the Fords Fire House shall be conducted as follows:

Fords Fire Company	5:45 pm (Tuesday thru Sunday)
Keasbey & Hopelawn Fire Companies	5:47 pm (Tuesday thru Sunday)
St. John's First Aid Squad	5:50 pm (Tuesday thru Sunday)
Woodbridge Fire Company	6:04 pm (Tuesday thru Sunday)
Woodbridge First Aid	6:07 pm (Tuesday thru Sunday)

Woodbridge Fire Company will test for Fords Fire Company as stated above, every Monday at 5:45 p.m.

- 2.2 Special announcements pertaining to Fire Company business for Fords, Hopelawn, Keasbey and Woodbridge, are to be requested and authorized in writing by the Chief, President of Board of Fire Commissioners of the requesting company and are permissible. Where possible, the announcement shall be made in conjunction with the plectron test of at 6:30 p.m. Announcements requested in writing by an Officer of St. John's First Aid Squad shall also be honored and all companies we dispatch.
- 2.3 When the funeral procession for a qualified member passes the Fire House, (qualifications for this honor are determined by Fire Company rules) weather permitting, the engines/trucks will be placed on the apron.

3. FORDS FIRE CALLS

- 3.1 On fire calls for Fords, the Dispatcher will announce all pertinent information, such as the box number, type of fire and location over the plectron. There shall be no "silent alarms".
- 3.2 When an alarm is in progress, the alarm room is off limits to all personnel except the Fire Commissioners, the senior fire-fighting Officer at the Fire House, the Dispatcher, and the first volunteer driver to arrive. The door to the alarm room will be closed when an alarm is in progress.
- 3.3 When an alarm has been sounded, all qualified drivers shall report to the Fire House and roll with the second apparatus when so ordered.
- 3.4 Engine No. 73 will respond to all fire calls in Fire District No. 7 with the man on duty. If Engine No. 73 is committed or out of service, Engine No. 71 will respond to all calls in Fire District No. 7 with a volunteer driver or the man on duty, as applicable. In the event of a structural fire, Engine No. 71 will also be dispatched and driven by a volunteer driver or paid man. Trucks No. 72, 734 and 735 may respond with a paid or volunteer driver on order of the Office in charge. If all fire-fighting apparatus are committed or out of service, it shall be the responsibility of the Officer in charge to request an engine from a neighboring Fire Company to be placed in the Fords Fire House to respond to all calls in Fire District No. 7. The man on duty shall notify the Commissioner in charge of engines/trucks and the Chief, in the event an engine/truck(s) is/are out of service.
- 3.4 A. After dispatch of first engine to fire call, subsequent apparatus dispatched will advise first engine that it is in service.

- 3.5 Upon arriving at a fire scene, the driver shall immediately report by radio to Fire Headquarters the nature and seriousness of the situation. He shall keep Fire Headquarters appraised of the condition at the scene and he shall notify Headquarters when he is about to return.
- 3.6 For all fire calls on the New Jersey Turnpike and the Garden State Parkway, Box 121 is to be sounded and Engine No. 73 shall respond with a minimum of five (5) men or a maximum of ten (10) men, including the driver. Truck No. 72 with a volunteer or paid driver, will be dispatched if a second apparatus is required.
- 3.7 Appendix, page 12, depicts an Apparatus Response Matrix to facilitate fire-fighting apparatus response by type of call as directed by the Board of Fire Commissioners.

4. HOPELAWN/KEASBEY FIRE CALLS

- 4.1 On fire calls for the Hopelawn and Keasbey Fire Districts, the man on duty will announce the box number, type of fire and location on the initial plectron call. When the first responding engine of each district calls in service with the box number, the man on duty will repeat the location and the type of fire along with any other pertinent information. Subsequent pumpers calling in service will only require a "10-4" acknowledgement from the man on duty.
- 4.2 For fire calls in Hopelawn and Keasbey, the Fords man on duty will be released from desk duty upon receipt of a telephone call from the Dispatcher at the Hopelawn and Keasbey Fire House, upon their arrival.
- 4.3 Fire calls from the Budget Motel shall always be transmitted, regardless of call back from the motel or the alarm company. The Iselin Dispatcher at 283-1600 will be requested to dispatch the Avenel District No. 5 ladder truck to the scene. In the event the Avenel ladder truck is unable to respond, the Iselin Dispatcher is to be requested to dispatch the Iselin No. 9 ladder truck.

5. ST. JOHN'S FIRST AID SQUAD

- 5.1 All requests for ambulance service shall be recorded in the duty log by the man on duty. The log shall show the time the call was received, type of call (transportation, car accident, maternity, etc.), time the message was transmitted via the "hot one", and other pertinent information.
- 5.2 The man on duty shall communicate to the best of his ability and from the information he receives, the type of ambulance service requested of St. John's First Aid Squad:
- a. Difficulty breathing, bleeding, unconsciousness, will be announced as an "emergency".
 - b. Any fire will be announced as a "fire call".
 - c. An accident involving a motor vehicle will be announced as an "accident".
- 5.3 Immediately after the alarm is sounded for St. John's First Aid Squad on all emergency calls for heart attacks, serious car accidents, serious burns or other serious trauma, the JFK Mercy 9 Unit will be called at 494-6130 for all emergencies on the north side of New Brunswick Avenue. For similar emergencies on the south side of New Brunswick Avenue, the Perth Amboy Medical Intensive Care Unit (P.A. M.I.C.U.) will be called at 442-3520 or 745-5138. The westerly boundary is the east side of Maple Avenue and the easterly boundary is the Garden State Parkway.
- 5.4 Only prearranged transportation from home to hospital or hospital to home will be announced as an "ambulance call" for St. John's First Aid Squad. Transportation calls shall be limited to patients residing within the Fords/Keasbey area unless approved by St. John's Aid Squad. The man on duty will not monitor the squad radio except in emergency situations.

- 5.5 On all structural fires in Fire District No. 7, the alarm for the St. John's First Aid Squad will be sounded by the first qualified driver arriving at the Fire House in response to the fire call. St. John's First Aid Squad will not respond to any other fire calls within Fire District No. 7, except if requested from the Chief or individual in charge.
- 5.6 St. John's First Aid Squad will respond to all motor vehicle fires, structural fires and/or hazardous materials incidents with Fire District No. 4.
- 5.7 St. John's First Aid Squad will respond to all motor vehicle fires, structural fires and/or hazardous materials incidents within St. John's First Aid Squad's District (see Attachment No. 1) except as indicated in 5.5.
- 5.8 Between the hours of 6:00 p.m. and 6:00 a.m., the St. John's First Aid Squad will respond to all fires in their District except as indicated in 5.5.

6. OUT OF DISTRICT/TOWNSHIP CALLS

- 6.1 Approval must be received from the Board of Fire Commissioners on all requests for out of township assistance. If a Commissioner is not available, approval must be received from the Chief or next ranking fire-fighting Officer. After approval, Box 121 is to be sounded and Engine No. 2 will respond with a paid man or a volunteer driver with a minimum of five (5) men and a maximum of ten (10) men, including the driver.
- 6.2 Approval must be received from the Board of Fire Commissioners on requests for the use of fire-fighting apparatus for parades, out of district drills, etc.
- 6.3 Requests for fire assistance without apparatus shall be referred by the man on duty to the Chief or next ranking Officer. In the event the Chief or his Officers cannot be contacted, the alarm must be sounded. Engine No. 71 and/or 734 or 735 shall be used to transport Firemen to out of town requests for assistance.
- 6.4 Engine No. 71 will be used for all out of district calls. However, if Fords is in a prime standby position for Hopelawn, Keasbey, and Woodbridge, then Engine No. 73 will be used. The Engine will proceed to the scene as normal.
- 6.5 The use of the engine/truck and fire-fighting equipment shall be at the discretion of the Officer in charge when the Fire Company is out on a call outside of Fire District No. 7.
- 6.6 Upon receipt of a Mutual Aid Alarm, Box 121 will be sounded and Engine No. 71 will respond with a volunteer driver, with a minimum of five (5) men and a maximum of ten (10) men, including the driver.

7. HAZARDOUS MATERIALS CALLS

- 7.1 Box 121 will be sounded on all fire calls which are known to involve hazardous materials. This applies to all hazmat calls within Fire District No. 7 and out of district calls. After evaluation of the situation at Fire Headquarters, the appropriate piece of apparatus may be dispatched with trained personnel as required. Response apparatus to be in accordance with Apparatus Response Matrix, Page 12.
- 7.2 Proper authorities will be advised of the hazmat condition and a request for additional support, trained personnel may be made if the situation warrants additional manpower.

APPARATUS RESPONSE MATRIX

RESPONDING ENGINE/TRUCK				
<u>TYPE OF CALL</u>	<u>ENG.NO.73</u>	<u>ENG.NO.71</u>	<u>ENG.NO.72</u>	<u>TRK.NO.734</u>
STRUCTURAL	X	X		X
PARKWAY/TURNPIKE	X			
BRUSH/MISCELLANEOUS	X	X		
MOTOR VEHICLE	X			
PRIME STANDBY	X			
STANDBY		X		
OUT OF DISTRICT		X		
HAZMAT	X			

NOTE: "Structural" included dwelling/buildings, industrial complexes,
senior citizens building, schools, etc.

COMMENTS

After evaluation, appropriate pieces of equipment to respond as directed
by the OFFICER IN CHARGE.