

## **2004 POLICIES**

- 1. 1 – 2004 STANDARD OPERATING PROCEDURE FOR EAST BANK  
CONSOLIDATED FIRE DEPARTMENT, PRE-INCIDENT  
INFORMATION PROGRAM.**
- 2. 2 – 2004 BACKING UP VEHICLES/APPARATUS**
- 3. 3 – 2004 46 RESPONSE**
- 4. 4 – 2004 OIL CHANGING/STORING/DISPOSING**
- 5. 5 – 2004 51 - A RESPONSE**





AARON F. BROUSSARD  
PARISH PRESIDENT

# JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT

## BULLETIN BOARD



DONALD T. BOCK  
SUPERINTENDENT OF FIRE

TO: All PERSONNEL

FROM: ACTING SUPERINTENDENT DEANO BONANO *DAB*

SUBJECT: 51-A RESPONSE

EFFECTIVE: 04/15/04

EXPIRATION DATE: NONE

POLICY: 5 - 2004

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In order to reduce fire department vehicle accidents and minimize danger to other vehicles on the road, the following procedures shall be followed when responding to Signal 51-A's.

1. Primary fire apparatus responding to Signal 51-A shall respond with All Audible and Signal devices activated.
2. All other apparatus responding to the incident shall respond **Code One** utilizing the Opti-Com device **ONLY**.
3. This procedure shall be followed until disposition is given from the Incident Commander or Fire Alarm has upgraded the information of the incident.

1911



AARON F. BROUSSARD  
PARISH PRESIDENT

# JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



TO: ALL PERSONNEL

FROM: ACTING SUPERINTENDENT DEANO BONANO *DAB*

SUBJECT: OIL CHANGING/STORING/DISPOSING

EFFECTIVE: 08/09/04

EXPIRATION DATE: NONE

POLICY: 4 - 2004

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The changing of oil on any equipment, machinery, vehicles, etc., either department owned or privately owned at any Fire Department Facility is hereby prohibited.

The dumping, disposing, pouring or storing of any petroleum products, including cooking oils, along fence lines, structures and in drains shall be strictly prohibited. All cooking oil shall be poured into a sealed disposable container and placed into the trash. In the near future, the department will be studying the feasibility of placing cooking oil receptacles at each station that will be serviced by a licensed company when they are full.





AARON F. BROUSSARD  
PARISH PRESIDENT

# JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



TO: ALL PERSONNEL

FROM: ACTING SUPERINTENDENT DEANO BONANO *DAB*

SUBJECT: 46 RESPONSE

EFFECTIVE: 06/04/04

EXPIRATION DATE: NONE

POLICY: 3 - 2004

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A single engine response shall be dispatched on all calls requiring Public Assistance (Signal 46). These responses include but are not limited to: shortness of breath, CPR, difficulty breathing, lifting assistance, no other units available and other medical related calls.

Two or more companies shall be dispatched on all calls for extrication and at the discretion of the fire alarm dispatcher.

Fire Alarm dispatchers shall exercise all appropriate measures when dispatching multiple companies on calls for Public Assistance.







AARON F. BROUSSARD  
PARISH PRESIDENT

# JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK  
SUPERINTENDENT OF FIRE

TO: ALL OFFICERS AND MEMBERS OF THE EAST  
BANK CONSOLIDATED FIRE DEPARTMENT

FROM: SUPERINTENDENT DONALD T. BOCK *Donald T. Bock*

SUBJECT: BACKING UP VEHICLES/APPARATUS

EFFECTIVE DATE: 02/11/04

EXPIRATION DATE: NONE

POLICY: 2 - 2004

Effective immediately, due to the number of accidents involved in backing up vehicles/apparatus, it is necessary to implement the following instructions to assist in safely carrying out this procedure.

Everyone is aware that before backing up a vehicle/apparatus, you must get out and check the area for obstructions and people. Back slowly, keeping a constant lookout the entire time while backing.

Additionally, the following will be put into practice:

You will not back up a vehicle/apparatus unless someone is available to guide you.

If the person guiding the driver cannot be seen by the driver, the driver must stop immediately.

If the person guiding the driver must leave, the driver must stop immediately.

Failure to follow these procedures will result in disciplinary action.





AARON F. BROUSSARD  
PARISH PRESIDENT


# JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK  
SUPERINTENDENT OF FIRE

TO: OFFICERS AND MEMBERS, EAST BANK  
CONSOLIDATED FIRE DEPARTMENT

FROM: DONALD T. BOCK  
SUPERINTENDENT OF FIRE 

SUBJECT: STANDARD OPERATING PROCEDURE FOR EAST  
BANK CONSOLIDATED FIRE DEPARTMENT, PRE-  
INCIDENT INFORMATION PROGRAM

EFFECTIVE DATE: 2/02/04

EXPIRATION DATE: NONE

POLICY: 1-2004 (REPLACES POLICY 1-2002)

**I. Two site surveys per month will be required for each engine, ladder and squad company.**

- A. If a complicated site such as a school, apartment complex or a strip shopping center is being surveyed, additional time shall be granted. A short letter requesting the additional time shall be given to your District Chief, then forwarded to the Program Monitor. This will help the Department keep an accurate record of the number of surveys done by each company.
- B. Due to the complexity of Lakeside Shopping Center, Clearview Shopping Center, Elmwood Shopping Center, Lakeside Hospital, Ochsner Hospital, Elmwood Medical Center, East Jefferson General Hospital and Doctor's Hospital, BUILDING SURVEYS SHALL NOT BE DONE BY Fire Suppression Personnel for these buildings. Special arrangements will be made through Fire Headquarters with building engineers to collect the proper information. The responding companies shall be given tours of the buildings and the accumulated information will be passed on to them.

**II. Preparing for the Pre-Incident Survey**

- A. Selecting sites to be surveyed. Choose target areas, sites that demand special consideration or that may give you trouble during an emergency.
- B. Company Officer shall contact responsible person by phone and make appointment for surveying building.



- C. Company Officer shall then place sites to be surveyed on Station Pre-Incident Information Log to avoid duplication by other Platoons.
- D. Before leaving Station for survey, Company Officer shall inspect personnel for proper uniform which shall be the Station Work-Wear Uniform. At no time shall T-Shirts or any part of personnel Turn-Out Gear be worn during the survey. Regulation Tennis Shoes may be worn in lieu of regulation low quarter shoes.
- E. Company Officer shall also inspect Fire Apparatus to be sure they are clean.
- F. Be prompt in reporting for scheduled survey. If you must cancel for a legitimate reason, notify the proper person at the building as soon as possible. This will be the Company Officer's responsibility.

### **III. Gathering Information**

- A. Company Officer shall observe any obstructions or problems they may encounter when responding to the scheduled site survey.
- B. Upon arrival at the site, the Company Officer shall contact manager or responsible party for the site. He will introduce himself and explain the purpose of the Pre-Incident Information Program. At this time all other personnel will remain on the Apparatus.
- C. Once introduction has been made, the Company Officer will meet with rest of personnel and shall begin the survey.
- D. All personnel will stay together from this point on. There will be no loud talking or joking around.
- E. Exterior of building shall be done first. This will help give a general layout of the building when you get to the interior.
- F. Next, a systematic survey of the interior of the building will be done. Start on the lowest floor and work upwards to the rooftop.
- G. This is a building survey not a Fire Inspection, but if you find a fire hazard, report it to the responsible party at the time of the survey. Fire Prevention should be notified.
- H. After the information has been gathered, the Company Officer will thank the responsible party for co-operating with the Department for the Pre-Incident Information Program and then shall depart immediately.

### **IV. Completing the Pre-Incident Information form (See EXAMPLE # 1)**

- 1. Address  
Municipal address
- 2. Zone
- 3. Building Name
- 4. Number of floors



problems. The exposure problems shall be shown on the individual building diagrams.

16. Additional information  
Any information that may be helpful to you and is not listed elsewhere on the form.
17. Officer making the survey, station/platoon and date  
Company Officer, station and platoon and date completed.

**V. Completing diagram on rear of Pre-Incident Information Form (see EXAMPLE # 1)**

- A. Diagram shall be drawn on rear of Pre-Incident Information Form.
- B. Diagram shall be drawn in pencil or computer generated only.
- C. Use designated symbols with templates provided.
- D. Dimensions of building
  1. Exterior walls of building shall be drawn proportionately to size of form. No particular scale is required but draw diagram in proportion. For example, if a building is 100' wide and 200' long, the width should be half the size as the length.
  2. Print dimensions on outside of exterior walls as shown on sample surveys.
- E. Hydrants
  1. Use designated hydrant symbol.
  2. If present, show hydrants on all four sides of building.
  3. Indicate distance from hydrant to nearest corner of building, measuring distance where hose would be laid from apparatus.
  4. Indicate size of water main that is feeding hydrant.
  5. Hydrants that are not located in front of the address side of the building, shall have the municipal address numbers printed in parentheses next to the hydrant symbol.
- F. Streets
  1. Show streets on all sides of building and print name of streets.
  2. Write municipal address of building
- G. Interior fire walls  
The only interior walls required to be drawn shall be interior fire walls. These walls must extend from the foundation floor up to or through the roof. In multiple story buildings, fire walls are usually the main corridor walls.
- H. Height of building  
Indicate the number of floors in the building at the upper right corner of the diagram.
  1. If surveying a complex with buildings of different heights as a school, indicate this by using the letters "MB" for multiple





2. Indicate number of the highest floor at the upper right corner of the survey diagram.
  3. Diagram shall indicate split-levels by using diagonal lines for each level and also, by indicating the number of floors in that area. (see examples)
- F. Canopies, porches, patios and large overhangs (see EXAMPLES 5A AND 5B)
- The above items shall be indicated on the Survey Diagram by using a broken line.

## **VI. Monitoring the Pre-Incident Information Program**

- A. After the survey has been completed, the entire company will review it to be sure that it is accurate, neat, uniform and complete.
- B. Next, the District Chief will review the survey to be sure that it conforms to the standards set forth by the Department.
- C. The Survey will then be given to the Assistant Chief who will spot check them.
- D. At the end of each month, all Pre-Incident Plans are gathered for the whole platoon. They shall be forwarded to the Program Monitor at Fire Headquarters to receive a final review.
- E. If at any point the Survey is deemed unacceptable, it will be sent back to the Company Officer for corrections.
  1. If a Survey is returned to the Company Officer for corrections, he shall correct the Survey and return it to Fire Headquarters by the beginning of the third work day after he received the returned Survey. The returned Survey shall not count as his Survey for that month.
- F. A periodic progress report shall be given to the Fire Superintendent and the Chief Officers by the Program Monitor. This report shall indicate the number of Surveys completed by each platoon and each station. Not only quantity but also quality of the finished product will be reported.
- G. The calendar year will be broken up into three parts. The first part will be from January 1 to May 31. Two new pre-plans from each company shall be turned in each month. The second part will begin on June 1 and last until completion of updates. This time will be used to update all existing pre-plans on file. Ten (10) complete updates from each company shall be turned in each month as assigned by the Program Monitor. Multiple businesses in a strip configuration shall count as one plan. Please bear in mind that Property Insurance Association of Louisiana requires all businesses and schools be upgraded at least once a year. The third part will be upon completion of up-dates until December 31. This part will also require two new pre-plans per company each month. An accurate



STATION #                     

	APPT.	PLAN
PLAT.	FOR	DONE

[illegible]



8  
B  
(3641)

MONROE ST.

5 FLOORS

8  
B  
(38)

400' →

← 300'

GREEN AVE.

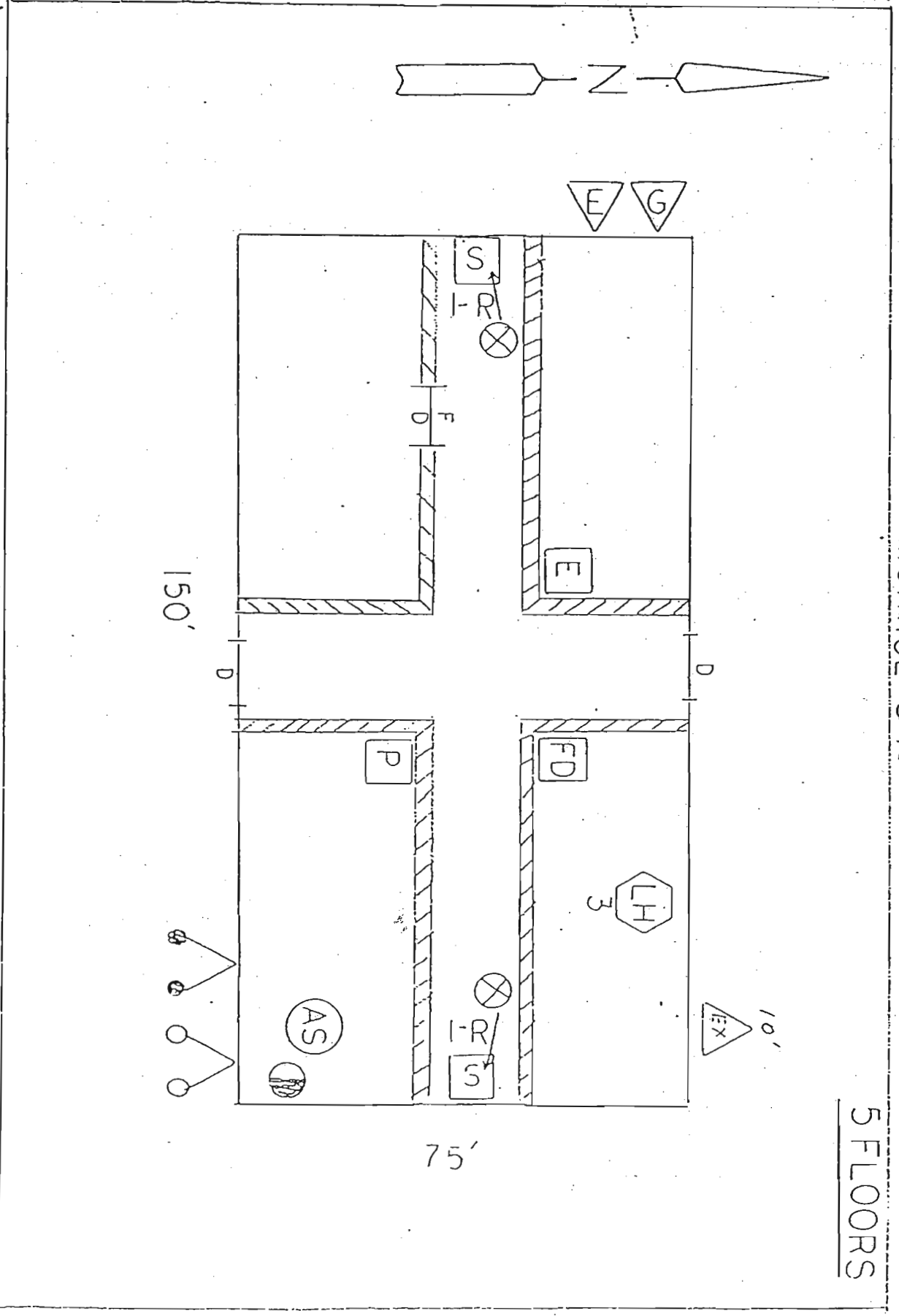
EXAMPLE 1 A

3640)  
B

30' →

3705 APPLE LANE BLVD.

← 30'  
(38)



## PRE-INCIDENT INFORMATION

1. ADDRESS 3705 Apple Lane Blvd. 2. ZONE 1512
3. BUILDING NAME Acme Insurance Bldg.
4. NUMBER OF FLOORS 5 5. BUILDING USE Office building
6. OWNER Mr. John Phillips 7. PHONE # 467-3098
8. RESP. PARTY Mr. Bill Brown, mgr. 9. PHONE # 392-6054
10. SPRINKLER SYSTEM Yes 11. STANDPIPE SYSTEM Yes
12. ESTIMATED FIRE FLOW PER FLOOR 3750 GPM.  $\text{GPM.} = \frac{L \times W}{3}$
13. SPECIAL LIFE HAZARD Handicapped employees confined to wheelchairs on  
3 rd. floor, rooms 303 and 304 between hours of 0900 and 1700.
4. SPECIAL HAZARD \_\_\_\_\_
5. EXTERIOR EXPOSURE PROBLEM #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 X #4 \_\_\_\_\_
6. ADDITIONAL INFORMATION A. Computer room is located on the 5th floor.  
It is equipped with a Halon extinguishing system. B. # 3  
exposure is an abandoned woodframe apartment building.
- OFFICER Capt. Raymond Johnson STN. 1512

SUNSET DR.

(1244)

1 FLOOR

600'

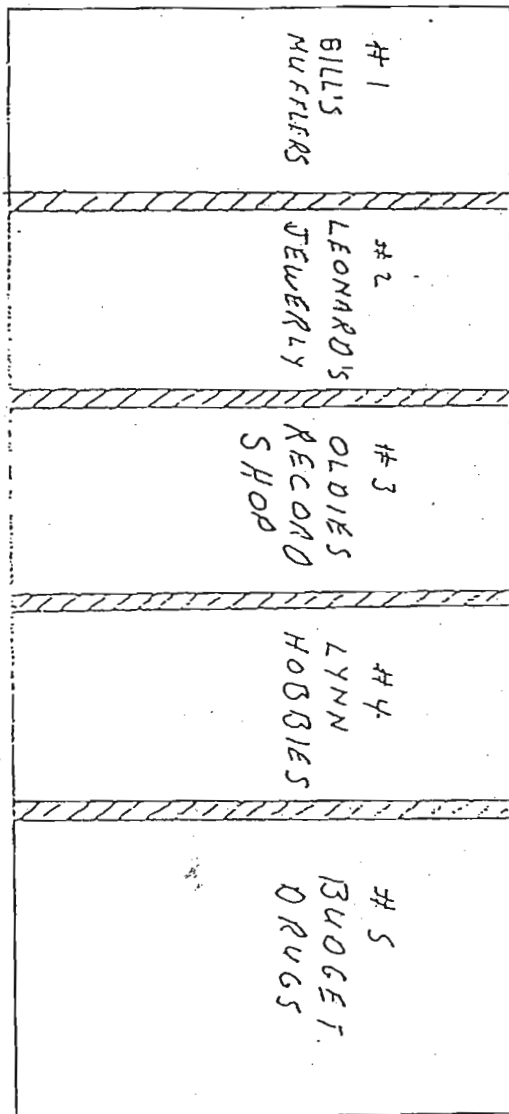
KING ST.

75'

300'



TEXAS ST.



1234 LILAC LANE

MACTED CIVILITY

← 0' TB

12'

EX-1244-2A

309  
B-1-2-400'

# RE-INCIDENT INFORMATION

EXAMPLE # 2

ADDRESS 1234 Lilac Lane MASTER SURVEY 2. ZONE 1908

BUILDING NAME Lilac Lane Shopping Center

NUMBER OF FLOORS 1 5. BUILDING USE Commercial

OWNER Mr. Ryan Roberts 7. PHONE # 736-0931

RESP. PARTY Ace Management Co. 9. PHONE # 482-7081

10. SPRINKLER SYSTEM No 11. STANDPIPE SYSTEM No

12. ESTIMATED FIRE FLOW PER FLOOR 7500 GPM. GPM. =  $\frac{L \times W}{3}$

13. SPECIAL LIFE HAZARD SEE SUPPLEMENTAL SURVEY

14. SPECIAL HAZARD SEE SUPPLEMENTAL SURVEY

15. EXTERIOR EXPOSURE PROBLEM #1  #2  #3  #4

16. ADDITIONAL INFORMATION SEE SUPPLEMENTAL SURVEY

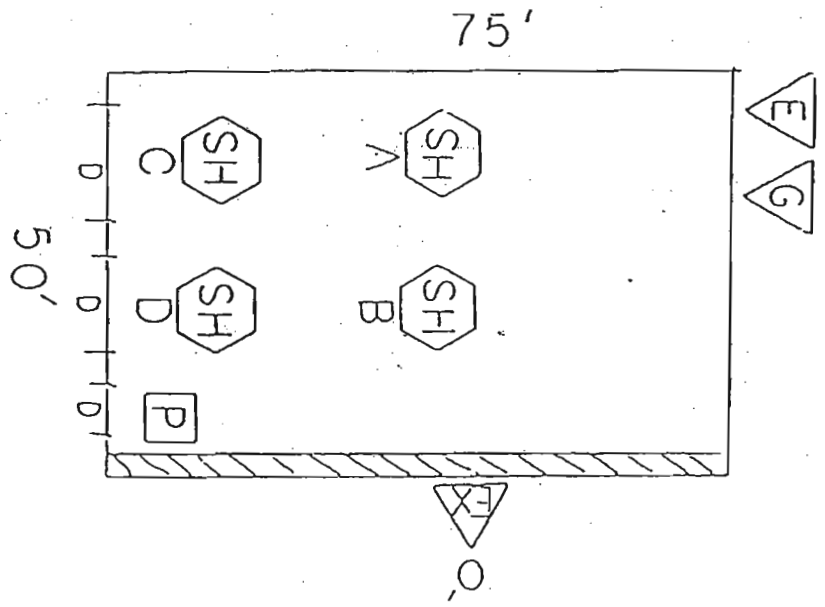
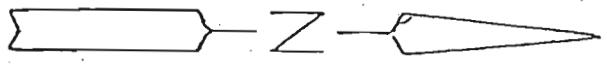
17. OFFICER Capt. Harold Smith STA./PLAT. 19 B DATE 11-20-88



SUNSET DR.

(1244)

1 FLOOR



KING S T.

1234 LILAC LANE

TEXAS S.T.

309)  
B 12" 400' →  
EXAM # 3 A

← 250' 12" TP

## PRE-INCIDENT INFORMATION

1. ADDRESS 1234 Lilac Lane · Supplement # 1 2. ZONE 1908
3. BUILDING NAME Bill's Mufflers
4. NUMBER OF FLOORS 1 5. BUILDING USE Auto Repair
6. OWNER Mr. Ryan Roberts 7. PHONE # 736-0931
8. RESP. PARTY Mr. Bill Jacobs 9. PHONE # 838-7000
10. SPRINKLER SYSTEM No 11. STANDPIPE SYSTEM No
12. ESTIMATED FIRE FLOW PER FLOOR 1190 GPM. GPM. =  $\frac{L \times W}{3}$
13. SPECIAL LIFE HAZARD \_\_\_\_\_
14. SPECIAL HAZARD A, B, C and D are open pits used for auto repair
15. EXTERIOR EXPOSURE PROBLEM #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 X
16. ADDITIONAL INFORMATION #4 exposure is business next door. There is a fire wall between the businesses.
17. OFFICER Capt. Harold Smith STA./PLAT. B 19 DATE 11-29-88

50' ←

TATE ST.

(3537)

VERNON CT.

(230)

MB

← 20' →

JB

PEACH LANE



BLDG. 101

BLDG. 102

BLDG. 103

BLDG. 100

(201)

200 GARDEN RD.

(231)

← 20' →

← 20' →

MB

JB

# PRE-INCIDENT INFORMATION

EXAMPLE # 4

ADDRESS 200 Garden Rd. 2. ZONE 1215

BUILDING NAME L. D. Owens Elementary School

NUMBER OF FLOORS MB 5. BUILDING USE Elementary School

OWNER Jeff. Parish School Board 7. PHONE # 736-1000

RESP. PARTY Jim Williams (custodian) 9. PHONE # 454-7321

SPRINKLER SYSTEM Yes 11. STANDPIPE SYSTEM No

ESTIMATED FIRE FLOW PER FLOOR MB GPM.  $GPM. = \frac{L \times W}{3}$

SPECIAL LIFE HAZARD Elementary school children

SPECIAL HAZARD

EXTERIOR EXPOSURE PROBLEM #1 See diagrams #2 See diagrams #3 See diagrams #4 See diagrams

ADDITIONAL INFORMATION School consist of 4 different buildings.

Buildings have different number of floors.

(3301)

TEXAS ST.

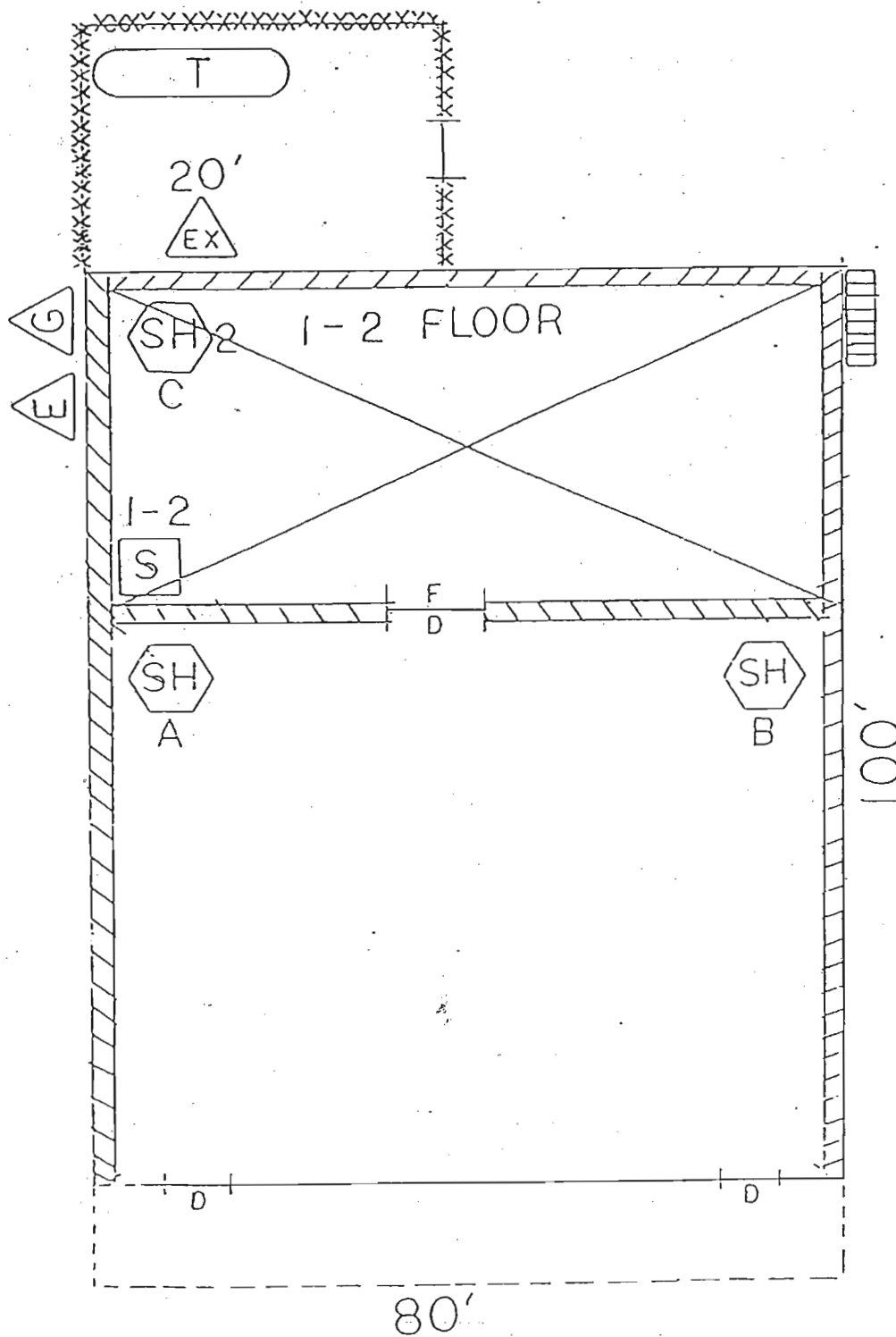
2. FLOORS

TB 12" 500'

(323)

OHIO L.

(313) MAINE S.



12" TB 200'

3312 TULSA AVE.

(3346)

## PRE-INCIDENT INFORMATION

1. ADDRESS 3312 Tulsa Ave. 2. ZONE 1703
3. BUILDING NAME Smith's Hardware Supply Co.
4. NUMBER OF FLOORS 2 5. BUILDING USE Hardware
6. OWNER Harold Smith 7. PHONE # 739-6405
8. RESP. PARTY Sam Smith 9. PHONE # 739-7263
10. SPRINKLER SYSTEM NO 11. STANDPIPE SYSTEM NO
12. ESTIMATED FIRE FLOW PER FLOOR 2666 .GPM.  $\text{GPM.} = \frac{L \times W}{3}$
13. SPECIAL LIFE HAZARD \_\_\_\_\_
14. SPECIAL HAZARD A. Paint thinners B. Insecticides C. Shotgun shells and components for loading shotgun shells (gunpowder and primers)
- There is a 5000 gal. horizontal tank containing propane in the rear yard.
15. EXTERIOR EXPOSURE PROBLEM #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 X #4 \_\_\_\_\_
16. ADDITIONAL INFORMATION Propane tank located in rear yard 20' from #3 side of bldg.