

complete a Fire Form #120 (See attachment) and forward this form to the Fire Prevention Division with the Incident Report.

- D. The Fire Prevention Division shall review the form, forward one copy to the Condemnation/Demolition Division and maintain a copy on file. They shall also maintain liaison with the Department of Buildings and Inspections as to the status of reported buildings, the results of the inspection of these buildings, and their disposition.
- E. During fire suppression activities, the Incident Commander shall initiate a defensive attack on abandoned, damaged, and deteriorated buildings in which the structural integrity of the building has been compromised or is questionable.
- F. If there is any evidence that the structure may be occupied, the Incident Commander will make a determination whether it is safe to conduct a search and rescue. Extreme caution is to be taken when committed to an incident involving an abandoned, deteriorated, neglected or damaged structure. The safety of fire personnel continues to be paramount during this type of operation.

200.20 PRE-FIRE SURVEYS

- A. Pre-Fire Surveys shall be completed for all buildings or facilities which require a survey and distributed to all crews assigned to respond on the first alarm of an emergency incident.
- B. Each year during the months of January through March the Station Captain shall identify buildings or facilities within their respective battalions which require a survey.
- C. Station Captains shall equally assign each crew of their stations those buildings or facilities which requires a survey.
- D. Any life safety hazards found by the crew completing the survey shall notify their respective Battalion Chief and Fire Prevention immediately.
- E. The Battalion Chief will also immediately provide information pertaining to life safety hazards to respective responding stations due on the first assignment.
- F. Six primary elements that shall be documented during Pre-Fire Survey includes:
 - 1. Physical and site characteristics
 - 2. Occupant considerations
 - 3. Water supply and fire protection systems
 - 4. Special hazards
 - 5. Emergency operations

6. Pre-Fire Survey testing and maintenance
- G. Forms completed, reviewed and approved by the Battalion Chief will be distributed as follows:
1. The original copy will be kept on file in the station.
 2. A copy shall be placed in the units that respond first due to the facility.
 3. A copy shall be forwarded to the Battalion Chief for file in all command vehicles.
 4. A copy shall be forwarded to the Fire Prevention and Hazardous Materials/Decon and Technical Rescue companies.

300 Management

300.01 EXPOSURE REPORTING

- A. Any employee, who has an exposure incident, must report the incident to their immediate supervisor. The immediate supervisor will initiate an Exposure Report and complete any necessary accident forms and refer the employee to the Safety Bureau.
- B. The exposure report must be completed within 48 hours of the incident and forwarded to the Safety Bureau.
- C. If the exposure is significant and medical attention is necessary the Safety Bureau will contact the city's contracted medical provider with the following:
 1. The type of injury the employee received
 2. The type and samples of any bio-hazardous material the employee was exposed to
 3. The type and samples of any exposure sources the employee was exposed to
 4. Circumstances under which the exposure occurred

300.02 PARAMEDIC ROTATION

- A. Each FF/EMT-P will be assigned to a Suppression Apparatus for a minimum of two complete shifts each 28 day cycle.
- B. FF/EMT personnel shall notify their shift officer in the event that the fourteenth day of the twenty eight day cycle goes by without assignment to a Suppression Apparatus.
- C. The Department has the right to assign properly qualified personnel to any position it deems necessary to maintain proper staffing.

300.03 CHAIN OF COMMAND

- A. The following list is established as the Chain of Command for Birmingham Fire and Rescue Service Department: