

**WINTER OPERATIONS:
STANDARD OPERATING PROCEDURES**

INDEX

	<u>SUBJECT</u>	<u>PAGE</u>
1.	Introduction	1
2.	Anticipated Problems	1
3.	Preplanning	2
	3.1 Chief of Operations	2
	3.2 Borough Commands and Special Operations Command	2
	3.3 Line Units	3
4.	Cold Weather Operations	
5.	Snow Emergency Procedures	10
	5.1 Operational Phases	10
	5.2 Phase A Activities	11
	5.3 Phase B Activities	12
	5.4 Personnel Procedures - Line Units	18
6.	Winter Check List	21

1. INTRODUCTION

- 1.1 Winter weather, with its attendant periods of freezing and snowfalls, causes procedural and operational problems requiring solutions of a special nature. To cope with these problems all levels must fully utilize the available resources of this and other Departments in the common interest of providing our vital services to all citizens of New York City.
- 1.2 Each Unit, Battalion, Division and Bureau of the Department shall define and evaluate the various problems and conditions that might arise within their respective area of responsibility, or point of duty, and develop appropriate solutions which, within the guidelines established by this AUC and associated rules and regulations of the Department, will assure a high level of competence and effectiveness in the operations of the Department under all circumstances.

2. ANTICIPATED PROBLEMS

- 2.1 Freezing weather affecting response, water supply and operating hazards.
- 2.2 Sudden heavy snowfalls affecting the mobilization of manpower and equipment.
- 2.3 Prolonged snowfalls causing the slowing or blocking of traffic, obstructing of streets and general restriction of response and operations.
- 2.4 Hydrants obscured from view, blocked by snow and vehicles, and often found OOS due to freezing or other defects.
- 2.5 Special operating procedures may be necessary to overcome the problems developed by conditions noted above.
- 2.6 Regular maintenance, repair and replacement of apparatus and equipment may be unavailable.
- 2.7 Extreme delay in response of special units (e.g., Field Communications, Haz-Mat).
- 2.8 Increased demand on the 911 System creating a call backlog.

3. PREPLANNING

Except where otherwise specifically noted, the activities outlined herein shall commence on October 1st of each year.

3.1 Chief of Operations

3.1.1 Communication established with other agencies including; Office of Emergency Management (OEM), Department of Sanitation (DS), Department of Transportation (DOT), Police Department (PD), Department of Environmental Protection (DEP) in order to assure that liaison at lower levels is established and cooperative efforts maintained.

3.1.2 Update assignments to the Fire Department Operations Center (FDOC) during snow emergencies.

3.1.3 Update assignments to OEM during snow emergencies.

3.1.4 Establish procedures for increasing the staffing of units, staffing of reserve apparatus, or activation of Rapid Response Vehicles (RRV).

3.1.5 Determine availability of helicopter from the Police Department Aviation Unit for post storm survey.

3.1.6 Assure adequacy of emergency supplies from other agencies such as gasoline, diesel and fuel oil vendors.

3.1.7 On or about October, 1st request from OEM, a copy of the current version of the Inter-agency Winter Weather Guide.

3.2 Borough Commands and Special Operations Command

3.2.1 Ensure that each Division and Battalion has designated a Winter Operations Coordinator. Commands shall maintain a list of Coordinators. This list shall be maintained current as of October 1st of each year.

3.2.2 Controls established to ascertain Divisional readiness for winter operations.

3.2.3 Determination of problems which cross Borough boundaries and require coordination (e.g., inaccessible areas, water supply, manpower allocation).

3.2.4 Scheduling of Thawing Apparatus (TA) rotation within Divisions for training.

3.2.5 Where practical, other Federal, State, or City agencies shall be evaluated to determine resources or services available during emergencies (e.g., special equipment, four-wheel drive vehicles, small snow plows, personnel carriers).

3.3 Line Units

3.3.1 Contact with other agencies by Division and Battalion Winter Operations Coordinators.

- A. Division and Battalion Coordinators shall initiate and arrange contact with various agencies to promote coordination and cooperation during the winter season. Every effort shall be made to find practical and workable solutions to FD problems within priorities and capabilities of such agencies. If possible, duplications of contacts shall be avoided. For this purpose, Division and Battalion Coordinators shall keep one another informed of their activities in this regard.

Department of Sanitation (DS) - Determine location of district and local offices and arrange conferences with highest supervisory officers with operational responsibility. The following problems shall be discussed:

1. Priority opening of firehouse streets.
2. Primary response routes.
3. Buildings with critical life hazards.
4. Removal of obstructing abandoned vehicles.
5. Avoiding the covering of hydrants and entrances to side streets by snow plows.
6. Location of storage depots for sand and salt.
7. Local matters pertinent to Division or Battalion.

Police Department (PD) - Contact local precincts to determine assistance available for the following:

1. Diversion and control of traffic during operations.
2. Closing of streets for emergency responses.
3. Ability to provide information on street conditions during emergencies.

- B. A log of such contacts and their results shall be maintained in each Division and Battalion office for reference by all Chief Officers. Names and phone numbers of contacts for such agencies shall be maintained in such log for ready use during emergency periods. The names and phone numbers for the OEM Watch Command and FD liaison assigned to OEM's Emergency Operations Center, (when activated), shall be written in such log.

3.3.2 Surveys

- A. Divisions, Battalions and Units shall compile a listing of primary response routes for snow and obstruction clearance. Lists shall be forwarded to the Planning and Strategy Unit (OEM Liaison) who will work with OEM to provide this information to the Department of Sanitation.

- B. Division Coordinators shall determine locations of possible sites where additional units could be established during emergencies.
- C. Division Coordinators shall initiate surveys to determine location of large life harboring institutions in remote areas or requiring special operating procedures during snow emergencies. Where necessary, guidelines shall be developed for use in MUD and other drills.
- D. Division Coordinators shall initiate survey to determine areas where special water supply problems are likely to occur during freezing or snow emergencies, and where necessary develop alternate methods of water supply.

3.3.3 Apparatus and Equipment

- A. Divisions where reserve apparatus are stored shall ensure such apparatus are properly equipped and serviceable.
- B. Division where Thawing Apparatus are stored shall ensure serviceability and maintenance of same.
- C. Divisions where BFU are stored shall ensure availability.
- D. The following equipment shall be assembled in readiness and placed on company apparatus when snow or ice emergency is imminent or Phase A or B established.
 - 1. At least 6 extra lengths of 2 ½" hose, rolled or folded, on each Engine and Ladder apparatus.
 - 2. 2 shovels.
 - 3. Containers of salt and/or sand.
 - 4. Vehicle recovery strap with shackle
 - 5. Tire chains, spare links and link tool.
 - 6. Specialized hydrant connection set-up as determined by individual commanding officers.

The above equipment shall also be assembled and ready for use on reserve apparatus.

- E. Tire chains, shovels, vehicle recovery straps and extinguishers shall be available and placed in Chiefs' vehicles when snow or ice emergency is imminent or Phase A or B established.
- F. Company Commanders shall notify Fleet Maintenance of any apparatus servicing necessary to ensure proper operations during periods of freezing weather. This includes all vehicles stored in quarters.

- G. Suitable covers for the protection of exposed equipment during adverse weather conditions shall be carried on apparatus and used as necessary.
- H. Deputy and Battalion Chiefs during regular inspectional visits to units shall give special attention to the availability, condition and adequacy of special winter supplies and equipment. Division Coordinators shall maintain necessary controls to ensure that each unit has been checked. Battalion Chiefs shall complete Winter Check List Form and forward a copy to the Division Coordinator. Suggested form can be found in section 6.

3.3.4 Training

- A. To ensure effective service during winter operations, Division Coordinators shall arrange for the training of members in use of the Thawing Apparatus (TA). Names of members so trained shall be maintained by Unit Commanders.
- B. The staffing of Division and Battalion headquarters during emergencies is vital to coordination of all activities and communications between levels of command. Additional Battalion and Division firefighters shall also be trained to supplement regular assigned members or be appointed to additional Chiefs on duty due to emergencies.

Deputy and Battalion Chiefs shall arrange for the training of members as Division and Battalion firefighters who are sufficiently capable and trained to coordinate office continuity during absence of Chief Officers in emergency situations.
- C. Division and Battalion Coordinators shall schedule MUD and company drills to address the following:
 - 1. Water supply problems.
 - 2. Operations involving dead end streets and cul-de-sacs.
 - 3. Remote locations.
 - 4. Local special problems.
 - 5. The deployment of resources at the scene, compensating for delays in the response of additional units.
- D. Company Commanders shall prepare drill subjects concerned with winter operations including the provisions of:
 - 1. AUC 200.
 - 2. Safety Bulletin 27 - Winter Driving Tips.
 - 3. Special hose stretches and hook-ups.
 - 4. Laddering and roof operations in ice and snow.

5. Other pertinent subjects to fully prepare members for emergency operating procedures.
 6. Safety.
- E. Drills and training schedules concerning winter operations shall be initiated during the month of October each year.

3.3.5 Hydrants and Water Supply

- A. Battalion Coordinators shall review information derived from semi-annual hydrant inspection reports, current listing of hydrants with drainage problems from units and other known water supply deficiencies in order to determine prospective problem areas. Where conditions warrant, pre-planning shall take place to provide alternate means of water supply. Such information shall be made available to affected units and shall be included in MUD and other drill periods. Coordinators should contact the Geographic Information System (GIS) Unit for assistance in mapping effected areas.
- B. Battalion Coordinators shall maintain a current history of hydrants having defective drainage assemblies or a history of freezing problems, to permit proper scheduling and use of the Thawing Apparatus (TA) during periods of freezing weather. Battalion Chiefs can request the TA through the chain of command. Units shall report frozen hydrants using the Hansen Hydrant application for transmittal to the appropriate TA.
- C. Chief Officers shall consider the use of fire boats as a source of water supply at other than boat boxes.

3.3.6 Winter Operations Coordinators

- A. Each Division and Battalion Commander shall designate a Winter Operations Coordinator. (Refer to section 3.2.1). Coordinators shall contact the FDNY OEM liaison in the Planning and Strategy Unit for up to date information. During non-business hours the OEM liaison can be contact via the FDOC.
- B. Division and Battalion Coordinators shall initiate the activities of this AUC on October 1st each year, except where specifically noted, to continue for the duration of the winter season.
- C. Division and Battalion Coordinators shall institute controls and maintain records necessary for the accomplishment of the objectives of this AUC.

3.3.7 Requisitioning Supplies

- A. Company Commanders shall determine special needs for winter operations and requisition or obtain such supplies and equipment in advance of winter weather. Requisitioning shall commence July 1st to permit sufficient time for various Bureaus to obtain and deliver materials. Items on requisition not received by October 1st shall be called to the attention of Division Coordinators.

3.3.8 Quarters

- A. Company Commander shall obtain a supply of sand and/or salt for use at quarters, and also a supply in containers for placement on apparatus when snow or ice emergencies develop. Supplies of sand or salt shall be obtained at local DS storage depots or through other arrangements established by Division or Battalion Coordinators.
- B. Company Commander shall avoid the indiscriminate use of de-icers, such as crystallized salt, on concrete surfaces. When conditions demand the use of de-icers, only the necessary amount required to perform the job shall be used. Unused salts and residue of de-icers shall be removed from concrete surfaces immediately after they have accomplished their purpose. The method of removal would depend upon the ambient temperature and can be accomplished by either sweeping or flushing.
- C. Company Commander shall maintain a minimum of 6 shovels for snow clearance in front of quarters and for hydrant clearance throughout their administrative districts.

4. COLD WEATHER OPERATIONS

During periods of cold weather, special precautions are necessary for the safety of the public and Department members and to promote the efficiency of operations. Following are activities which, supplemented by the experience and initiative of members, will guide the operating units in maintaining a constant readiness for extreme weather situations.

4.1 Quarters

- 4.1.1 Discontinue use of water on apparatus floor and apron in front of quarters.

4.2 Apparatus

- 4.2.1 Drain tower ladders, deck pipes, multiversals, manifolds and pumps after use and following roll calls.
- 4.2.2 During extreme cold weather, units engaged in outside operations shall keep apparatus engines running to prevent congealing of diesel fuel.

4.3 Responding

- 4.3.1 Caution is required due to unseen frozen slicks on roadway. Avoid steep hills where a possible hazard might exist due to freezing. Members operating Department apparatus shall be alert to the danger of other vehicles skidding out of control.

4.4 Operations at the scene of a fire or emergency (or at box location).

- 4.4.1 Extend search after arrival at box locations. Cold weather may deter persons from waiting at box. Buildings tightly closed hide evidence of fire.
- 4.4.2 Test hydrants for frozen condition.
- 4.4.3 Standpipe and sprinkler siamese may be frozen. Examine before stretching.
- 4.4.4 Protect apparatus and contents by placement of covers where stream spray is a factor.
- 4.4.5 During intermittent line operations, nozzles shall be cracked slightly to prevent freezing, discharging water so as to avoid unnecessary damage.
- 4.4.6 Place water extinguishers in cab of apparatus or other heated area.
- 4.4.7 If operating over extended period, examine booster tank and empty tank if necessary.
- 4.4.8 Use care in butting ladders on slippery surfaces.
- 4.4.9 Do not raise aerial ladder unless absolutely necessary, and retract ladders at the earliest opportunity.
- 4.4.10 Drain and replace hose on apparatus at earliest opportunity.
- 4.4.11 Ladder companies shall have shovels available as needed for roof operations.
- 4.4.12 Engine companies shall have shovels available for the clearing of hydrants.

4.5 Personnel Considerations

- 4.5.1 Members are advised to equip themselves with appropriate winter protective equipment for most severe conditions to be encountered.
- 4.5.2 Follow safe operating guidelines of safety bulletins.
- 4.5.3 Rotate personnel in exposed positions whenever possible.

4.6 Inspection during sub-freezing weather.

- 4.6.1 When sub-freezing weather conditions occur, 25⁰F or less for a twenty-four hour period, Divisions shall institute an inspection and corrective action program to identify and thaw frozen hydrants.
- 4.6.2 Battalion Chiefs shall cause inspections to be made of the following:
 - A. Hydrants having defective drainage assemblies previously reported, but not yet repaired.
 - B. Hydrants at construction and demolition sites.
 - C. Hydrants used within the past 24 hours.
 - D. Hydrants where experience has shown ground water to be a problem.
 - E. Hydrants with plugged drains.
 - F. Long Island pipeline valve pits subject to freezing.
- 4.6.3 Units encountering frozen hydrants during operations or while on inspectional activities shall place a Yellow Hydrant Disc and utilize the Hansen Hydrant application to report frozen hydrants for transmittal to the appropriate TA. Units placing a Yellow Disc on a hydrant not in their administrative area shall promptly notify the officer on duty who is administratively responsible for the hydrant. The notified officer shall then enter the frozen hydrant information in the Hansen Hydrant Application.
- 4.6.4 If after a hydrant has been thawed and pumped out, it is determined that the frozen condition will recur due to a leaking valve or other defect, notify DEP by utilizing the Hansen Hydrant application to report the defect.
- 4.6.5 If the amount of frozen hydrants surpasses Fire Department resources, the DEP Liaison in the Brooklyn Borough Command shall contact the Department of Environmental Protection and request assistance.

5. SNOW EMERGENCY PROCEDURES

5.1 Operational Phases

The operational plan when weather conditions indicate that a severe snow storm is likely to strike NYC is divided into two phases. Phase A is designated the activation phase and Phase B is designated the implementation phase.

- 5.1.1 Phase A shall be instituted when weather forecasters predict a severe storm approaching NYC and will initiate the institution of certain pre-planned preliminary activities in preparation for the emergency conditions.
- 5.1.2 Phase B shall be instituted when actual emergency conditions have been reached or are imminent and necessary pre-planned special activities are determined necessary.
- 5.1.3 Once Phase A is instituted, it shall remain in effect until a termination order is issued, or the problem has grown to an emergency situation requiring the institution of Phase B.
- 5.1.4 It is not necessary that Phase A be instituted prior to Phase B. Should a situation develop requiring immediate emergency measures, Phase B will be actuated forthwith. Should that occur, the activities of Phase A shall automatically take place to the degree required.
- 5.1.5 Decisions as to which Phase to initiate, terminate or change shall be determined by the Fire Commissioner or the Chief of Department.
- 5.1.6 Notifications in connection with initiation change or termination of a Phase shall be made upon the authorization of the Fire Commissioner or Chief of Department.
- 5.1.7 FDOC, Borough Commands, Divisions and Battalions shall maintain log books and record all related activities and messages.

5.2 Phase "A" Activities

All units shall institute activities preparatory to an impending snow emergency. Prospective problems should be anticipated and tentative solutions developed. The contents of this AUC, training aids, special operating tactics and related information shall be reviewed at all levels. The following procedures shall be established.

5.2.1 Contacts with Other Agencies

Department of Sanitation - Deputy and Battalion Chiefs shall contact DS by telephone to verify accuracy of emergency phone numbers and specific supervisory personnel, and to review and coordinate priorities, determined availability of assistance and field contacts.

Police Department - Verify, where previous contacts have indicated, available equipment or services. Consult Division and Battalion log books for previous contacts and enter thereon any changes or new information.

OEM - Contact OEM Watch Command or FD Liaison at the OEM EOC, (if activated), to coordinate any problems arising with other agencies.

5.2.2 Surveys

All levels shall review results of previous surveys to assist in planning for prospective activities. Units shall be surveyed to determine available supplies of gasoline, diesel and fuel oil and evaluations of probable requirements.

5.2.3 Apparatus and Equipment

- A. Deputy Chiefs shall determine service status and availability of reserve apparatus and other vehicles for use as deemed necessary.
- B. Deputy Chiefs shall ensure that company and reserve apparatus as well as Chiefs vehicles are provided with special equipment as listed in section 3.3.3.
- C. Battalion Chiefs shall visit all units to determine readiness and serviceability of all apparatus and special equipment and level of compliance with this AUC.
- D. Apparatus and vehicle fuel tanks shall be maintained full.
- E. Handie-talkie and flashlight batteries fully charged.

5.2.4 Water Supply and Hydrants

- A. All units shall refer to control charts, maps, and records to determine areas where serious deficiencies in water supply may develop. Guidelines shall be reviewed and where necessary methods shall be developed to cope with new or changing conditions.
- B. Special hydrant connection set-ups and tactics shall be reviewed and readied for immediate implementation.

5.2.5 Staffing

- A. Chief of Department shall determine the need for increased staffing levels based upon the weather forecast and existing street conditions.
- B. Chief of Department shall notify Chief of Operations, Borough Commands, and/or Command Chief on Duty of the need for an increase in staffing levels. Divisions, Battalions and the Office of Staffing Assignment shall be notified.
- C. Divisions and Battalions shall place sufficient personnel on stand by to meet the anticipated increase in staffing levels.
- D. Personnel shall not be placed on overtime until the increase in staffing is authorized.

5.3 Phase "B" Activities

Upon activation of Phase B the following activities shall be implemented:

5.3.1 Staffing

- A. Chief of Department shall reevaluate the need to increase staffing levels based upon the weather forecast and existing street conditions.
- B. Staffing of OEM liaisons, if OEM EOC is activated.
- C. Special telephone numbers at FDOC shall be assigned to appropriate levels by the FDOC.
- D. All requests for information, directives and orders shall be channeled through the FDOC. Chain of command shall be followed except in emergency situations.
- E. Reports on weather conditions and other pertinent information obtained or received at the FDOC shall be transmitted to Borough Commands and/or Command Chief on duty and relayed to the Bureau of Communications Central Offices and transmitted to all units as deemed necessary.

- F. All Staff Chiefs shall maintain contact with the FDOC until relieved of this responsibility by order of the Chief of Department or Chief of Operations.
- G. The Chief of Operations/Command Chief on duty shall advise the Chief of Department on the need for additional Battalion and Division firefighters to staff the office in the absence of the Chief to handle manpower and other administrative duties.

5.3.2 Chief of Department or Chief of Operations

- A. Establish schedules and assignments as needed.
- B. Establish personnel and schedules for OEM liaisons.
- C. Develop messages for transmission to public media by the Office of Public Information and Fire Safety Education (e.g., imminent recall of off duty personnel, cooperation of citizens).
- D. Establish contact with various agencies for continuing reports of conditions (e.g., OEM, DOT, DS, and PD helicopters surveys).
- E. Determine assignment for the Probationary Firefighters and other personnel assigned to the Bureau of Training.
- F. Determine the need for reserve apparatus.
- G. Determine the need for activating second sections of the Field Communications Unit, Mask Service Unit and other special units.
- H. Request through OEM, if necessary, Community Emergency Response Team (CERT) volunteers to clear hydrants obstructed or covered by snow.

5.3.3 Office of Public Information and Fire Safety Education

- A. Shall establish liaison with various news media and radio stations.
- B. Shall maintain direct contact with OEM and the PD to relay traffic and road conditions information from the field. This information shall be relayed to the FDOC.

- C. Shall request cooperation of radio and television stations to transmit spot broadcasts:
 - 1. Giving traffic and road conditions.
 - 2. Stressing emergency conditions existing in the city and the possibility of delay in securing help. Urge extreme care to avoid careless fires, children left alone.
 - 3. Request radio and TV stations to transmit news for emergency personnel of recall established, transportation facilities available and other pertinent information. Arrange to have announcements made frequently and staggered.
- D. Send a representative(s) to the Joint Information Center if activated.

5.3.4 Bureau of Communications

- A. Shall maintain contact with FDOC to relay vital information to the Department as directed by the Fire Commissioner, Chief of Department or the Chief of Operations.
- B. Shall maintain communications with units at dispersal sites.
- C. Implement emergency plans, test auxiliary power equipment, notify field crew, etc.

5.3.5 Bureau of Fiscal Services

A staff member should be available to issue checks from the Imprest Fund to Deputy Chiefs in situations where vendors of gasoline, diesel oil and fuel oil cannot make deliveries and supplies on hand are exhausted.

5.3.6 Bureau of Support Services

- A. Support Services shall advise the Chief of Department on the need to retain on duty or recall, sufficient Department mechanics and personnel, as the progress of emergency conditions warrant, to ensure the maintenance, operation and emergency repairs to the apparatus of the field forces. Tow trucks, snow plows, four wheel drive vehicles, heavy equipment useful for towing and transportation of members, and vehicles required for repair emergencies shall be readied and staffed. Special inventories of snow tires, tire chains, links, and tow-cables, etc., shall be maintained for immediate use in emergency situations.
- B. Buildings Maintenance may require additional staff to arrange for emergency repairs of heating systems and quarters as determined by the Bureau of Support Services.

5.3.7 Additional Units

- A. Reserve apparatus and/or BFU shall be staffed, equipped and placed in services as directed by the Chief of Operations. The Bureau of Communications and the FDOC shall be notified when such units are placed in service.
- B. Units located at dispersal sites (a site other than a firehouse):
 - 1. Shall maintain communication with the Borough dispatcher.
 - 2. Units shall be visited at least once during each tour by a Chief Officer, or when not practical, telephone contact established.
 - 3. Officers in Command of such units shall keep records to allow complete reports and record keeping on return to regular quarters.
 - 4. All additional units shall be identified as determined by the Chief of Operations/Command Chief after consulting with the Bureau of Communications.

5.3.8 Surveys and Reconnaissance Reports

- A. Deputy Chiefs, Battalion Chiefs and company units shall be cognizant of street conditions in their response areas. Surveys shall be made to determine developing conditions without endangering apparatus and vehicles to immobility. Battalion Chiefs shall evaluate conditions by personal survey and unit advisement, and report to Division headquarters at 3 hour intervals:
 - 1. Main arteries which are impassable.
 - 2. Percentage of response area impassable.
 - 3. Specific large areas or special hazards inaccessible.
 - 4. Action taken to alleviate conditions.
- B. Deputy Chiefs shall report conditions to the FDOC and the FD Liaison at the OEM EOC (if activated) as determined by personal observation and reports from Battalion Chiefs at 3 hour intervals commencing one hour after initial Battalion report.
- C. Developments of an emergency nature shall be transmitted to the next supervisory level immediately. Special operating procedures shall be developed where necessary and affected unit advised.

- D. Where street conditions become too hazardous for vehicle survey, Battalion Chiefs shall contact PD and DS for additional information on conditions. All units shall note conditions while responding and returning from alarms.
- E. Deputy Chiefs shall make surveys at necessary intervals to determine the amount of gasoline, diesel fuel and fuel oil on hand in quarters. Where supplies are depleted and vendors are incapable of supplying, Deputy Chiefs shall contact Bureau of Fiscal Services to make arrangements for emergency purchases of supplies.
- F. Deputy Chiefs shall establish hydrant clearing activities when progress of storm warrants. Priority clearance shall be given to areas near large life-harboring institutions, main avenues and other selected locations. Clearance of hydrants on streets inaccessible to apparatus shall be limited to uncovering the hydrant for location.

5.3.9 Quarters

- A. Officer on duty shall have member's clear sidewalk, hydrants near quarters, and roadway in front of quarters of ice and snow as frequently as necessary to maintain safety for pedestrians and members, and provide unobstructed response for apparatus and vehicles. Continuous observation of street conditions beyond front of quarters to nearest avenue shall be maintained to detect obstruction to response. Officer on duty shall take appropriate action to ensure response, or notification shall be made to Battalion Chief where conditions are beyond unit's control.

5.3.10 Fire Operations

- A. When the conditions of streets are doubtful as to maneuverability, units shall use main thoroughfares and avenues previously determined by survey, or other means, to approach as close as possible to destination. First arriving units shall, if necessary, advise incoming units by radio of suggested approach routes and the location of emergency or fire. When conditions found on arrival would seriously hamper fire operations, the dispatcher shall be notified via radio. Dispatchers shall relay this information to all incoming units.
- B. First arriving units shall promptly transmit the appropriate radio code signals. Due consideration shall be given to the fact that severe weather conditions may deter persons from waiting at the box, or conceal a fire which would be otherwise apparent.

- C. Units should anticipate special calls to assist EMS with patient access and removal. Where conditions render EMS crews stranded, units shall provide support in moving the ambulance and/or relocating the patient as necessary. When activated, BFUs and Tactical Support Units may be special called for use of their winches which have proven effective in freeing apparatus.
- D. Where possible, standard operating procedures shall be followed. When in the judgment of the IC, other methods would be required, appropriate solutions suggested by initiative and experience shall be utilized. The following is a compilation of suggested operating techniques and tactics derived from previous experiences by members of this Department:
1. Assign members on foot to investigate.
 2. Apparatus remain on maneuverable avenues or streets until exact building location of emergency or fire determined.
 3. Only first arriving engine company and ladder company apparatus enter a block where poor street conditions exists, except where proper placement is assured and the extent of the fire dictates.
 4. Where building involved is higher than 3 stories, preference shall be given to ladder company apparatus entering block first with the engine company personnel hand stretching from the nearest hydrant, if necessary. Where building involved is 3 stories or less, preference shall be given to the engine company apparatus entering block first with ladder company personnel carrying portable ladders.
- E. Engine Companies
1. Incident Commander shall consider use of in-line pumping and subsequent development of relay operation(s) where limited street accessibility is a factor.
 2. Engine companies shall have pre-connected or pre-planned hydrant hook-ups to cope with situations where standard hook-ups are not possible.
 3. The use of hydrants, standpipes in effected or nearby buildings, yard hydrants systems, drafting sites, and fireboats shall be considered as a source of water supply.
 4. Where conditions do not permit approach of apparatus to scene, rolled or folded lengths of hose must be carried to the scene. Use of a portable ladder, tarpaulin, etc., as a sleigh to haul hose and equipment should be considered.
 5. In the interest of getting fast water on fire, a direct hook-up to hydrant is permissible initially. When this is done, a two way gate shall be connected to the hydrant.

6. Where fire buildings are on impassable streets, consideration should be given to stretching through buildings and backyards of adjacent accessible streets.
7. The use of 4 wheel drive brush fire vehicles and locally available 4 wheel drive DS vehicles to carry or haul hose into streets or areas impassable to FD vehicles should be considered.
8. Consideration should be given to backing engine company apparatus into streets for greater traction, ease of hose stretch and simpler towing and removal if snowbound.
9. Except where obviously unsuitable, the principle of committing our greatest effort to getting one line operating on fire, then supporting with additional lines, shall be followed.
10. At large fires with limited street accessibility, the use of the manifold carried by Satellite Units, and the stretching of Satellite hose to supply engine company apparatus on maneuverable avenues has been found very effective.

F. Ladder Companies

1. Where street accessibility is limited, officer shall evaluate necessity of aerial/tower ladder use and apparatus placement in regard to hydrant location and engine company apparatus placement. Where aerial/tower ladder apparatus is not to be used, the assurance of hydrant availability is critical, and portable ladders and tools shall be carried by hand.
2. Where roof operations are contemplated, consideration shall be given to assigning two members to the roof. If necessary, a shovel shall be included in equipment taken to the roof.
3. Where roof operations are contemplated during severe weather conditions, gradient of roof should receive consideration for safety of operating personnel.
4. Members shall use water from faucets, pots, pails, etc., for incipient/growth stage fires or to check extension while lines are being stretched.

5.4 Personnel Procedures - Line Units

- 5.4.1 Members off-duty and aware of an impending emergency developing shall monitor public news media, in order to determine progress of conditions and special instructions for dissemination to emergency forces of the city. Members due to report for duty shall leave their place of departure allowing sufficient time, as conditions warrant, to arrive at their respective unit at proper relief time.

5.4.2 Relief of Members

- A. During period either Phase A or Phase B of Snow Emergency Plan is in effect, early relief provisions of Sec. 21.1.4 of the Regulations shall be suspended.
- B. Where public transportation facilities and conditions of vehicle travel indicate that members relieving may be delayed, officer shall institute a system of a member for member relief for officers and firefighters. On duty personnel shall remain on duty to ensure the scheduled strength of incoming platoon.
- C. When, during periods of weather emergencies causing interruption of public and private transportation facilities, preventing members from reporting for duty at proper relief time, charges shall be withheld. Individual report by such members containing circumstances involved shall be forwarded with proper endorsement. Determination shall be made by the Chief of Operations as to action to be taken based on merits of each incident.

5.4.3 Mutual Exchange of Tours

- A. Regulations regarding mutual exchange of tours are modified during that period when Phase A or B are implemented or when special instructions are broadcast by signal 65-2; the special procedure shall be as follows:
 - 1. The level of command above that of the requesting member may verbally approve mutual exchange of tours applications and variations of previously approved mutual exchanges of tours, after proper evaluation of the circumstances and conditions of the request.
 - 2. Proper written applications shall follow.

5.5 Fire Academy

5.5.1 All classes shall be suspended and members returned to their assigned units.

5.5.2 Personnel regularly assigned to the Fire Academy shall operate under the control of Chief in Charge, Fire Academy.

5.5.3 Probationary Firefighters assigned to the Fire Academy:

- A. Shall remain at, or report to Fire Academy and be guided by the provisions of section 5.4.1.
- B. Shall be assigned duty hours by the Chief in Charge, Fire Academy.

- C. Probationary Firefighters assigned to Probationary Firefighters School may be used for:
 - 1. Assigned to Divisions for use in units or staffing pools.
 - 2. Assigned to hydrant clearance and survey patrols.
 - 3. Used to patrol areas where alarm boxes are OOS and telephone wires down.
 - 4. Staffing of Fire Academy apparatus under the supervision of Fire Academy Officers, and used as additional units.
 - 5. Transported by fireboat from Fire Academy to Borough where a particularly large incident is in progress and staffing is required for stretching or picking up of hoselines, etc.
- 5.5.4 Initiation and termination of those procedures affecting the Fire Academy and members assigned or detailed thereto shall be on order of the Fire Commissioner or the Chief of Department.

Note: Transportation of Probationary Firefighters from the Fire Academy and to various boroughs may be effectively and rapidly accomplished by means of fireboats. Chief in Charge, Marine Division, maintains a list of recommended pick-up and discharge sites for use during emergencies.

5.6 Recall or Holdover of Personnel

- 5.6.1 Additional staffing can be supplied by determining the levels needed and hiring overtime personnel by use of:
- A Holdover of all or a portion of on duty personnel.
 - B. Recall procedures as outlined in Chapter 18 of the Department Regulations.
- 5.6.2 All increases in staffing required as a result of winter emergency operations must be authorized by the Chief of Department or Chief of Operations.

6. WINTER CHECKLIST

WINTER CHECKLIST
BATTALION

UNITS (Including Reserve and Special Units)

EQUIPMENT:									
Tire Chains									
Spare Links									
Link Tool									
Spreaders									
Hose -6 lengths- 2 ½"									
Hyd. Conn. Set-Up									
Sand/Salt									
1. Quarters									
2. Apparatus									
Shovels									
1. Qtrs. 4									
2. Apparatus 2									
Tarps or Covers									