

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 01		DEPARTMENT FIRE
SUBJECT STRUCTURE HELMET MAGNETIC PLACARDS	SECTION 17	PAGE 1 of 2	EFFECTIVE DATE 05/16/2011

I. PURPOSE

In order to provide staffing accountability at emergency incidents all personnel shall affix magnetic numbers to their structural fire fighting helmets. The helmet number placards will be used to accurately identify personnel with the suppression units to which they are currently assigned.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department Personnel.

III. AUTHORITY

The Fire Chief in coordination with the Assistant Fire Chief of Operations, Assistant Fire Chief of Support Services, Deputy Chief of Logistics and the Deputy Chief Shift Commanders authorize the information within this policy.

IV. POLICY

- A. All Structural Firefighting helmets shall have a magnetic panel affixed to the sides of the helmets, applied at the lower edge of the crown, behind the mid-line comb.
- B. Structural Firefighting helmets are required to have four yellow-green reflective tetrahedron panels affixed to the helmet. Two (2) at the rear of the helmet, and two (2) forward of the mid-line comb. Paramedics shall have two reflective panels that have the "Star of Life" on the two (2) rear panels (in place of the plain panels).
- C. Personnel permanently assigned to a station with multiple structural response apparatus will be issued a set of magnetic number placards for every apparatus at the station (i.e. E1, E201, T1).
- D. Stations housing Medic Rescue apparatus will be issued magnetic number placards for use by rotation personnel.
- E. San Diego Fire-Rescue Department placard color scheme:
 1. Chiefs: White Background with Gold Numbers
 2. Engines: White Background with Red Numbers
 3. Trucks: White Background with Black Numbers
 4. EMS: White Background with Blue Numbers
 5. Specialty Units: White Background with Green Numbers
 6. Staff Officers: White Background with Purple Numbers
- F. Captain's Responsibility:
 1. Station Captains shall provide overall accountability for number placards at each station. They should ensure placards are issued upon assignment to a station and retrieved upon bidding-out or long term absence from the station.
 2. It is the responsibility of each captain on duty to ensure that their crew's magnetic number placard reflect the unit to which they are currently assigned.
 3. On duty captains shall manage the exchange of magnetic number placards for Overtime and Relief personnel.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 01		DEPARTMENT FIRE
SUBJECT STRUCTURE HELMET MAGNETIC PLACARDS	SECTION 17	PAGE 2 of 2	EFFECTIVE DATE 05/16/2011

G. Individual Responsibility:

1. Anytime a member is on-duty it is their responsibility to have the correct magnetic number placard affixed to their structure helmet.
2. Immediately report to the company officer any lost or damaged placards.

H. Additional numbers

1. Each station shall be provided a magnetic white board, posted in a conspicuous location.
2. The board is utilized to provide storage for extra placards to be used when an entire crew is called in for backfill, or by overtime and/or relief personnel.
3. Example:



I. Procedure:

1. Permanently assigned personnel or long-staffed personnel:
 - a. Advise company officer of assignment to crew.
 - b. Obtain correct placards for assignment
 - c. Remove existing placards from helmet
 - d. Initial empty box and exchange placards
 - e. At end of shift, exchanges placards and erase initials.
2. Unassigned or Relief personnel:
 - a. Advise company officer of assignment to crew.
 - b. Obtain correct placards
 - c. Initial empty box
 - d. At end of shift, return placards and erase initials.
3. Use only dry erase markers (E.g., “Vis-à-vis”, available through office supply) to prolong serviceable life of this board.
4. Each Engine /Truck company will be issued eight (8) pair of helmet number placards. This is sufficient to supply four (4) positions plus four (4) extras. Battalion Chiefs and Medic Rescue units will receive two (2) pairs.
5. Any missing helmet placard(s) shall be immediately reported to the company officer and every effort made to identify the previous user and retrieve them. Requests for replacement of lost or damaged placards shall be made in writing, via the chain of command, to the Director of Logistics.