

## H. FIRE DEPARTMENT

Organization name

Evaluation period

Completed by (name and title)

Date completed

Evaluate your operations against best practices by asking the questions below. A response of “No” to any question indicates an area that may require further evaluation and a plan for improvement or correction.

The entire set of RMGM Self-Assessments is available online here: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-management-is-good-management-program/>

Yes	No	n/a	
			<b>A. Municipal Management</b>
			Have you completed the <i>Municipal Management Self-Assessment</i> ?
			<b>B. Facility Safety and Operations</b>
			Have you completed the <i>Facility Safety and Operations Self-Assessment</i> ?
			<b>C. Human Resources / Employment Practices</b>
			Have you completed the <i>Human Resources / Employment Practices Self-Assessment</i> ?
			<b>D. Fraud Prevention</b>
			Have you completed the <i>Fraud Prevention Self-Assessment</i> ?
			<b>E. Motor Vehicle Operations</b>
			Have you completed the <i>Motor Vehicle Operations Self-Assessment</i> ?
			<b>F. Public Infrastructure</b>
			Have you completed the <i>Public Infrastructure Self-Assessment</i> ?
			<b>1. General Management, Policies, and Programs</b>
			Do you have written Standard Operating Procedures (SOPs)?
			Do you review your SOPs annually?
			Are your SOPs available for all employees?
			Does the department comply with <a href="#">MIOSHA Part 74, Fire Fighters Standard</a> ?
			Do you have a written Motor Vehicle Operations SOP in place?
			Do you have a Fire Hazard Management Plan that evaluates common and higher-risk hazardous situations, activities, and incidents that may affect the community, the department, or its members and establishes procedures to limit potential harmful consequences?
			Are employee Hazard Reports used?
			Do you have an Emergency Operations Plan in place?
			Is your Emergency Evacuation Plan in place and posted?
			Do you have a Hazardous Material Response Plan?
			Does your Hazardous Material Response Plan meet all the standards for Emergency Planning Community Risk Assessment, also known as SARA Title III?

Yes	No	n/a	
			Do you have a disposal and infection control program?
			Do you have a written Occupational Safety and Health Program?
			Do you have written Employee Safety Rules?
			Do you have an SOP for use of spark-producing tools in explosive environments?
			Do you have a written Hearing Conservation Program?
			Do you have a written Accident Investigation Procedure?
			Do you have a written Respiratory Protection Program?
			Do you have a Basic Procedure for treatment and transport of injured employees?
			Do you have written organizational chart/reporting structure?
			Do you have representatives on the Municipal Safety Committee?
			Do you have a Safety budget?
			Do you have an Employee Assistance Program?
			<b>2. Hiring and Medical/Physical Qualification</b>
			<b>NOTE:</b> If you have employees, complete the general <i>Human Resources Self-Assessment</i> as well.
			Do you provide written conditional offers of employment?
			Is successful completion of a post-offer medical exam a condition for hiring?
			Does the post-offer medical exam include evaluation to ensure the candidate is physically able to perform the essential job functions of the position in question?
			Do you have current, written job descriptions/rank classifications that include required training/certification and specify essential job functions?
			Do you conduct annual performance appraisals for all employees?
			Do you have a policy that addresses management of employees with medical restrictions?
			<b>3. Training</b>
			Do you have a command level position assigned to oversee and track training?
			Do you have an assigned training officer?
			Does the training officer have the minimum qualifications of Instructor I?
			Are all firefighter responders required to:
			have completed Fire Fighter I training?
			attain Fire Fighter II after 1 year of service?
			Are all fire officers required to:
			complete Fire Officer I training?
			complete Fire Officer II training?
			receive Incident Safety Officer training?
			Are all firefighters and fire officers required to receive training in:
			Incident Command?
			fire incident reporting?
			preventive measures and procedures identified in your Fire Hazard Management Plan?
			HAZMAT response?

Yes	No	n/a	
			Fire Fighter Right-to-Know?
			Emergency Operations upon hire and annually thereafter?
			Safe Exit procedures?
			CPR?
			Automatic Electronic Defibrillator (AED)?
			competency based training (testing on each piece of apparatus and equipment)?
			aerial apparatus operation certification?
			trench rescue?
			confined space rescue?
			Are all Emergency Medical Technicians (EMTs) required to receive training in:
			First Responder/EMT continuing medical education?
			Incident Command?
			bloodborne pathogens?
			airborne pathogens?
			infectious diseases?
			EPCRA /SARA Title III- Community Right to Know?
			trench rescue?
			confined space rescue?
			Are all apparatus operators trained (NFPA 1010 (?
			Do all drivers complete approved driver training?
			Do all emergency vehicle operators receive emergency vehicle operator trainings and updates?
			Do you hold trainings at least annually or as required by applicable standards, and after any policy or equipment changes?
			Are students under direct supervision during training?
			Do you have a policy in place for remedial training?
			<b>4. Motor Vehicle Management (Fire Department Specific)</b> <b>NOTE:</b> Be sure to complete the general <i>Motor Vehicle Operations</i> RMGM survey as well.
			Does your Motor Vehicle Operations SOP include the following:
			equipment-specific training?
			tires and rims to be visually inspected annually, broken down every ten years, and replaced as necessary?
			positive latching stowage in all vehicles?
			slip-resistant step requirements?
			response by paid on-call or volunteer staff?
			inspection of on-call or volunteer authorized personal vehicles?
			insurance certificates of coverage for on-call or volunteer authorized personal vehicles?

Yes	No	n/a	
			<b>5. Protective Clothing</b>
			Do you provide protective clothing to all personnel at no cost?
			Do you provide turnouts?
			Do you provide gear for working out of doors?
			Do you provide Vapor-Protective suits for personnel when appropriate?
			Do you provide Liquid Splash-Protective garments for personnel when appropriate?
			Does training on protective clothing include: care, use, inspection, maintenance, and limitations?
			Do you have a replacement schedule for protective clothing?
			Do your Standard Operating Procedures (SOPs) spell out responsibilities for clothing inspection?
			Do you have a comprehensive gear wash policy, that includes all pieces of the ensemble and the frequency of mandatory laundering?
			Do you have a separate cleaning procedures for station uniforms?
			Do all coats and trousers have a 2" overlap?
			Does helmet include head, face and eye protection?
			Do you provide thermo-protective hoods?
			Do you provide personal emergency egress systems?
			Do the following items meet NFPA 1970:
			helmets?
			gloves?
			boots?
			<b>6. SCBA</b>
			Is there a written respiratory protection program?
			Is there a written SCBA management program?
			Are all SCBAs compliant with NFPA 1970)?
			Do all SCBAs have an integrated PASS alarm compliant with NFPA 1970 ()?
			Are all SCBAs within the manufacturers recommended service life?
			Are all cylinders within hydrostatic test date?
			Are weekly and post-use inspections performed and documented?
			Do you conduct and document annual qualitative fit testing?
			Do you conduct and document, at a minimum, annual SCBA training?
			Do you provide a special face piece for prescription glasses?
			Does a manufacturer-certified person do all SCBA equipment repairs?
			Do self-contained breathing apparatus air systems meet Grade D breathing air specifications per Compressed Gas Association G-7.1 or higher?
			<b>7. Infectious Disease and Hazardous Materials</b>
			Do you have a decontamination area for Fire and EMS?
			Do you have inspection & decontamination procedures?
			Do you provide infectious disease control equipment?

Yes	No	n/a	
			<b>8. Tools and Equipment</b>
			Do fire hoses meet NFPA (1961) & testing (1962)?
			Do spray nozzles meet NFPA 1964?
			Are all tools inspected weekly or within 24 hours of use?
			Are there protective covers on chain saws, ladder ends, axe, and pike poles?
			Are air movers for flammable vapors explosion proof?
			Do both life safety ropes and hardware meet NFPA 1983?
			Do you use safety harnesses for fall arrest?
			Does your rescue system include the use of a fall protection system?
			Does the department comply with MIOSHA Part 11, Fixed and Portable Ladders?
			Are inspections of harnesses and ropes conducted:
			externally, after each use (fiber & synthetic)?
			internally, annually at 3 ft. intervals (fiber)?
			Are there records of rope and rescue equipment use?
			Have all fire apparatus met braking requirements?
			Are all new apparatus in compliance with NFPA requirements (that is, Pumper 1901, Attack 1902, Aerial 1904 & Mobile Water 1903)?
			Do you have a Hose Loading Procedure?
			Is there Annual Fire Pump Certification?
			Do you inspect equipment for water leaks?
			Are there replacement procedures for all the above tools and equipment?
			Do you have out-of-use procedures for the above tools and equipment?
			<b>9. Elevated Platforms &amp; Aerial Devices</b>
			Does the department comply with MIOSHA Part 74, "Aerial apparatus"?
			Is there a Ten-foot Clearance to Power Lines rule for aerial apparatus?
			Do you have a harness system that is used when personnel are on aerial ladders?
			Do you ensure that tools are not mounted to the turntable?
			Do aerial devices have slip-resistant steps?
			Do you use two-way voice communication via a radio or an integrated intercom system?
			Are operators knowledgeable of standard hand signals?
			Do ground ladders meet Part 4 MIOSHA requirements?
			Are ladders inspected annually?
			Are rungs between 12" to 16" spacing?
			Do metal ladder rungs have slip-resistant surfaces?
			Can all roof ladders support 500 pounds?
			Are stay poles on 36' ladders secured?

Yes	No	n/a	
			<b>10. Facilities</b>
			Are there smoke and carbon monoxide detectors installed in kitchen, living, and sleeping areas?
			Do you have a diesel exhaust and CO ventilation system?
			Is the station smoke-free?
			Is the station inspected monthly for safety and environmental hazards?
			Does the slide pole have 3 ft. clearance and a cushioned mat at the base?
			Do you have emergency lighting and exit lighting?
			Are electrical fixtures and switches watertight in showers?
			Do you protect all areas that are or may become damp or moist with ground-fault circuit interrupters (GFCI)?
			Do you have at least the minimum required first aid materials and equipment?
			Are any electrically operated doors equipped with auto-stop/return hardware?
			Do you have a central station fire alarm that is:
			installed according to NFPA 72?
			maintained according to NFPA 72?
			tested according to NFPA 72?
			<b>11. Fitness Center</b>
			Do you have a policy detailing when fitness equipment can be used?
			Do you require new users to complete an orientation prior to using the fitness center?
			Do you require new users to complete and sign a written Medical Release Form?
			Is the fitness equipment inspected and maintained regularly?
			Is the fitness equipment sanitized regularly?
			Is there a two-person minimum rule?
			Do you have a personal trainer?
			<b>12. Emergency Operations</b>
			Does your Emergency Operations Plan include the following emergency types?
			fire?
			chemical/Hazmat?
			natural disasters?
			acts of terrorism?
			civil disturbance?
			Does your Emergency Operations Plan address the following?
			mutual aid communications?
			citizen evacuation process?
			an employee meeting place?
			a rehab/rest and recuperation area for employees when they are working an incident?
			alarm system?
			Is there a Safety Officer at each incident (NFPA 1550, )?

Yes	No	n/a	
			Do you have a formal accountability system to track personnel location?
			Is there a documented post-incident critique process?
			Do you have alternate plans for continuing operations in an emergency?
			<b>13. Other</b>
			Is your Firefighter Right-to-Know pre-incident planning for commercial and higher-risk properties up to date?
			Are your municipality's records for commercial properties up to date, including site plans, access routes, hydrant locations, fire lanes, and any recent modifications of major construction?
			Is there a reporting process for out-of-service hydrants?
			Is there a reporting procedure for closed streets?

## CONCLUSIONS



If you can honestly answer “yes” to all applicable questions, your Fire Department risk management program is on solid footing – congratulations! Following the recommended practices reduces your organization’s exposure to future claims in this area. Remain vigilant for new or changing risks and address them promptly.



If you answered “no” to one or more questions, your organization faces increased exposure to disability discrimination claims and the associated direct and indirect costs. Each “no” response indicates a possible deficiency in your risk management program. You should consider these carefully and take one or more of the actions below:

- Correct any deficiency that may exist;
- Contact MML Risk Management Services at the number below;
- Contact MML Loss Control Services at the number below;

**Contact MML Risk Management Services Staff  
or your Loss Control Consultant for more information.**

	<b>Important Phone Numbers</b>
MML Risk Management Services	800.653.2483
Loss Control Services	800.482.2726

**Note:**

***This document is not intended to be legal advice.  
It only identifies some of the issues surrounding this topic.  
Public agencies are encouraged to review their procedures with an expert  
or a competent attorney who is knowledgeable about the subject.***