



# Texas Fire Chiefs Association

## Best Practices Recognition Program

### Pre-Application

January 2015

Please Fill Out

#### **Part 1: is Yes or No Questions**

- Does your agency have written policies and procedures?
- Does your agency have a process in place to update written policies and procedures?
- Does your agency have a process to confirm all agency members have received training on certain written policies, procedures and practices?
- Does your agency have written documentation that legally establishes to agency's jurisdictional boundaries?
- Does your agency have any written documentation that outlines firefighter authority?
- Does your agency have any written documentation that designates the authority of the agency director?
- Does your agency have any written documentation that describes how an employee should follow lawful orders?
- Does your agency have written job descriptions for each position?
- Does your agency have any policies on how training documentation will be obtained and stored?
- Does your agency have gas detectors?
- Is there an Emergency Response Guide (ERG) on every unit in your agencies?
- Does the agency provide fire service responses to emergency situations 24 hours a day in the jurisdiction?
- Does your organization have a map that illustrates response district(s) in your authorized jurisdiction?
- Does your agency have its own internal Communication Center?
- Is your agency part of a joint Communication Center?
- Does the Communication Center have an established back-up power source?
- Is there security on the back-up power source is protect it from tampering for Communication Center?
- Is the back-up power source periodic tested to confirm its working properly for Communication Center?
- Does your agency have a Mayday Policy?
- Are all agency personnel and dispatchers trained annually on the Mayday policy?



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- Does your agency have a Personnel Accountability Report (PAR) policy?
- Are all agency personnel and dispatchers trained annually on the PAR policy?
- Does your agency have a Wellness and Fitness Policy?
- Does your agency have established guidelines detailing when a firefighter needs to wear respirator protection or SCBA?
- Does your agency have an official process to reporting firefighter injuries?
- Does your agency have an official process to handle a firefighter fatality?
- Does your agency have established guidelines requiring all of its members to wear seat belts?
- Has all of the uniformed members completed the National Fallen Firefighters Foundation Courage to be Safe Program?
- Does your agency have established guidelines and procedures in helping keep equipment (Fire Hose, SCBA, PPE, etc...) maintained to manufacture standards?
- Does your agency have an established Code of Ethics?
- Does your agency have a written Oath of Office statement for promotions?
- Does your agency have written directive that prohibits sexual or other unlawful harassment?
- Does your agency have written directive that prohibits the use of alcohol and illegal drugs when reporting to work and while on duty.

### ***Part 2: Briefly respond to the following questions.***

Explain how your agency handles emergency medical incidents within the agency's jurisdiction?

Click here to enter text.

Explain how a patient needing transport to a hospital is handled by your agency?

Click here to enter text.

Explain how your agency manages training records?

Click here to enter text.



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If your agency operates an Emergency Dispatch Center, explain how dispatchers are trained on your agencies operations?

Click here to enter text.

Explain what resources your agency utilizes when responding to confined space rescue incidents in your jurisdiction?

Click here to enter text.

Explain the protective measures that are in place to protect agency members who are responding to a confined space rescue in your jurisdiction?

Click here to enter text.

List all other agencies that will respond to a confined space rescue in your jurisdiction?

Click here to enter text.

List all specialized confined space rescue equipment that your agency owns?

Click here to enter text.

Explain what resources your agency utilizes when responding to trench rescue incidents in your jurisdiction?

Click here to enter text.

Explain the protective measures that are in place to protect agency members who are responding to a trench rescue in your jurisdiction?

Click here to enter text.

List all other agencies that will respond to a trench rescue in your jurisdiction?

Click here to enter text.

List all specialized trench rescue equipment that your agency owns?



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Click here to enter text.

Explain what resources your agency utilizes when responding to hazard materials incidents in your jurisdiction?

Click here to enter text.

Explain the protective measures that are in place to protect agency members who are responding to a hazard materials in your jurisdiction?

Click here to enter text.

List all other agencies that will respond to a hazmat materials incident in your jurisdiction?

Click here to enter text.

List all hazmat materials equipment that your agency owns?

Click here to enter text.

How does the agency ensure that patient privacy is maintain on all medical records?

Click here to enter text.

How does the agency maintain record security to prevent unauthorized access?

Click here to enter text.

List the security and privacy training agency members are providing on agency records?

Click here to enter text.

When does the agency report firefighter injuries to the Texas Commission on Fire Protection?

Click here to enter text.

When does the agency provide data to the Texas Fire Incident Reporting System (TxFIRS)?

Click here to enter text.

How often does your agency inspect SCBA's, apparatuses, and assigned equipment?

Click here to enter text.



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Where are the completed inspection forms kept?

Click here to enter text.

Who investigates fires in the agency's jurisdiction?

Click here to enter text.

What agency policies cover fire cause determination?

Click here to enter text.

Explain your agency's Public Safety Education program(s)?

Click here to enter text.

What is the agency's established performance objectives for turn-out times?

Click here to enter text.

Explain the response matrix for the number of firefighters and apparatuses that will initially respond to the report of a structure fires in the agency's jurisdiction?

Click here to enter text.

Explain the response matrix for the number of firefighters and apparatuses that will respond to the different types of emergency medical calls in the agency's jurisdiction?

Click here to enter text.