

Halifax Fire Department

May 23, 2004

STANDARD OPERATING GUIDELINE

U.S. Mailbox/Postal Installation Fires

15.01 PURPOSE

To provide an effective method of handling fires in United States mailboxes and postal installations.

15.02 POLICY

It shall be the policy of this department to follow this procedure as outlined in the event of fires in United States mailboxes and postal installations.

15.03 PROCEDURE

- A. The first Fire Department Officer or member arriving on scene shall transmit a Brief Initial Report (BIR) including:
 - 1. Unit or individual identification.
 - 2. Type of Incident (mailbox, mail truck or post office fire etc.)
 - 3. What is showing (smoke, fire, explosions)
 - 4. Exposures.
 - 5. Who is in Command.
- B. The Incident Commander should attempt to determine if there are any injuries and request the appropriate EMS personnel.
- C. Determine if it is safe for fire department personnel to enter and if additional assistance is needed.
- D. The Incident Commander shall summon the Police Department to respond to the scene for security and/or investigation of illegal activity.
- E. The Incident Commander shall request Fire Alarm to contact a representative from the postal authority to respond to the scene.

Halifax Fire Department

May 23, 2004

15.04 CONTROL

Mailbox Fires

- A. Control mailbox fires, if possible, without breaking open the container.
- B. Extinguish mailbox fires with the use of CO2 or Dry Chemical, if possible. Avoid the use of water whenever possible.
- C. If the contents of the mailbox are exposed, every effort should be made to preserve its condition and to preserve any evidence of illegal activity.
- D. The Incident Commander shall make certain the box is secure against continued use after the fire has been extinguished.
- E. The Incident Commander shall request Fire Alarm to contact a representative from the postal authority to respond to the scene.
- F. A fire department member shall remain on scene until a representative from the postal authority arrives.

Mail Carrier Vehicles

- A. If the vehicle is involved in fire, Standard Operating Guideline 6 (Vehicle Fires) shall be followed whenever possible.
- B. If the vehicle has been involved in a motor vehicle accident, Standard Operating Guideline 4 (vehicle accidents) shall be followed whenever possible.
- C. If the contents of the mail carrier are exposed, every effort should be made to preserve its condition and to preserve any evidence of illegal activity.
- D. The Incident Commander shall request Fire Alarm to contact a representative from the postal authority to respond to the scene.
- E. A fire department member shall remain on scene until a representative from the postal authority arrives.

Halifax Fire Department

May 23, 2004

Postal Installations

- A. Postal Installation fires shall be handled as structure fires, Standard Operating Guideline 7 (Structure Fires) shall be followed whenever possible.
- B. The Fire Chief shall be notified of any postal installation fire immediately.
- C. If any parcels of mail are exposed, every effort should be made to preserve its condition and to preserve any evidence of illegal activity.
- D. The Incident Commander shall request Fire Alarm to contact a representative from the postal authority to respond to the scene.
- E. A fire department member shall remain on scene until a representative from the postal authority arrives.

15.05 SAFETY

- A. If there is a report of an explosion or rapid fire spread, consider the possibility of a secondary device or fire.
- B. Safety is an important aspect of all fire ground operations. Accomplishing fire ground objectives in a safe manner helps reduce firefighter injuries and deaths.
- C. Members involved at structure fires shall wear appropriate protective clothing and self-contained breathing apparatus (SOG 2).
- D. Fire ground operations should not be carried out in a rush, but rather they should be accomplished at a reasonable pace, which allows for operations to be completed in a safe and efficient manner.
- E. Fire Officers must constantly be aware of both fire and structural conditions, which may deteriorate at a point which places firefighters in jeopardy.
- F. Indications of the possibility of structural collapse and/or other life threatening occurrences shall be communicated to all personnel within the incidents perimeter and appropriate actions taken.