

Three Star Fire Department



Standard Operating Guidelines and Training Manual

Revised and accepted, April 2007

Three Star Fire Department

The intent of this Standard Operating Guidelines and Training Manual is to provide an administrative, operational, and training framework to better manage emergency response personnel. It is designed to create a systematic approach to teach and provide guidance for firefighting, emergency medical services, emergency operations, training, and all other activities of the Three Star Fire Department. The objective is to ensure that all personnel are aware of the accepted administrative and operational guidelines established by the Three Star Fire Department to successfully run the organization through leadership and to extinguish fire and handle other emergencies that we are called upon to manage. Proper utilization of this manual will improve firefighter safety by providing a better accountability of personnel, improved resource utilization, and increased tactical effectiveness through a knowledge based approach. Through training and application of this manual the Three Star Fire Department strives to better protect and serve the residents of the Almyra community, the Three Star Fire Management Zone, and all those entrusted with our care and expertise.

Chief Jon Piercey

Mission Statement

THREE STAR FIRE DEPARTMENT

The mission of this organization is to protect the lives and property of the citizens of our community, the Three Star Fire Department Fire Management Zone, and our mutual aid response areas with high quality and consistently professional fire protection, rescue services, emergency management, and public safety programs.

We will accomplish this through through a systematic delivery of education through fire prevention awareness, and proactive initiatives that focus on eliminating acts and/or practices that can cause fire. We will provide properly trained personnel and working equipment to suppress fire, perform basic extrication functions, rescue operations, and provide emergency medical services.

Standard Operating Guidelines

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Section I

Administrative

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Section I-1

Introduction

All information and directives contained within the Three Star Fire Department Standard Operating Guidelines and Training manual herein shall be consistently applied, unless ordered to the contrary by the Chief of the Department and/or in specific circumstances, by the Assistant Chief, Captain, Lieutenant, Safety Officer, Acting Officer, or other Incident Commander. These guidelines will be employed at all times by all Three Star Fire Department personnel.

It is the responsibility of all Three Star Fire Department personnel to familiarize themselves with these guidelines and to employ these principles and practices whenever acting in the performance of their official duties.

It is the responsibility of all Three Star Fire Department Officers to supervise and command their subordinates within the guidelines and principles contained within these Operating Guidelines.

Periodic review and revision of policies and operational Guidelines is recognized as necessary. Frequent review and updating of these Operating Guidelines is encouraged.

These Operating Guidelines cannot be expected to provide a solution to every question, problem, or scenario that may arise in an emergency service delivery system. It is expected, however, that these guidelines will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities faced by the Three Star Fire Department.

The existence of these written guidelines is not intended to limit any member in the exercise of sound and mature judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

Section I-2

Chain of Command

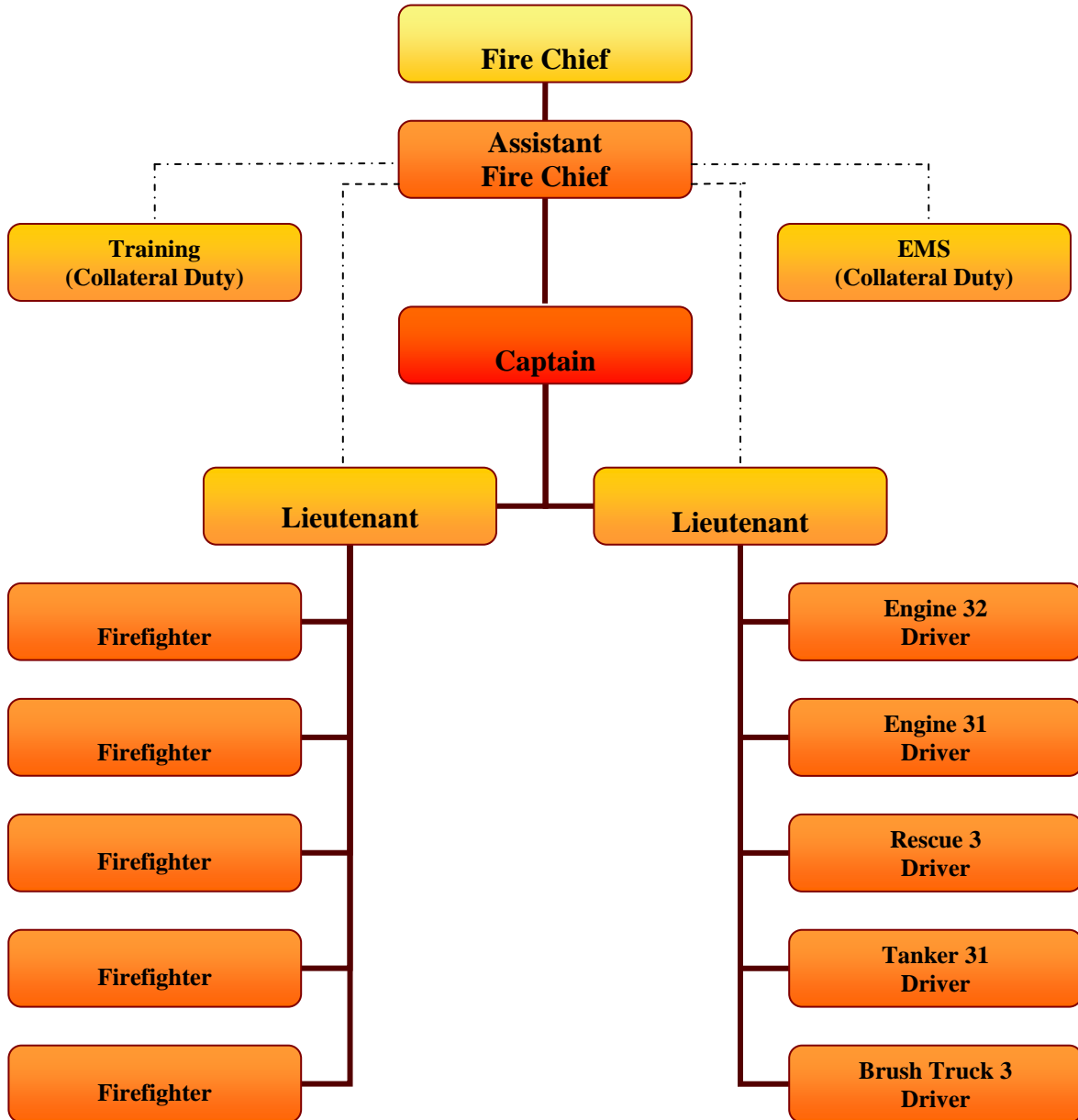
All personnel within this Department will show proper respect to and promptly obey the Chain of Command, both during emergency incidents, departmental activities, and in regards to administrative matters. Respect for the ranks of officers is essential for both administrative and operational efficiency. All firefighters and officers are required to be familiar with the Incident Command System and to work within its parameters through the termination of all incidents.

No firefighter, officer, or other member of the Three Star Fire Department shall initiate contact with the Governing Board collectively or individually, or with any other local, regional, State, or Federal officials with regard to any business or situation regarding the Three Star Fire Department unless they have advised the Chief through the chain of command. If any member desires to discuss any Three Star Fire Department issues with the Governing Board (or with any other local, state, or federal officials), then he/she is duty bound and required to utilize the proper chain of command and advise and notify a superior officer or Chief first. After the Chief is advised of the situation, the Chief will decide if the issue is appropriate for presentation to the Governing Board or other officials. If the issue is of a personal or sensitive matter or involves officers, then the firefighter may consult directly with the Assistant Chief, however, the use of Chain of Command is encouraged.

In the event that no ranking officer is available, seniority according to membership shall be the determining factor in rank. With the absence of a ranking officer, the Driver of the apparatus shall be the OIC, assuming that no other more senior firefighter is available.

All Firefighting personnel will be assigned a Company Officer or CO to report to. This shall be the first link in the chain of command, followed by the Assistant Chief, who oversees all personnel, and lastly the Chief.

Three Star Fire Department Command Staff



Section I-3

Command Staff

The Command Staff shall serve as the representatives of the Three Star Fire Department. The Command Staff shall consist of the Lieutenants, Captain, Assistant Chief, and Fire Chief.

The Command Staff shall serve as an advisory committee to the Fire Chief in areas concerning personnel discipline, recognition, promotion, recommendations, along with departmental policy and guidelines, operation and efficiency of departmental programs, and other decisions that may effect the Department as a whole.

Training and EMS is a vital mission of our department. These positions are considered collateral in nature and may be held in conjunction with another position. While they carry the responsibility of an officer, they are not officer positions. They report directly to the Assistant Chief.

The Fire Chief shall have the final authority on all policies and guidelines. All approval past the Fire Chief must come from the Governing Board. The Command Staff shall meet at the discretion of the Fire Chief.

Section I-3

Command Staff Fire Chief

The Fire Chief, under the direction of the governing Board of the Three Star Fire Department, shall be ultimately responsible for all operations, personnel, and equipment of the Three Star Fire Department in emergency and non-emergency activities. He/she shall be elected by fire personnel and the Governing Board members present in accordance with Three Star Fire Department By-Laws. The elected term is for two (2) years and is eligible for re-election to successive terms.

It is desired that the Fire Chief possess a minimum of 7 years fire service experience, with a minimum of 5 years being with Three Star Fire Department.

The Fire Chief shall oversee, through subordinate officers, the safe operations of the department, its personnel, equipment, apparatus, and administrative programs. He/She shall plan, direct, supervise, and coordinate activities of the Fire Department to prevent and extinguish fires, provide emergency medical services, and protect life and property. Additionally, the Fire Chief shall ensure every opportunity is available to further educate the firefighters and officers of the department, as well as provide fire prevention awareness to the Three Star community it serves.

The Fire Chief shall preside over all departmental meetings. He/She shall have exclusive command at all incidents or delegate the command to any individual he/she feels is capable to handle the situation. This delegation of authority does not relieve the Fire Chief of responsibility.

It is required that the Fire Chief hold current certification as State of Tennessee Firefighter I/ II, EMS First Responder (or better), Basic Vehicle Extrication, and Fire Academy Leadership I/II and be current in all requirements of the National Incident Management System (NIMS) and all other training requirements outlined in Section VI-3.

The Fire Chief shall serve as a representative of the Three Star Fire Department and governing board at all times and shall strive to be a pillar of the community. The Fire Chief shall have the same powers as the State Fire Marshall.

Section I-3

Command Staff Assistant Fire Chief

The Assistant Fire Chief, under the direction of the Fire Chief, shall assist in the management of operations, personnel, equipment and Fire Station programs of the Three Star Fire Department in emergency and non-emergency activities. He/she shall be elected by fire personnel and the Governing Board members present in accordance with Three Star Fire Department By-Laws. The elected term is for two (2) years and is eligible for re-election to successive terms.

It is desired that the Assistant Fire Chief possess a minimum of 6 years fire service experience, with a minimum of 4 years being with Three Star Fire Department.

The Assistant Chief assists the Fire Chief in the activities of the department. In the absence of the Fire Chief, the Assistant Fire Chief shall be his/her direct representative and ensure all Three Star emergency and non-emergency activities are safely and successfully executed.

The Assistant Chief shall strive to further educate him/herself in all aspects of fire services, their associated programs, the fire district, equipment, apparatus, maintenance and new fire service advances and technology.

He/She must also be able to function as an Incident Commander on small or large-scale operations. The Assistant Fire Chief shall assist in the safe operations of the department, its personnel, equipment, apparatus, and administrative programs. He/She shall plan, direct, supervise, and coordinate activities of the Fire Department as directed by the Fire Chief to prevent and extinguish fires, provide emergency medical services, and protect life and property.

It is required that the Assistant Chief hold current certification as State of Tennessee Firefighter I/ II, EMS First Responder (or better), Basic Vehicle Extrication, and Fire Academy Leadership I/II and be current in all National Incident Management System (NIMS) requirements and all other training requirements outlined in Section VI-3.

The Assistant Chief answers directly to the Fire Chief and may be assigned projects or activities to help the department achieve the objectives set forth by the Fire Chief and Governing Board.

Section I-3

Command Staff Captain

Each Captain assists the Chief and Assistant Chief in the execution of day-to-day activities in the department with regards to operations, personnel, equipment and programs. Members selected for appointment to the rank of Captain shall be identified in a manner as directed by the Fire Chief. Personnel appointed to the rank of Captain serve at the discretion of the Fire Chief and serve a term as established by the Fire Chief.

As with all officers, those appointed to the rank of Captain shall be assigned duties and responsibilities in support of department management. Captains shall have the obligation to provide leadership and exercise supervision over Lieutenants, drivers and members as senior ranking non-Chief officers.

It is desired that Captains possess a minimum of 5 years of fire service experience, with a minimum of 3 years being with Three Star Fire Department.

It is required for the Captain to achieve and maintain firefighter and driver skills. All Captains must be able to function in all aspects of Incident Commander to and including that of Incident Commander on any incident, large or small.

Responsibilities will include relieving the Assistant Chief of minor personnel management issues, facilitating problem resolution at the lowest level. Captains are obligated to maintain close liaison with Chief Officers so as to communication department issues and solutions.

Captains must demonstrate knowledge and abilities sufficient enough to train department personnel to high standards. To support that leadership initiative, Captains must gain further education in all respects of the fire service, associated programs, the fire management zone, equipment, apparatus, maintenance and evolving fire service technologies.

It is required that Captains hold certification as State of Tennessee Firefighter I/II (or equivalent), Basic Vehicle Extrication, Fire Academy Leadership I and II (or equivalent) and be current in all requirements of the National Incident management System (NIMS) as well as other training requirements as outlined in Section VI-3.

Captain answer directly to the Assistant Chief and will be assigned duties, projects and activities to facilitate the objectives set forth by the Chief Officers and the Governing Board.

Job Expectations:

1. Attend all training sessions, as possible.
2. Perform assigned administrative management functions.
3. Assist the Chief and Assistant Chief in the tasks necessary to maintain an ISO Class 6 department.
4. Maintain sufficient computer knowledge to assist in maintaining fire reporting, inventory management and other Three Star database functions.
5. Enforce and uphold department policies, guidelines, and bylaws.
6. Help keep discipline and good moral conduct both in operational and non-operational environments.
7. Keep the Chief and Assistance Chief informed of department activities.
8. Prepare and deliver assigned training sessions as directed by the Training Officer.
9. Respond to the station or as directed, report to the scene.
10. Attend leadership, training, and meetings as designated by the Chief Officers.

Section I-3

Command Staff Lieutenant

Each Lieutenant assists the Fire Chief and Command Staff members of the department in the day-to-day activities of the department. He/She shall also exercise supervision over assigned department personnel while on scene or during training sessions.

It is desirable that the Lieutenant possess a minimum of 4 years fire service experience, with a minimum of 2 years being with Three Star Fire Department.

On the fireground or in any emergency response, the Lieutenants are responsible for front-line supervision of firefighters at the company level and for tactical decision-making within the Incident Command System. They are the tactical interface between the front-line firefighters and the Chief Officers, who are responsible for overall incident command and strategic decision-making.

It is required of each Lieutenant to possess and maintain Firefighter and Driver skills and training. He/She must also be able to function as an Incident Commander on small or large-scale operations.

It is required that each Lieutenant hold certification as State of Tennessee Firefighter I/II, Fire Responder (or better), Basic Vehicle Extrication, and Fire Academy Leadership I/II and be current in all requirements of the National Incident Management System (NIMS) and all other training requirements outlined in Section VI-3.

The promotion of Lieutenant shall be made in a manner as designated by the Fire Chief. The documentation shall be kept as permanent record in the member's personnel record. Lieutenants serve at the pleasure of the Fire Chief with no defined term of office.

Job Expectations:

1. Will be expected to make all trainings sessions, as possible.
2. Will be expected to acquire minimum level of First Responder and Basic Auto Extrication certification within one year of appointment.
3. At minimum, one Lieutenant will be expected to maintain fire coverage in district while department is on mutual aid call outside of district.
4. Lieutenants will be given in-station responsibilities (added duties), which will include but not limit to, hose maintenance and inventory, air bottle and air pack maintenance and inventory, truck inventory and Driver Certifications.
5. Front line supervision of firefighters at the "company" (single apparatus) level.

6. Designating riding and tool assignments for the firefighters responding on the apparatus they are supervising in an incident.
7. Monitoring radio traffic and communicating clearly with other units and with incident commanders throughout an incident
8. Will be expected to assist Fire Chief and Assistant Chief in any other duties to maintain an ISO class 6 Fire Department.
9. Will have computer knowledge to assist in maintaining fire reporting, complete inventory and other Three Star Fire Department database operations.
10. Will be expected to enforce and uphold Three Star Fire Department SOG's and bylaws.
11. Will be expected to help keep discipline and good moral conduct at any emergency scene as well as in-station.
12. Will be expected to attend a monthly officers meeting beyond the regular Fire Department meetings.
13. Will be expected to attend all emergency calls as possible.
14. Will be expected to teach or assist in assigned training sessions.
15. Will be expected to supervise and have direct authority over firefighting personnel or "Company", as assigned by the Fire Chief.

Section I-4

Classification of Firefighters Apparatus Driver

Being designated Apparatus Driver shall be considered as an ultimate complement to the firefighter selected and shall be considered the highest firefighting accomplishment achieved. Only the most senior and responsible firefighter achieves this milestone.

It is desired that each Apparatus Driver possess a minimum of 3 years fire service experience with a minimum of 2 years being with Three Star Fire Department.

The Apparatus Driver shall meet all criteria established in this Standard Operating Guideline and successfully complete all requirements set forth in Standard Operating Guideline Section IV-4.

All personnel shall be instructed in the safe operation of all moving Fire Department apparatus from one place to another. Only trained and qualified individuals with the following criteria met shall be considered Drivers:

1. Be at least 18 years of age to qualify on BT-3 and must be at least 21 years of age to begin qualification on all other apparatus.
2. Possess a valid State of Tennessee Driver's License.
3. Be approved for driver training by firefighter's immediate Lieutenant with the support from the other Officers, as documented in Appendix 3. Final certification will be granted by the Fire Chief using Appendix 3.
4. Successfully complete all requirements of this SOG and attending Three Star's Driver Classroom Training conducted in-house (as scheduled).
5. Successfully pass Competency Course (Appendix 4).
6. Complete Fire Fighter I/II course of instruction.
7. Successfully completed Introduction to Fire Department Pumps FF-111.
8. Have completed probationary training, the required Emergency Vehicle Operator Course (EVOC), and be approved by the Fire Chief for driver training.
9. Demonstrate use of Map Book and knowledge of Fire Management Zone.
10. Demonstrate and explain hydrant color code and significance.
11. Demonstrate and explain the Incident Command System.

Each Apparatus Driver will be expected and required to attend a formal training school when feasible, and follow all guidelines established for the Firefighter, as well as the Safe Apparatus Driving Standard Operating Guidelines (Section II-8).

The Fire Chief shall approve in writing all individuals who are qualified as a Driver. The information shall be kept permanently in the member's personnel folder.

Section I-4

Classification of Firefighters Firefighter

Upon successful completion of the twelve month long probation period and with approval for full membership by the officers, the member shall be classified as a Firefighter. The Firefighter shall possess the skills and knowledge to perform and carry out orders given on an incident scene as they relate to basic firemanship, equipment operation and function, EMS assistance, care and maintenance of equipment.

The Firefighter will be expected and required to attend formal training schools as they become available.

The Firefighter shall function under the direction and supervision of a Company Officer (CO) or an Officer in Charge (OIC) and refrain from “free-lancing”.

The Firefighter shall abide all Three Star Fire Department Standard Operating Guidelines, rules, and regulations.

The Incident Command System is an extremely important tool of the fire service. The Firefighter shall have a good understanding of this system and how to work under it as it relates to this department. National Incident Management System training will be completed during probationary period which provides firefighter with the foundation of the Incident Command System structure and its operation.

Chain-of-command is expected to be followed in all administrative and operational matters that relate to Three Star Fire Department operation and function. All ranks are to be used in on-scene operations in the public view; however, in the private sector of the department this is not necessary, but advisable. See Chain-of-Command SOG (Section I-2) for further information.

Section I-4

Classification of Firefighters Probationary Firefighters

Upon approval of Command Staff and meeting all Three Star Fire Department application requirements, all new members become Probationary Firefighters. During this typically twelve month period, Probationary Firefighters are expected to learn the duties and fulfill the responsibilities expected of a Three Star Firefighter. They are also required to complete the initial phases of their fire service training as detailed in Section VI-2.

Exemplary attendance at alarms, training sessions, and work details and fundraisers is demanded of Probationary Firefighters. Likewise, a positive attitude and high level of maturity are expected.

The Probationary Firefighter shall abide all Three Star Fire Department Standard Operating Guidelines, rules, regulations and bylaws.

After their initial three months with the Three Star Fire Department, Probationary Firefighters will meet with the Officers and Chiefs and their assigned mentor for an in-service review of their performance to date. This interview will provide an opportunity to evaluate training progress and attitude, as well as address any problems or concerns. The Chiefs and the Probationary Firefighters' mentors, however, are expected to point out inadequate performance or attendance issues early on, rather than wait for the three or six-month in-service evaluation.

At the discretion of the Chief and the member's assigned mentor, the probationary firefighter may be issued a set of turn-outs, yellow helmet, pager, and two-way radio.

Should a Probationary Firefighter fail to meet the training, alarm response, or attendance expectations, the Fire Chief can choose extra training be accomplished or a six-month extension of the probationary period. Should these deficiencies persist during the extended probation, the Probationary Firefighter will be asked to resign or may be terminated by the Fire Chief.

In the event a Probationary Firefighter becomes qualified as a firefighter prior to the end of the probationary period, he may, at the discretion of the Chief, wear a standard black firefighter helmet. While Probationary Firefighters are encouraged to commence their driver training (depending on age) as soon as possible, they cannot be added to the list of qualified operators until they have completed the probationary period and met all driver qualification standards detailed in Sections I-4 and VI-4. They may, however, operate Three Star Fire Department apparatus with the permission of a fire officer on an ad-hoc basis under direct supervision.

Section I-4

Classification of Firefighters Explorer

It is the intent of Three Star Fire Department Explorer Program is to promote community service, while providing the youth with an insight to the fire and emergency medical field; to instill in the youth to become productive, law-abiding and community oriented citizens; and to provide youth the information, training and experience to help them assess their desire to enter into a career of fire and rescue. See “Explorer Rules and Regulations” (Appendix 2) for eligibility requirements. The Explorer Rules and Regulations will be issued to new members joining the Explorer Program along with a copy of “Firefighter Rules and Regulations” to sign and abide by.

Section I-5

Application Process

All prospective members must submit a complete application to the Fire Chief via the Recruiting Officer and have an active member of the Three Star Fire Department in good standing serve as a mentor. The firefighter or officer acting as sponsor should know the applicant reasonably well and be prepared to speak on their behalf before the fire company's monthly meeting. If no known sponsor is available, each applicant may proceed in the application process.

In addition to below guidelines, the applicant must meet the minimum criteria to be considered for membership into the Three Star Fire Department and probationary firefighter status:

- Minimum age of 18
- Reside within the fire district of Three Star Fire Department (exceptions shall be awarded by the Chief).
- Physically and mentally capable to perform the duties of a firefighter.
- Complete an application form for review and approval by the Chief and command staff.
- Be of good moral character
- Must not be convicted of any felony charge
- Valid Driver's License
- Be a US Citizen or resident alien

The procedure for applying to become a Probationary Firefighter with the Three Star Fire Department is as follows:

- A Driver's License and Criminal background check will be submitted through the Tennessee Bureau of Investigations. The Three Star Fire Department reserves the right to deny membership to applicants who have a history of arson and/or other felony.
- Applicant should be in good physical health and should receive clearance from their personal physician stating that the prospective firefighter is physically able to fulfill the duties of a structural firefighter as per NFPA standards.
- During the application orientation process, the candidate will be expected to adhere to all guidelines as any other Probationary Firefighters (Section I-4).
- The Chiefs and officers will meet with the applicant to discuss the duties, responsibilities, and expectations of a firefighter. Issues to be addressed will include the applicant's motivation, ability to make the necessary time

commitment, probationary period expectations, and comfort with operating as part of a fire service organization. The differences between the Three Star Fire Department and the association will be explained, along with the training requirements and expectations. Responsibilities of all firefighters and officers as employees of the Three Star Fire Department and expectations in terms of personal conduct on and off the fire ground will be explained to the candidate.

- A mentor will be assigned to work with the applicant through the completion of their probationary period.
- The application will be submitted to the membership present at an appropriate department meeting for its approval and acceptance.

At this point the applicant will become a Probationary Firefighter and will be issued copies of Three Star Fire Department Standard Operating Guidelines, By-Laws, and other items as determined by the Fire Chief. Personal protective equipment, pager and Handheld radio will be issued at the discretion of the Fire Chief during the probationary period.

Section I-6

Conduct and Core Values

All Three Star Fire Department personnel are expected to conduct themselves in a professional and ethical manner at all times. The actions, appearance, and comments of personnel are a reflection of the entire Three Star Fire Department and may make a lasting impression in the minds of the public served. It shall be embedded into our department that people are our most important asset. While embracing this philosophy, Three Star Fire Department core values are: Professionalism, Pride, Integrity, Commitment, Compassion, Camaraderie, Concern, Caring and Tradition.

In addition to above values, all personnel should be aware that anytime they are wearing their uniform or other Three Star Fire Department apparel they are seen as representatives of this department and county, and are expected to conduct themselves in a manner consistent with Three Star Fire Department policies. No Three Star Fire Department personnel shall corruptly use or attempt to use their official position, or any property or resource which may be within his trust, or perform their official duties, to secure a special privilege, benefit, or exemption for himself/herself or for others.

Section I-7

Disciplinary Action

Purpose: To provide disciplinary guidelines for management to use, as needed, to all the Three Star Fire Department personnel.

Scope: All members of the Three Star Volunteer Fire Department are expected to follow the rules, regulations, standard operating guidelines, and the orders of all officers of the department. As a group of volunteers, it is expected that all members will have a very high degree of self discipline and proper conduct and that disciplinary guidelines from within the department itself will rarely be needed and will be executed as a last resort. In the event that an individual does not conduct himself or herself as expected, the Officers and Chiefs of the department are expected to follow the guidelines set forth in this set of guidelines. Depending upon the seriousness of the offense any of the less severe guidelines may be skipped. Serious offenses may result in immediate termination from the department.

This policy is not intended to supersede a mature, common sense approach in resolving personal differences, but intended to enforce and respect policies, orders, and decision-making that is critical to Three Star Fire Department's mission and reputation.

Policy:

- A. The establishment and maintenance of discipline is the responsibility of all officers. Officers' treatment of their subordinates shall be impartial and without prejudice. Favoritism or unjust discrimination of duties or orders will not be tolerated.
- B. No unfair advantage shall be taken of a subordinate because of their obligation to obedience. Orders of retaliation or nagging will not be tolerated.
- C. Officers shall see that all SOGs are enforced.
- D. Officers shall strive to adjust differences or disputes between their subordinates.
- E. Charges must be preferred for any offense of a serious nature, but minor or mere technical infractions of the rules should be corrected, either on the spot or privately when advisable. These types of infractions, generally speaking, shall not be made the subject of charges unless repeated or persisted in.
- F. Extenuating circumstances will be taken into account, but alleged ignorance or misunderstanding of rules will not be accepted as an excuse. Previous conduct, good or bad, will be taken into account in determining the repercussions.
- G. Whenever firefighter performance, attitude, work habits or personal conduct on the job falls below a desirable level, supervisors shall inform the firefighter promptly and specifically of such lapses and give counsel and assistance as appropriate. A reasonable period of time for improvement shall be allowed before initiating disciplinary action.
- H. In some instances a specific incident may justify severe disciplinary action in and of itself. However, the action to be taken depends on the seriousness of the incident and the whole pattern of the firefighters past conduct and performance.

Procedure: It is not the intent of this policy to be an absolute list of infractions that are disciplinary in nature. However, most common disciplines are documented within these guidelines.

A. All charges shall be made in writing and signed by the individual preferring the charges.

B. Charges shall be brought for the following violations:

1. Violation of any rule, regulation or lawful order of a superior officer.
2. Inefficiency or incapacity in the performance of duty.
3. Neglect of duty.
4. Reporting to station or emergency call under the influence of drugs or alcohol.
5. Drinking any alcoholic beverage or taking drugs that might incapacitate an individual while on duty.
6. Refusal to obey orders.
8. Careless or reckless operation of a motor vehicle (privately owned or departmental).
9. Speaking disrespectfully to or of any officer or person connected with the fire department.
10. Making a false report or statement.
11. Conduct prejudicial to good order or discipline such as: gambling; disorderly behavior; provoking or harmful mischievous conduct; quarreling, threatening, fighting or assaulting; creating discrediting public spectacle; unnecessary disturbance; meddling with Three Star property or belongings of others; hazing or similar acts.
12. Thievery. The taking of property belonging to the department or an individual is a serious charge and will not be tolerated.

C. No charges shall be brought unless it is believed the charges can be proven.

D. Charges and complaints brought against a person of higher rank by members of the department shall be in writing to the next highest ranking officer above the person that the charges are being brought. Such charges and complaints shall be signed by the individual bringing them.

E. Any officer or member of the department charged with an offense shall plead either "guilty" or "not guilty".

F. Any officer or member charged with an infraction of departmental rules shall have the right to answer the charges against him/her and face his/her accuser(s) if he/she so desires.

Types of Disciplinary Action

A. **Oral Reprimand** - Shall consist of an oral statement of reprimand made to the member. A written record of this oral statement shall be made and kept in the member's personnel file in the fire department records for a period of one (1) year.

B. **Written Reprimand** - Shall consist of a written statement of reprimand delivered to the member, a copy of which shall be placed in the member's personnel file in the fire department records and shall become a permanent part of his/her records.

C. **Suspension** - Shall consist of a written notice to the member to the effect that he/she is suspended from participating in any emergency calls and/or Three Star activities for a specified number of days upon grounds stated in the notice. Any member who is arrested and charged with a felony may be removed during the period between arrest and the end of the trial. During this period he or she may be considered in a leave of absence for personal reasons.

D. **Reduction of Position/Demotion in Rank** - Shall consist of a written notice to the member to the effect that his/her position/rank within the department and the grounds for the action. The seriousness of the infraction will, in most cases, determine this action. An example would be a reduction from officer status to firefighter, or a driver to firefighter. A copy of this notice shall be placed in the members personnel file.

E. **Dismissal** - Shall consist of dismissing the member from the Fire Department after written notice to that effect is given to the member and shall state the grounds thereof.

F. **Dismissal Alternative** - Commonly called a "Decision Day", this alternative to dismissal consists of a conference between the Command Staff and the employee to review the history of the problem and to ask the member's intentions to work within the rules. If the members intentions are to work within the rules, he/she is then advised to take a determined amount of days off (not responding to station for any reason), and use the time to decide whether he/she will correct the problem and continue working or quit. If the firefighter commits to work within the rules, the supervisor writes a letter to the member which makes a record of the agreement reached between them and the consequences of failure to live up to the agreement. Both sign the agreement and both retain copies of the agreement. The firefighter then returns to active status. This alternative is normally in lieu of a suspension. At the end of the suspension period, "decision day" is allowed. When two (2) years have elapsed after the agreement, and there have been no failures, the written agreement may be destroyed, depending of infraction. However, the infraction will become a permanent part of his/her records. If the member decides to quit, process the termination.

Section I-8

Equal Opportunity

All Three Star Fire Department personnel are considered, in essence, to be Three Star employees, and as such are required to conduct themselves in accordance with the Three Star Equal Opportunity and Anti-Harassment Policy at all times. That policy is as follows:

It is the policy of the Three Star Fire Department to provide equal employment and advancement opportunity and to administer its personnel practices without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or any other unlawful criterion or circumstance. Three Star Fire Department prohibits and will not tolerate any such discrimination or harassment.

Three Star Fire Department is committed to a work environment in which all individuals are treated with respect, dignity and fairness. Each individual has the right to work in an environment that is free of discriminatory practices, including harassment, as such; the following guidelines pertain to all personnel.

Equal Opportunity

Three Star Fire Department provides equal opportunity for all applicants and members. Three Star Fire Department does not discriminate on the basis of race, color, religion, sex, national origin, age disability, and sexual orientation, marital or veteran status. This policy applies to all areas of membership including recruitment, training, promotion, and social and recreational programs.

It is prohibited for Three Star Fire Department to fail or refuse to make a member, to separate membership, or to otherwise discriminate against any person with respect to compensation, terms, conditions or privileges of membership (including training) because of race, color, religion, sex, national origin, age disability, sexual orientation, marital or veteran status. Likewise, it is prohibited to limit, segregate, or classify members in any way which would deprive or tend to deprive a person of membership or firefighter opportunities because of any of these criteria. Notwithstanding the above, certain activities are not prohibited where a bona fide occupational qualification for the position can be determined.

All members of the Three Star Fire Department are expected to be exemplary and outstanding citizens of the community. Even at times that a member is not in uniform or at an incident the member represents the Fire Department. Morals and personal beliefs are taken into consideration in the membership process. In short, a person that the normal, reasonable person would wish to mentor or emulate would be the perfect person for membership.

The minimum qualifications that a person would have to possess are outlined in Application Process Standard Operating Guidelines (Section I-5).

Guidelines for responding to and reporting conduct considered to be discriminating are described in Complaint Guidelines (Section I-9).

All Three Star Fire Department members are required to read this policy. They must also in writing acknowledge and agree to comply with this policy.

My signature below certifies that I have received a copy of the Standard Operating Guidelines for Equal Opportunity Policy for the Three Star Fire Department. I also understand that I am responsible for reading and understanding all of the materials contained herein.

(Signature)

(Print Name)

A copy of this will be maintained in personal file.

Section I-9

Anti-Harassment Policy

Three Star Fire Department is committed to providing an environment that is free from all forms of harassment, intimidation or retaliation for opposing such conduct.

Harassment based upon sex (with or without sexual conduct), race, color, religion, national origin, age, disability, sexual orientation, as well as retaliation for opposing such conduct and/or participating in the statutory complaint process is prohibited. Harassment will not be tolerated on any Three Star Fire Department property, or at any emergency scene, or function.

This policy applies to everyone at Three Star Fire Department, including Board Members, Fire Department Officers, Auxiliary Members, Firefighters (Explorer rank throughout Fire Chief), visitors/patients and vendors.

Members shall report any harassing behavior to their appointed Fire Officer. If the offending person is or involves their appointed Officer, the member shall report directly to the Assistant Fire Chief/Fire Chief. Members are encouraged to report such behavior before it becomes severe or pervasive. Members shall not fear retaliation because it will not be tolerated. Three Star Fire Department will investigate the claim and, if substantiated, take appropriate action to ensure such activity ceases.

Harassment can be conduct that disturbs or interferes with a member's ability to perform his/her job and/or treating an employee differently for any of the reasons listed above.

Sexual Harassment is any unwelcome or unwanted sexual advances, request for favors or other verbal or physical conduct of a sexual nature where:

- Submission to the conduct is made either an explicit or implicit condition of membership; or rejection of the request is used a basis for a membership decision affecting the harassed member; or,
- The conduct, including conduct engaged in by citizens, patients, vendors or any other non- interdepartmental member, substantially interferes with a members work performance or creates an intimidating, hostile or offensive work environment which includes but not limited to the use of sexual epithets or references to physical characteristics.

Sexual harassment may include a range of subtle or not so subtle behaviors. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; touching; insulting or obscene comments or gestures; display or circulation

in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment is conduct that shows hostility or aversion toward an individual because of his/her protected characteristic and that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassing conduct includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic materials that denigrates or shows hostility or aversion toward an individual or group.

Any member who engages in the types of harassing conduct described in this policy will be disciplined, up to and including termination.

All members of the Command Staff are responsible for communicating this policy and informing members of the guidelines for reporting any instance of prohibited harassment.

No member at any level will retaliate against anyone, either for reporting and instance of harassment or providing information related to a harassment complaint

Guidelines for responding to and reporting conduct considered to be harassing are described in Complaint Guidelines (Section I-9).

All Three Star Fire Department members are required to read this policy. They must also in writing acknowledge and agree to comply with this policy.

My signature below certifies that I have received a copy of the Standard Operating Guidelines for Anti-Harassment Policy for the Three Star Fire Department. I also understand that I am responsible for reading and understanding all of the materials contained herein.

(Signature)

(Print Name)

A copy of this will be maintained in personal file.

Section I-10

Complaint Guidelines

Purpose: The purpose of these guidelines is to assist the Fire Chief and Command Staff in conducting a thorough and impartial investigation of discrimination and harassment allegations.

Scope: The policies outlined in Section I-8 and Section I-9, along with these complaint filing guidelines apply to all applicants, employees, volunteers and members of Committees (Auxiliary) and Governing Board, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Three Star Fire Department.

Policy:

Conduct prohibited by these policies is unacceptable in the workplace and in any work related settings outside the workplace, such as during business trips, and company related social events.

Retaliation Is Prohibited

Three Star Fire Department prohibits retaliation against any individual who, in good faith, reports discrimination or harassment or participates in any investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting an Incident of Harassment, Discrimination or Retaliation

Three Star Fire Department strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced, or who are aware of, conduct that they believe is contrary to Three Star Fire Department's policy or have concerns about such matters should bring the matter to the attention of either their immediate supervisor or the Assistant Chief or Chief. If for any reason an individual believes that a complaint cannot or should not be raised through those channels, he or she should feel free to bring it to the attention of any member of the Governing Board for investigation/resolution. Civilian members (auxiliary) bring issues to the attention of the President.

Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Three Star Fire Department strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Any member of the Three Star Fire Department membership who believe that they have experienced

harassing or discriminatory conduct have an obligation to pursue this complaint procedure. A member's failure to fulfill this obligation could affect his or her rights in pursuing further disciplinary action.

The availability of these complaint procedures does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

If a person submits a complaint regarding harassment and request to remain anonymous, an investigation will be conducted and the request to remain anonymous will be honored, to the degree feasible under the circumstances, but anonymity can not be guaranteed. However, the person who registers the complaint needs to understand that failing to openly participate in the investigation may hinder the process of resolving the allegations.

The Command Staff is required to respond to allegations of harassment in any of the following situations:

- A member believes he/she is being harassed or discriminated against and has brought it to a member of the Command Staff's attention.
- Any Officer has observed the behavior; or
- If the behavior was brought to the Officers attention by another source.

Members of the Command Staff are to take prompt and/or corrective action upon receiving knowledge of any improper conduct as prescribed below.

1. Immediately take a preliminary statement from the member alleging harassment or discrimination, including the nature of the conduct and when it occurred. Everyone who has personally observed the conduct, he/she should document the observations in writing.
2. Take the information to the Assistant Fire Chief/Chief, who will initiate a prompt and complete investigation. The investigation will include obtaining detailed statements from the complainant, the alleged harasser, witness and any other persons who may have relevant information.
3. Members of the Three Star Governing Board must be notified of all written complaints or allegations. All persons who are questioned and/or

involved in the investigation will be informed that any member has a right to make a complaint; that they should not discuss the investigation; and that retaliation of any form, including but not limited to negative comments about the complaint, will result in discipline up to and including termination.

4. Their appointed officer will be asked to participate in the investigation, unless he/she is being accused of improper conduct. This is a priority matter and the full immediate support of the officer is expected.
5. After the investigation is completed, should the evidence support a conclusion that prohibited conduct took place, the Fire Chief, after consultation with the Governing Board, will determine the appropriate action to be taken: (1) to ensure the harassment ceases; (2) to correct the effects on the member; and (3) to ensure that the harassment does not reoccur. Depending on the nature of the conduct, this may include:
 - A written warning that all improper conduct must cease immediately, and that further conduct of similar nature will result in immediate termination
 - A written warning
 - Remedial training
 - Termination

Non-Departmental members will be promptly informed that improper conduct must cease immediately and that such conduct, or further conduct of a similar nature, will result in the removal from the property and/or discontinuation of the vendor relationship.

Whether or not the investigation discloses prohibited contact, the accused harasser will be informed that retaliation against the complainant will result in disciplinary action.

The Fire Chief or Governing Board, as appropriate, will notify the complainant concerning the results of the investigation. If it has been determined that conduct prohibited by the policy occurred, the complainant will be informed of the action already taken or to be taken. The complainant also will be requested to notify the Fire Chief, or Governing Board, as appropriate, if any additional conduct of a similar nature occurs.

All inquiries, allegations, and/or findings against the accuser will be held in their personnel file until their resignation, transfer, or termination.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with expeditiously and appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion, temporary suspension, or termination, as Three Star Fire Department Command Staff or Governing Board believes to be appropriate under the circumstances.

Individuals who have questions or concerns about these policies should feel free to contact the Assistant Fire Chief or Fire Chief.

All complaints and/or allegations will be considered serious and will be handled expeditiously and investigated within a reasonable amount of time. Every complaint or allegation will receive a response from the President of the Governing Board or the Fire Chief.

All Three Star Fire Department members are required to read this policy. They must also in writing acknowledge and agree to comply with this policy.

My signature below certifies that I have received a copy of the Standard Operating Guidelines for Complaint Guidelines for the Three Star Fire Department. I also understand that I am responsible for reading and understanding all of the materials contained herein.

(Signature)

(Print Name)

A copy of this will be maintained in personal file.

Section I-11

Alcohol/Drugs (Substance Abuse) Policy

Purpose: To establish an alcohol and drug policy that communicates that alcohol and drug usage will not be acceptable or tolerated within Three Star Fire Department.

Scope: This policy pertains to all Three Star Fire Department personnel.

Policy:

To promote high standards of health and safety for members and citizens, Three Star Fire Department prohibits the use, possession, sale, manufacture, or distribution of illegal or illicit drugs, alcohol or other controlled substance on its property, as well as reporting to an emergency call or scene under the influence of drugs or alcohol. This includes the sale or misuse of prescribed drugs. "Under the Influence" means being affected in any detectable manner by alcohol or illegal drugs or having the odor of alcohol on the breath. Members who violate this policy are subject to discipline, up to and including termination.

Section I-12

Department Confidentiality Policy

Purpose: To ensure all Three Star Fire Department personnel understand the importance of patient confidentiality and adhere to the policy.

Scope: This policy pertains to all Three Star Fire Department personnel who respond, read, observe or otherwise obtain private information or activities of personal nature with anyone whom the department interacts with during emergency, non-emergency, or fellow firefighters and their families.

Policy:

Due to the nature of our duties, officers and firefighters of the Three Star Fire Department are often privy to sensitive, private, or personal information. This may include (but is not limited to) private medical histories, exposure to crime scenes & criminal investigations, and observations made in private homes. No member shall disclose or use any information or observations not in the public domain, gained by reason of official Three Star Fire Department duties, nor shall they use said information at any time for their personal gain or benefit, or for the personal gain or benefit of any other person(s) or enterprise.

Section I-13

Media Guidelines

Purpose: To establish guidelines when media is interested in Three Star Fire Department responses, personnel or functions.

Scope: Although very rare, there may be times when Three Star Fire Department becomes involved in an emergency call, event, or public activity, where the media is interested in obtaining specific information concerning a specific emergency call, personnel, equipment, actions, or policy of the department.

Policy:

Unless authorized in advance by a chief officer, no member of the Three Star Fire Department shall release to anyone who is not a member of this department any information involving or related to any fire department incident or response.

Only the Fire Chief or the Governing Board President or his/her designee will make statements or releases any information to the media.

Incident Commanders will have to make contingency plans to deal with a media response to fire scenes and other incidents. The media must not be allowed into the command post or behind fire lines for obvious safety, privacy, liability, and confidentiality reasons. Fire lines will have to be established as soon as possible when initiating operations.

All members of Three Star Fire Department shall exercise extreme caution in the conversation they have between themselves at incident scenes. Bystanders in the area may overhear the conversation and potentially release it as official information.

Information shall be released to the media, unless the withholding has been approved by the Chief of the Department or his/her designee. Only factual information may be released to the media. Speculative, suggestive, derogatory or opinionated information must be avoided. Do not talk "off the record". Verify the media representative if you are uncertain to whom you are speaking.

It is policy of the Three Star Fire Department that no one will release the name or other vital statistics regarding civilians involved in or affected by fire department operations. No name of a deceased person will be released by any Three Star Fire Department personnel.

Section I-14

Attendance at Functions

Purpose: To establish guidelines for Three Star Fire Department personnel to understand their obligation to maintain active status within the organization.

Scope: This policy applies to all Three Star Fire Department personnel. Three Star Fire Department and its supporting community invest a lot of trust, time, and money into their firefighters. In return, they expect a quality service from Three Star Fire Department that will fit all their needs, as they need and when they need it.

It is imperative that Three Star Fire Department provide its community Fire/Rescue/EMS services. Three Star Fire Department can not perform its basic function without properly trained people, properly working equipment, or without funding. We obtain these resources through a consistent presence at public activities, fund raisers, training, performing corrective and preventive maintenance, leadership and responding to emergency calls.

It is important that we establish minimum requirements for each personnel in order to ensure we are properly training, representing, and responding to our communities needs, as well as, have enough personnel at each event to ensure a consistent presence and equal amount of help is available.

Policy

Each person shall meet the following requirements:

1. Must maintain state and department required training as described in Training Section VI.
2. Must respond and participate to at least 15% of all emergency and non-emergency calls.
3. Must participate in at least 25% of all fundraisers (BBQ, dinners, etc)
4. Must participate in at least 25% of all work details (Fire hydrant testing and maintenance, fire hose testing and maintenance, house cleaning, etc)
5. Must participate in at least 25% of all public relation events (parades, school events, festivals around the county, etc)
6. Must participate in at least 70% of regularly schedule training sessions.
7. Strongly encouraged to participate in all voting events
8. Strongly encourage to increase mobility by attending off-site training opportunities when available.

Any personnel planning to miss a scheduled event shall notify their Lieutenant, Captain, Training Officer and/or Assistant Chief.

Section I-15

Personal Grooming Policy

Purpose: To establish personal grooming standards to all firefighters who will be required to participate in interior attacks during structure fires, or otherwise need to don a Self-Contained Breathing Apparatus.

Scope: This policy pertains to all firefighter personnel within Three Star Fire Department that actively participate in or may be called to participate in interior attacks during structure fires, or otherwise required to don a Self-Contained Breathing Apparatus and associated masks for any emergency requiring such.

Policy:

All Three Star Fire Department personnel qualified to engage in interior structural firefighting will have their hair, beards, and sideburns neatly groomed so that they do not interfere with the proper donning of face masks and preventing a proper seal and other personal protective equipment.

Any firefighter or officer who is not properly groomed and utilizes SCBA will do so at his/her own risk and the Three Star Fire Department will not tolerate any violation of this policy.

If the hair length of a firefighter is below the shirt collar, then he/she will place the hair in a pony tail and tucked under the hood and turnout coat with the collar snapped closed in the up position.

Section I-16

Uniform Policy

Purpose: To establish guidelines for Three Star Fire Department personnel to refer to when the wearing of uniforms is stipulated for a particular event.

Scope: This policy pertains to all Three Star Fire Department personnel who own recommended uniforms to be worn during public event and activities. Organizational morale spirit-de-corps and cohesiveness is improved with the wearing of uniforms and presents a professional appearance and pride to the public.

Policy:

All Three Star firefighters and officers shall wear departmental apparel, at the discretion of the Chief, to be worn at official Three Star Fire Department functions and other fire service events. The purchase of approved apparel is not mandatory but highly recommended.

Uniform apparel will be purchased by the individual. Recommended clothing items are listed below. As appropriations allow, Three Star ball caps and short sleeve T-shirts will be purchased and issued to personnel at the expense of Three Star Fire Department. This shall not be interpreted as a guarantee.

All personnel are responsible for maintaining a professional appearance when wearing uniforms. Personnel wearing uniforms that do not meet or display a professional appearance or standard will be asked to correct their appearance.

Three Star Fire Department personnel wear the following clothing:

- Three Star Fire Department Navy blue ball cap. Individual name, rank, and/or position may be identified on back.
- Short sleeve T-shirts. Firefighters wear Navy Blue shirts, while officers wear gray.
- Long sleeve Sweat shirts. Firefighters wear Navy Blue sweat shirts, while officers wear gray.
- Officers: White Pull-over Polo Shirts with Three Star Fire Department, name and rank embroidered.
- Firefighters: Navy Blue Pull-over Polo Shirts with Three Star Fire Department, name and rank embroidered.
- Uniform pants. Navy Blue dress trousers with or without deep pockets (EMS trousers).
- Uniform Shirts (Firefighters/Driver). Navy Blue Polyester Dress shirt (long or short sleeve) with Three Star Fire Department patch on right shoulder; First Responder, EMT, Paramedic patch (as appropriate) under the Three Star Fire

Department patch; American flag patch on left shoulder, silver “FD” shirt collar devices; Firefighter badge above left pocket.

- Uniform Shirts (Officers). White Polyester Dress shirt (long or short sleeve) with Three Star Fire Department patch on right shoulder; First Responder, EMT, Paramedic patch (as appropriate) under the Three Star Fire Department patch; American flag patch on left shoulder, appropriate shirt collar rank for Lieutenants, Captain, Assistant Chief, and Chief. Officer firefighter badge above left pocket.
- Black socks.
- Black belt. Personalized buckles are at the discretion of individual.
- Black shoes.

Three Star Fire Department has three modes of uniform dress:

Class A (Full Dress)

Class A (Full dress) uniform: Polyester uniform shirt and pants with appropriate identification markings and patches. Navy Blue Dress pants, Three Star Fire Department ball cap (optional), black belt and shoes. Mourning bands will be worn on badges exclusively for Three Star Fire Department member funerals, for any line of duty funerals, or in the event of neighboring Fire Department memorial services. Full dress is worn as ordered by the Chief, but typically for more formal events like funerals, public relations events, some parades, and other situations where firefighters and officers are officially representing Three Star Fire Department.

Class B (Non-Regulation)

Class B (Informal) uniform. White/Navy Blue (as appropriate) Polo shirt, Navy Blue Dress pants, Three Star Fire Department ball cap (optional), black belt and shoes. Class B uniform is worn as ordered by the Chief, but typically for less formal occasions and during outdoor events in the summer time, such as fire service parades, some fund raisers, tours, and other public relations activities. If a member does not own a Three Star Polo shirt, Three Star Fire Department issued T-shirts are acceptable.

Class C (Non-Regulation)

Class C (working) uniform. Gray/Navy Blue (as appropriate) Three Star T-shirt, with pants/shorts of choice, Three Star Fire Department ball cap (optional). Class C uniforms are worn as ordered by the Chief, but typically for informal occasions where soiling of uniform are likely to occur or when public viewing is not expected. Examples include working details, training sessions, and internal meetings. This is considered the every day uniform.

Section I-17

Fire Investigations

Purpose: To establish guidelines for any situation that may require further investigation by the appropriate law and fire agency.

Scope: This policy pertains to all personnel within Three Star Fire Department who participate in an emergency call where an investigation is likely to be needed.

Situations will arise when suspicious activity or events may require further investigation to reveal the real cause, or sequence of events. Three Star Fire Department is not trained to conduct such investigations and is required to request further assistance as soon as possible during or after the incident.

Policy:

The Incident Commander may request the assistance of law enforcement, the Covington Fire Investigator, and/or other investigative bodies as appropriate to the specific incident and the particular jurisdiction. In the event of either a fire fatality or a estimated property loss in excess of \$250,000, the Incident Commander will request the Fire Investigator from Tipton County (Covington Fire Department). These requests must go through Central Dispatch for coordination. The appropriate police or other law enforcement agency with jurisdiction must also be notified.

If the Incident Commander deems that the fire was suspicious in nature and requests investigative assistance, then it is essential to protect the fire scene and any potential evidence by keeping overhaul to a minimum. Furniture and other items should not be disturbed or moved if possible, and unnecessary personnel should be kept out of the fire area in order to maintain the integrity of a possible crime scene.

When operating at a possible crime scene, the Incident Commander must ensure that the Three Star Fire Department maintains control over the scene with at least one engine and a hose line in the vicinity of the structure until released by the appropriate investigative law enforcement agency.

The Incident Commander must do whatever possible to assist investigators in determining the cause and origin of a fire or explosion.

Section I-18

Privately Owned Vehicle Policy

Purpose: To establish policy in the operation of Privately Owned Vehicle when responding to emergency calls.

Scope: This policy is applicable to all Three Star personnel responding in their Privately Owned Vehicles to/from emergency calls.

As per Tennessee Code Annotated, Section 55-9-402(d)(1), active firefighters and officers of the Three Star Fire Department may use a siren and display a light for their private vehicle.

Policy:

1. The Fire Chief must provide written authorization to each member PRIOR to installing any lights or sirens on privately owned vehicles.
2. Permission to use lights and sirens will be at the discretion of the Fire Chief only after being an active member of Three Star Fire Department for at least 1 year.
3. All personnel will attend VFIS Emergency Vehicle Operations Course (EVOC) and prior to installing emergency devices.
4. Lights and siren may only be used when the Three Star Fire Department has been dispatched to an emergency incident. See Section II-9 on the definition of emergency and non-emergency responses.
5. The lights and siren are a “courtesy,” and as such does not authorize the driver to violate any state or local laws or regulations when responding to an alarm. Misuse or abuse of lights and siren will result in termination of the lights and siren privilege, and will likely result in disciplinary action from the Fire Chief.
6. All personnel are required to operate their private vehicles in a safe and prudent manner when responding to/from the fire station for an alarm.
7. Due regard to the State of Tennessee traffic laws and ordinances must be adhered to at all times when operating a private vehicle. All privately owned vehicles will come to a complete stop at all intersections.
8. Emergency responses shall be made from locations within our fire management zone. Excess speed from outside fire management zone to make an emergency response will not be tolerated and is strictly prohibited.

9. With the exception of the Chief, Assistant Chief (Officers when coordinated) no Three Star Fire Department personnel are to respond to directly to an emergency incident in their personal vehicle without authorization from an officer.

Section I-19

Accident Reporting Policy

Purpose: To establish policy for Emergency Apparatus involved in an accident.

Scope: This policy is applicable to all Three Star personnel involved in a motor vehicle accident in a Three Star Fire Department emergency apparatus.

Policy: In the event that one of Three Star Fire Department emergency vehicles becomes involved in an accident while responding to/from an emergency call, work detail, training event, or social activity, the following actions will be adhered to:

- A. If responding to an emergency call, notify dispatch immediately and render the responding apparatus out of service and to dispatch another unit or Fire Department.
- B. The driver of a Fire Department vehicle involved in a motor vehicle accident shall immediately assess the incident and call for the appropriate assistance. This includes the need for police, medical and fire service, towing assistance.
- C. The driver shall take all necessary steps to secure the scene and render medical care to all victims.
- D. The driver of a motor vehicle accident shall notify the Apparatus Lieutenant and both the Fire Chief and Assistant Chief immediately after, calling for appropriate assistance, rendering medical care and securing the scene.
- E. The driver shall ensure that an accident report is conducted by a police agency and obtain a copy of the report.
- F. The Driver shall complete an Vehicle Accident/Loss Investigation Report (See Appendix 6) prior to departing the fire station. In the event that the Driver is unable to complete the reports, the supervisor and all Three Star Fire Department witnesses shall be responsible for the completion of the reports. These reports shall be submitted to the Chief for processing to Vice President for insurance purposes. This shall occur within 24 hours of an accident.
- G. A review of all the necessary paper work shall be conducted for completeness and accuracy.

Section II

Safety

- II-1 General Safety Issues
- II-2 Personal Protective Equipment (PPE) Guidelines
- II-3 Self-Contained Breathing Apparatus Policy
- II-4 Respiratory Protection Program
- II-5 Accountability Guidelines & Policy
- II-6 Seatbelt Policy
- II-7 Infection Control Policy
- II-8 Safe Apparatus Driving Policy
- II-9 Emergency and Non-Emergency Responses

Section II-1

General Safety Issues

Purpose: To stress the importance of safety in all Three Star Fire Department emergency, non-emergency activities and routine.

Scope: The well-being and safety of all persons is Three Star Fire Department's most important priority. Every firefighter within the Three Star Fire Department will do his/her utmost to ensure safety. Likewise, the safety of fire personnel operating on the fire ground as well as the training ground is as equally important. Personnel who become injured at an operation only compound the complexity and severity of incidents. Therefore all Three Star Fire Department personnel must operate at all times in a most prudent and sensible manner to minimize the risk of injury and maximize the degree of safety.

The existence of these written guidelines is not intended to limit any member in the exercise of sound and mature judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

Policy:

The Chief will appoint a minimum of one (1) Safety Officer for the Department at every emergency response. In the absence of a delegated Safety Officer, the Incident Commander, by virtue of position, will assume duties of Safety Officer. This Safety Officer must be or have been, of command rank when possible.

It will be the duty of the Safety Officer/Captain/Lieutenant/Incident Commander to monitor all firefighting operations at a scene. The Safety Officer must be alert to the possible dangers that may exist at an operation and report them to the Incident Commander. In the absence of a delegated Safety Officer, the Incident Commander, by virtue of position, will assume duties of Safety Officer. Vested in the Safety Officer is the authority to remove personnel from the scene or cease a particular operation when they feel that operations are being conducted in a dangerous manner or when a situation worsens and the safety of personnel is at risk.

Every officer, by virtue of position, is also delegated the tasks of monitoring for unsafe practices and situations that may arise. All parties (Safety Officer, Incident Commander, Officers) are responsible for communicating any and all unsafe practices or hazards to all involved for obvious safety factors. Command Staff personnel will evaluate the information issue appropriate commands.

This shall in no way relieve the Officers or Acting Officers, or the firefighters themselves of the responsibility to operate at a scene in a safe manner.

It will remain the responsibility of the Officers and Acting Officers to ensure that the firefighters under their immediate supervision are outfitted, equipped, and operating in a safe manner as outlined by these guidelines and by all other Three Star Fire Department guidelines. It is incumbent upon them to enforce Three Star Fire Department policy with regard to safety at all times.

Any member of the Three Star Fire Department who is injured while in performance of their official duties must immediately notify an Officer. The Officer will also notify the Assistant Chief and have the official fire report reflect such injuries. All injuries must be reported through the fire reporting system. It is the responsibility of the injured firefighter, as soon after medical treatment has been rendered, to make an accident report with the Assistant Chief for further processing.

Personnel in poor health, physically incapable or otherwise injured, or who are mentally unprepared shall not participate in activities that may jeopardize the safety of others or their own. If at any time during an activity a member becomes overexerted, ill, mentally or physically unable to carry out assignments, he/she will notify the Incident Command, officer, or Acting Officer immediately.

The safety of all personnel is as important as operating equipment in a safe manner and within their operational limits. Never use equipment or tools other than what they were intended to be for.

It is imperative to drive/operate fire apparatus in a safe manner with due regard to the environment, road conditions, speed, time of day, and neighborhoods. See Section II-8 for Safe Apparatus Driving Policy.

During cold and freezing weather, ice forms and slippery conditions develop quickly, presenting additional hazards to the fire scene. Always remember to leave a nozzle "cracked" open so that hose lines do not freeze.

Personnel shall follow all safety practices and protect themselves with appropriate PPE when dealing with Emergency calls involving bodily fluids, communicable diseases, or airborne pathogens.

Personnel assigned to perform traffic safety operations shall wear Safety Vests and use flashlights.

Personnel shall stay hydrated during all hot weather activities. Officers and acting officers will ensure personnel are rotated into rehab to ensure rehydration occurs.

Section II-2

Personal Protective Equipment Policy

Purpose: To provide policy on Personal Protective Equipment wear when responding to emergency calls.

Scope: Each member of Three Star Fire Department required to perform fire, rescue, and EMS activities will be issued a complete set of structural firefighting clothing that meets or exceeds National Fire Protection Association (NFPA) standards.

Protective equipment for personnel will include protective turnout coat, bunker pants, gloves, boots, helmet, and flash hood, along with appropriate protective equipment for each EMS call (i.e. NIOSH approved respiratory mask, latex gloves, eye protection). See Section II-7.

Policy:

It is the responsibility of every firefighter to wear and properly utilize Three Star Fire Department issued personal protective equipment (“PPE” or turnout gear) when engaged in firefighting, emergency, extrication, and/or training evolutions. Personal Protective Equipment must be worn properly and in its entirety, as outlined below:

1. Helmet, with eye protection in place.
2. Turnout coat, which must be fully closed and secured with the collar in the up position.
3. Department issued fire gloves.
4. Bunker pants and boots.
5. Protective hood, which must be properly worn with the base hem completely tucked under the coat and collar as to completely cover the neck.

It is the policy of the Three Star Fire Department that personnel involved in all phases of interior structural firefighting wear a complete set of PPE as outlined above (including SCBA). This is to include the hood, which must be in place and properly worn. Unless advised to the contrary by an Officer, Acting Officer, Chief, or other Incident Commander, the entire PPE “ensemble” must be worn. All Three Star Fire Department personnel must wear full PPE, including SCBA, during any firefighting operation involving vehicles, dumpsters, rubbish, electricity, and other gas or odor investigation calls.

Full turnout gear, with attached face shields (eye protection) shall be worn when in the area of anyone operating power or hydraulic such equipment. Personnel will wear a

minimum of a helmet and a bunker coat or reflective vest when working in or near vehicle traffic. If a rescue is in progress, those involved in the rescue or on hose lines will wear full protective clothing. Personnel will make every effort to don the appropriate level of protective clothing prior to arrival on scene.

Active firefighters and all officers will be issued complete PPE, and are responsible for the care and upkeep of the equipment. This includes cleaning turnout gear on a regular basis. All PPE must be carefully inspected and cleaned following use. Any missing, damaged, or inadequate PPE should be reported to an officer immediately, and if necessary taken out of service. Requests for new or replacement PPE or for PPE repairs should be brought to the attention of the Assistant Chief.

All firefighters and officers will wear turnout coats and pants. Chiefs will wear white helmets with their turnouts, while Lieutenants will wear red helmets indicating their rank. All firefighters will wear black helmet; Probationary firefighters will be identified by yellow helmets.

For calls that involve contact with bodily fluids (blood, vomits, feces, saliva, etc), PPE shall be properly cleaned immediately upon return and out of service until such time. See Section IV-5 for Bloodborne Pathogen SOG.

Personal Protective Equipment is the property of Three Star Fire Department. All PPE, including Pager, Handheld Radios, extrication gloves, and any other Three Star Fire Department property will be turned into the Assistant Chief. The property will be identified in the computer system as being in the custody of Three Star Fire Department.

Section II-3

Self-Contained Breathing Apparatus Guidelines

Purpose: The purpose is to establish policy and guidelines to indicate the proper operation, training, and maintenance of self-contained breathing apparatus (SCBA) in order to ensure the safety of all Three Star Fire Department personnel.

Scope: Three Star Fire Department will provide full personal protection for its members during fire and emergency operations. Recognizing the dangers of exposure to heat and flames, to the toxic products of combustion, and to other hazardous materials, the Department provides full protective gear to all members who may be exposed to such respiratory hazards. This protective gear includes positive pressure self-contained breathing apparatus with integrated PASS alarms. All Three Star Fire Department personnel are required to use SCBA whenever operating in an atmosphere suspected of being “Immediately Dangerous to Life and Health” (IDLH).

All personnel involved in any phase of interior structural firefighting, including overhaul, are required to wear SCBA in conjunction with a complete set of PPE as described in Section II-2. Use of SCBA is required at *all* firefighting operations, including those operations involving vehicles, dumpsters, rubbish, Carbon Monoxide (CO) and other gas or odor investigation calls. This includes inside operations, and also outside positions where personnel may be exposed to smoke or other potentially toxic IDLH conditions. During these incidents, positive pressure SCBA must be worn at all times unless otherwise ordered by the officer in command.

Each firefighter shall become qualified in the use of SCBA by first successfully completing and passing the mandated and approved courses as (as class becomes available), required in the Basic Firefighter I Training course. Then the firefighter shall re-qualify within the department by participating in a mask confidence course, conducted under the supervision of an officer and the department’s training officer. Upon successful completion of this confidence course, it will be decided if the firefighter has successfully qualified in and demonstrated the safe and proper use & operation of SCBA.

Policy:

A. It is the policy of the Three Star Fire Department that all personnel responding to emergency calls shall be equipped with, and trained in the proper use and maintenance of the self-contained breathing apparatus because they are likely to respond to and function in, area of atmospheric contamination.

B. Fire Department personnel shall utilize only SCBA’s which are of the approved, positive pressure type, and have been certified (hydrostatically tested).

C. Fire Department personnel shall utilize SCBA's as part of their overall personal protective equipment.

D. Only pure, certified, compressed air shall be used to fill the air cylinders of Fire Department SCBA's. Cylinders shall be filled and maintained in accordance with these guidelines and CFR/NFPA standards (Section VII-3).

E. SCBA air cylinders shall be pressurized to 2200 psi. The minimum acceptable air pressure for a stored SCBA air cylinder is 2000 psi. Any time a cylinder is found with less than 2000 psi, it will be recharged.

F. Fire Department SCBA's shall be inspected during each training session using equipment check-off list and before and after each use. Inspection shall consist of full function test including donning mask and drawing air. Additionally, each breathing apparatus will be cleaned after each use and stored in a "ready-to-use" fashion, which includes all straps being fully extended, untwisted, and properly stored on each apparatus.

G. SCBA's or their component parts, which are observed to be worn, defective, or damaged, shall be removed from service immediately, and a suitable replacement SCBA or part shall be provided as soon as possible.

H. SCBA's and their spare air cylinders shall be secured to Fire Department apparatus and vehicles in such a manner as to be readily available for quick operations; yet shall be well secured enough to prevent injuries to personnel or accidental damage to apparatus and/or equipment.

I. Fire Department policy shall be to provide a minimum of one (1) SCBA and one (1) spare air cylinder for each member assigned to a particular piece of fire apparatus or emergency vehicle, except for the assigned drivers.

J. Only personnel in good health and physical condition shall don a SCBA. It is each person's responsibility to be physically and mentally prepared to enter confined, hazardous, and stressful areas. If at any time you feel you are overexerted, ill, mentally or physically unable to carry out assignments, notify Incident Command/Officer or Acting Officer immediately. **NEVER GO INTO A HAZARD IF YOU ARE NOT PHYSICALLY AND/OR MENTALLY PREPARED.**

K. Each person will use their SCBA under conditions specified by these guidelines, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by its manufacturer.

L. All employees shall conduct user seal checks each time that they wear their SCBA face piece.

M. Members shall use either the positive or negative pressure checks as specified by the manufacturer. (See Respiratory Protection Program Section II-4)

N. No person is permitted to wear tight-fitting respirators if they have any condition such as facial scars, beards or other facial hair, or missing dentures, which prevents them from achieving a good seal. No one is permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

O. When donning a SCBA, members will always work in pairs. Apparatus and equipment can and will malfunction. Under no circumstances will any member of Three Star Fire Department enter a confined or contaminated area by themselves.

P. Under no circumstances will any part of the SCBA and/or its associated components be tampered with, modified, or otherwise adjusted for any reason than its intended use, nor will any safety features be bypassed. Only certified personnel shall repair the SCBA.

Q. SCBA will be fully inspected, cleaned and tested following each use.

Responsibility

A. The Fire Chief has the overall responsibility for providing a proper respiratory protection system within the Department and is responsible for overall management of the respiratory protection system.

B. The appointed SCBA officer is responsible for ensuring that SCBA's are properly maintained and repaired, and that an adequate number of SCBA's are available for use by departmental personnel. This appointee will ensure all logs are properly maintained.

C. The Officer and Training Officer are responsible for ensuring that Three Star Fire Department personnel meet minimum training standards relating to the operation of SCBA's and that there is adequate, regular and standardized SCBA training provided to each member of the fire department.

D. Incident Commanders have the overall responsibility, at emergency incidents, for ensuring that proper respiratory protection is both provided to and utilized by Fire Department personnel.

E. All officers are responsible for ensuring that these Fire Department SCBA policies are adhered to at all times by all members under their cognizance.

F. All Fire Department members are directly responsible for their personal safety and shall utilize and maintain self-contained breathing apparatus in accordance with this policy and keeping proficient with the use of SCBA's.

G. Each Fire Department member shall be responsible for the proper donning/doffing, operation, and cleaning of SCBA's, outlined in this policy. This responsibility includes the reporting of worn or faulty equipment associated with SCBA's.

Section II-4

Respiratory Protection Program

Purpose: The purpose is to establish a Respiratory Protection Program that outlines policy whenever respirators are required to be used in an occupational setting. This program is a guideline to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health. *See Infection Control Section II-7 for respiratory protection against bloodborne and/or airborne infectious materials.*

Scope: Three Star Fire Department will ensure all personnel are proficient in the operational and emergency use of the Self-Contained Breathing Apparatus and its associated respiratory. This program applies to all Three Star Fire Department personnel that wear respirators and will be adhered to at all times.

Policy:

Three Star Fire Department Command Staff will:

- Determine the need for respiratory protection.
- Establish and maintain a Respiratory Protection Program in compliance, with all requirements of OSHA and NFPA Standards.
- Provide all members in the program with respirators appropriate to the purpose intended.
- The Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer.

Three Star Department personnel will:

- Wear assigned respirator when and where required and in the manner in which they were trained.
- Care for and maintain respirators as instructed and store them in a clean and sanitary location.
- Inform supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform supervisor or the Assistant Chief of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding the program.

Procedures:

It is the policy of the Fire Department that all personnel expected to respond and function in toxic atmospheres shall be equipped with SCBA and trained in its proper use and care. These respirators shall be used in accordance with the manufacture's recommendations.

Atmosphere supplying respirators operated in a positive pressure mode shall be used by all personnel working in areas where:

- The atmosphere is immediately dangerous to life and health (IDLH).
- The atmosphere is suspected of being IDLH.
- The atmosphere may rapidly become IDLH.

All interior structural fires, hazmat response hot zones, and confined space entries shall be considered to be IDLH, unless air monitoring proves otherwise.

Required Respiratory Use

Structural Firefighting

Due to the unknown respiratory hazards posed by structural firefighting, all members of the Three Star Fire Department engaged in interior structural firefighting shall use SCBAs. The SCBA shall remain in use until overhaul is complete and the fire is determined to be out by the Incident Commander, or the respiratory hazard has been eliminated and deemed safe.

Firefighters who are performing exterior operations at a structural fire may be required to use SCBA depending on the operation and the potential respiratory hazard, as determined by the Incident Commander, Safety Officer, or Company Officer.

Each and every firefighter exhausting 2 cylinders during SCBA operations shall be required to go through a rehabilitation (rehab) period before reentering the structure. The rehab period will constitute a rest/cool down period, removing respirator to breath fresh air, rehydrate. Incident Commander or Company Officer on scene has the final approval before a firefighter can reenter the IDLH atmosphere. This does not preclude the firefighter from having a rehabilitation period is needed before.

Vehicle Fires

Vehicle fires are known to produce toxic gasses that may be IDLH. Firefighters who are engaged in vehicle firefighting operations shall use SCBA while performing this operation.

Dumpster Fires or Trash Container Fires

These fires (if not classified as a structure fire) when involved in a fire, shall require firefighters to wear SCBA while performing these operations.

Hazardous Materials Incidents

Firefighters who respond to or operate at a hazardous materials incident may be exposed to a variety of known and unknown respiratory hazards. SCBA shall be worn by all personnel operating in the Hot Zone, Warm Zone, and Decontamination Zone as determined by the Incident Commander. (See Section VI-1 Hazardous Materials).

Chimney Fires

Firefighters operating on the roof level at chimney fires shall be required to wear SCBAs.

Carbon Monoxide Incidents

Due to the fact that carbon monoxide presents a potential respiratory hazard, personnel operating at CO Alarms shall wear SCBA until the structure has been declared safe and by verifying with a Carbon Monoxide Meter (future use).

Special Rescue Situations

Special rescue situations may include below grade, confined space, and other areas where the Incident Commander cannot ensure the quality of the atmosphere. In these cases personnel shall be required to wear SCBA. Engineering controls such as ventilation may be used with constant monitoring and may ensure with certainty the quality of the atmosphere in the rescue environment.

Other Respiratory Hazards

Nothing in this policy is intended to restrict the Incident Commander, Safety Officer, or Company Officer from requiring personnel to use SCBA when he/she suspects a potential respiratory hazard. Officers are encouraged to adequately size up the situation and consider the safety of personnel when making decisions regarding SCBA. When in doubt, order SCBA on.

The fire department shall provide the following respirators for fire department use in IDLH Atmospheres:

- A full face piece pressure demand/positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes.

All personnel wearing respirators must be fit tested for comfort and proper seal. Because Three Star Fire Department is not able to provide individual respirators, each mask is

same make, model, style, and size. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.

Fit tests will be conducted on all personnel who use respirators at least annually, or whenever the Command Staff observes or receives a report of changes in the employee's physical condition that could affect respirator fit, or the firefighter states that the fit of the respirator is unacceptable.

Factors that may affect mask fit are:

- Significant weight change.
- Significant facial scarring in the area of the face piece seal.
- Significant dental changes.
- Reconstructive or cosmetic facial surgery.
- Any other condition that would interfere with mask fit.

All personnel will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

All personnel will conduct user seal checks each time that they wear their respirator.

Three Star personnel shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix 6 of the Respiratory Protection Standard.

Firefighters wearing SCBAs are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, beards or other facial hair, or missing dentures, which prevents them from achieving a good seal. Additionally, the wearing of headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal is strictly prohibited.

CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING RESPIRATORS

The Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
- Respirators issued to more than one firefighter shall be cleaned and disinfected before being worn by different individuals.

- Respirators used in fit testing and training shall be cleaned and disinfected after each use.
- The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage or contamination.
- The cleaning and disinfecting procedure supplied by the manufacturer/seller of the respirator shall be used by the department.

Maintenance: See Self-Contained Breathing Apparatus SOG Section VII-3.

Quality and Quantity

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-7.1-1989, Commodity Specification for Air, with a minimum air quality of Grade D.

Three Star Fire Department conducts air quality tests from the air compressor quarterly using laboratory from American Airworks. The vendor supplies the Department with a copy of the most recent inspection and certification.

The Department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished by having ready spares on each equipment. Additional spares are maintained in ready-to-use status at the firestation.

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

- Oxygen content (v/v) of 19.5-23.5%.
- Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
- Carbon monoxide (CO) content of 10 ppm or less;
- Carbon dioxide content of 1,000 ppm or less;
- Lack of a noticeable odor.

The fire department shall ensure that cylinders used to supply breathing air to respirators meet the following requirements:

Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of five years for steel or aluminum cylinders.

Training

Three Star Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, and occur annually and more often if necessary. Documentation of this training shall occur and be maintained by the Training Officer.

The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
- The general requirements of this program.

The training shall be conducted in a manner that is understandable to the firefighter.

Re-training shall be administered annually, or when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the firefighters knowledge or uses of the respirator indicate that the firefighter has not retained the requisite understanding or skill;
- Any other situations arise in which retraining appears necessary to ensure safe respirator use.

Section II-5

Accountability Policy

Purpose: The purpose is to provide guidelines that enable Incident Commanders and other officers working within the guidelines of the Incident Command System to constantly and continually maintain awareness of all personnel of the Three Star Fire Department committed to or engaged in interior firefighting or other emergency operations.

Scope: These guidelines should facilitate the ability of Officers and Incident Commanders to account for the location of personnel at all times and to identify personnel who may have been injured or become disoriented while operating in a hazardous environment.

Policy:

The following guidelines pertain to all Three Star Fire Department personnel when operating in an emergency situation that requires interior intervention by any member.

Each person will be issued a Personnel Accountability Card (PAC) upon full firefighter status and upon being issued turnout gear.

While responding to the structure fire, every Three Star Fire Department firefighter must ensure they have his/her identification tag (PAC) on their person. It is the responsibility of the Officers or Acting Officers to ensure each firefighter attaches their crew's identification tag to the accountability board on each apparatus or hands the PAC to the Driver of each apparatus who will place them on PAC Board.

The PAC system enables the Incident Commander to keep an accountability of personnel on the scene as well as those entering a structure at a particular time. The Incident Commander shall request the PAC board from the Driver of each apparatus at any time.

Upon termination of the incident, the officer of each apparatus or driver, if designated, will distribute the tags back to all firefighters under their immediate supervision who responded with them on the apparatus. It will be the responsibility of the Officer or Acting Officer to ensure that all tags have been retrieved. If the Officer or Acting Officer discovers that a tag has not been retrieved by a firefighter or that any personnel are unaccounted for, then the Incident Commander or a Chief Officer must be immediately notified.

If any firefighter should lose or misplace his/her identification tag, then he/she must immediately notify the appropriate Officer for replacement.

Section II-6

Seatbelt Policy

Purpose: To establish seatbelt usage policy while operating/riding on any Three Star Fire Department Apparatus.

Scope: Statistics have shown that on numerous occasions the failure to wear seatbelts has been determined to be a significant factor in the death of the apparatus driver and/or occupant(s). Apparatus drivers and/or occupants being seriously injured or killed after being partially or totally ejected from the vehicle following a crash is a common theme.

The U.S. Department of Transportation and the National Highway Traffic Safety Administration reports indicate that the proper use of seatbelts by truck occupants reduces the risk of fatal injury by 60 percent and moderate-to-critical injury by 65 percent.

NFPA 1500 requires all riders on fire apparatus to be seated and belted prior to the movement of the apparatus.

Policy:

Three Star Fire Department requires the use of seatbelts by all drivers and occupants of department vehicles at any time the vehicle is in operation. This is to include fire apparatus responding to emergency or non-emergency incidents. If firefighting personnel find that use of seat belts interferes with the donning of SCBA or their PPE, then they must wait until their apparatus or vehicle has safely arrived on scene prior to donning their gear. Use of seatbelts is mandatory and applies to all Three Star Fire Department personnel.

It is also policy that firefighters responding to emergency incidents, whether to the station or directly, in their Privately Owned Vehicle, that they follow the State of Tennessee law and properly wear their seatbelt.

Section II-7

Infection Control Policy

Purpose: To establish an infection control policy for all Three Star Fire Department personnel who have the potential to be exposed to blood or other infectious materials.

Scope: The goal of infection control is to prevent transfer of infection from the patient to emergency response personnel and their families, while simultaneously educating Three Star Fire Department members about infection hazards in the workplace. The dangers faced by emergency response personnel are not always obvious. The hazards of AIDS, hepatitis, and other communicable toxins are invisible but very dangerous.

Three Star Fire Department is committed to the safety of their personnel and in dealing with infection control.

Vocabulary:

Normal Flora-Microorganisms in man that assist the body in maintaining health equilibrium by preventing overgrowth of harmful bacteria.

Bacteria-Organisms that need certain conditions for growth, reproduction and maintenance of life.

Virus-A packet of genetic material surrounded by a protein covering. Unable to grow or reproduce outside the living host.

Infectious-illness resulting from the invasion of the body by a bacteria, virus, fungi, or parasite. The term infectious only means caused by a pathogen

Communicable-is a disease that can be readily spread from one person to another under certain conditions. A disease can be infectious but not communicable.

Policy:

The infection control policy of the Three Star Fire Department applies to all personnel who have the potential for occupational exposure to blood or other infectious materials.

All personnel will wear disposable latex gloves, face shield, and mask, as appropriate when making contact with patients of a trauma or medical call where airborne pathogens, disease, blood, or other bodily fluids may become necessary and unavoidable.

Any uniform items that become soiled from bodily fluids must be sanitized immediately upon return to the fire station and before next emergency call.

All Department personnel are required to file a Infectious Exposure Form (Appendix 10) in the event of exposure to a suspected or confirmed communicable disease or toxin. Personnel will obtain these forms from the EMS Officer. This form is to be completed and filed, ensuring that EMS Officer and Chief are notified immediately of the reported exposure.

Three Star Fire Department is not qualified in the handling of chemical, biological, radiation type hazardous material. All personnel will stay clear of any suspected hazardous materials caused by intentional release, leaks, or the like.

Three Star Fire Department's EMS Officer will provide training to all personnel and will assure that all members receive education on precautionary measures, epidemiology, and modes of transmission. Members will also receive training regarding the location and proper use of personal protective equipment, work practices, and precautions to be used in handling contaminated articles and infectious waste.

Infectious Diseases Most Commonly Encountered

Note: Duty to care: you cannot deny care to a patient who you suspect has a communicable disease, even if you believe that the patient poses a risk to your safety.

A. Meningitis: Meningitis is difficult to determine in the prehospital environment. This infection can be due to a virus, bacteria, or tuberculosis, and involves an inflammation of the cover linings of the brain. Signs and symptoms can be fever, headache, stiff neck, and/or altered mental status. Most forms of meningitis are not contagious, however meningococcus meningitis is highly contagious and can be lethal.

B. Tuberculosis (TB): TB is bacteria not a virus and is spread by droplets in the air that are expelled by an infected individual. Risk for exposure is dependent on the following: amount of time spent with the infected individual, the ventilation present at the time of exposure, and prevention measures used. All healthcare workers should receive a TB skin test (PPD) on an annual basis. Signs and symptoms of TB include: weight loss, night sweats, swollen lymph glands, and a cough that may be productive or nonproductive and persistent for 2-3 weeks.

C. Syphilis: Syphilis is a bloodborne disease caused by bacteria. Syphilis is a sexually transmitted disease, but may also be bloodborne. Signs and symptoms include a primary lesion or chancre may appear 3 weeks after exposure. 4-6 weeks later other symptoms may appear such as rash on soles of feet and palms of the hands. This may progress into a latent phase if not treated. Testing for the exposure would include a blood test.

D. Hepatitis B: Hepatitis is a term which means inflammation of the liver. This disease is transmitted by blood to blood contact, sexual contact, or indirect contact with a contaminated object. Needle stick injuries present the greatest risk for infection with hepatitis B (6-30%). The incubation period for this disease is up to six months. Signs and

symptoms begin with flu-like illness and then may or may not progress into common signs of yellow skin and itching, dark urine, which colored stools. There are two vaccines available to prevent Hepatitis B (Recombivax HB and Engerix-HB). The vaccine is given in a series of three doses. A titer test should be performed 1-2 months after completion of the vaccine series.

E. Hepatitis C: Hepatitis C is another bloodborne disease and can be transmitted via blood-to-blood, sexual contact, or indirect contact with a contaminated object. This disease begins with signs and symptoms of fatigue, loss of appetite, malaise, headache, and nausea. The time frame from exposure to development of the disease can be as long as 200 days. There is no vaccine to protect against hepatitis C and there is no cure for this disease. Approximately 60-85% of infected persons develop long-term chronic liver disease.

F. HIV (Human Immunodeficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome): HIV is a virus, which attacks the immune system and destroys its ability to fight infection. Persons infected with HIV are considered to be communicable from the time of infection. HIV that progresses to the later stage is termed AIDS. HIV is transmitted blood-to-blood contact, sexual contact, sharing IV drug needles, and infected mother to her infant. The time of infection to the time of development of this disease is two to ten years. Currently, there is no vaccine or cure for this disease. Common signs and symptoms of HIV are initial infection-fever, general malaise, flu like symptoms, swollen lymph glands followed by a phase in which no symptoms are present. Symptomatic phase-continued fatigue, chronic diarrhea, fever with night sweats, and swollen lymph glands. Progression into AIDS-pneumocystis carinii pneumonia, kaposi's sarcoma, CMV infection, and dementia. Most HIV infected persons are at high risk for TB.

Patient Handling Procedures

Communicable diseases can be transmitted in several ways (Direct, Indirect, and airborne):

A. Body fluids in the form of saliva, sputum, blood, urine, vomit, and fecal matter. First Responder's must limit exposure to these fluids and minimize risk of infection by wearing PPE.

B. Open sores, wounds, or any unnatural opening of the skin is a transmission point. Members must note these high-risk areas on both the patient and themselves and not allow any direct contact. Consider proper PPE.

C. Airborne particles of diseased materials may be encountered. A proper protective mask should be placed on them as well as attending First Responder. Consider other indicated PPE.

D. Transmission can also occur through food, water, houseflies, ticks and mosquitoes.

E. The provider's eyes can be an area prone to the receipt of foreign matter. Using the provided eye shield at all times during patient contact should protect them.

Note: Providers should wear the proper facemask covering both the mouth and nose, eye shields, disposable gowns and medical gloves. All open sores or wounds should be properly dressed at the start of the shift; and at any time that patient contact may be suspected, should be redressed.

Decontamination Procedures

If the patient was not transported, all personal protective equipment will be properly disposed of. Soap should be provided for additional scrubbing to insure proper decontamination.

When patient is transported, the following procedure will be performed. The vehicle should remain in an unavailable status until personal equipment is disposed of and ambulance equipment is scrubbed using procedure outlined below:

A. Application of a disinfectant and gloves should be worn for all cleaning and decontamination procedures.

1. Bleach (1:10 Dilution)

Contact time is between 10-30 minutes for high level disinfection. Bleach is a powerful germ-killing agent and is therefore recommended to clean up fresh (undried) blood spills. Caution should be exercised when using this solution around metal, electronic and electric equipment due to its corrosive behavior. A bleach solution can also decolorize fabrics.

2. Alcohol (70% Isopropyl)

Contact time is between 5-30 minutes for high level disinfection. It is a good skin antiseptic and does not corrode metal, but should be used with caution around electric and electronic equipment since it is flammable. It evaporates quickly.

3. Hydrogen Peroxide (3% Solution)

This solution is good for dissolving dried blood and body fluids from the surfaces of equipment. However, if this is used on heavily soiled equipment, cleaning and decontamination are still required.

4. Iodine Based Solutions

These are not recommended for the disinfection of equipment, but are excellent skin antiseptics.

B. Upon completion of each response, any disposable equipment should be discarded in the proper disposal containers. Filled portable suction containers should be given to ambulance service for proper disposal.

C. Re-usable equipment (i.e. BP Cuffs, Stethoscopes, etc., should be disassembled, cleaned with disinfectant solutions, rinsed with water, then rinsed with 70% alcohol. All equipment should be dried completely prior to returning to service.

D. Stretchers, splints, and backboards should be cleaned with laundered cloths or paper towels wet with the properly diluted disinfectant solution after each patient use. The inside of the apparatus that EMS equipment is stored (i.e. Rescue 3 storage compartments), should be cleaned and disinfected on a regular basis.

Section II-8

Safe Apparatus Driving Policy

Purpose: To establish policy and guidelines for the operation and driving of any Three Star apparatus and privately owned vehicles (POVs) to/from an emergency scene, whether in our fire management zone or to a mutual aid district. This policy will be read, understood, and be adhered to by all personnel.

Scope: These policies are applicable to all personnel who operate/drive any Three Star Fire Department apparatus and/or their POV while responding to/from an emergency situation. Before driving any apparatus, personnel **MUST** meet the guidance set forth in the Apparatus Driver Qualification SOG. Personnel using their privately owned vehicles to respond to an emergency call, **MUST** also follow this guidance.

The single most important issue that affects crash avoidance and safety is the manner in which the vehicle is driven to and from the emergency scene. Our most basic mission is to *deliver* a vital service to our customers or constituents. When they have a fire, become ill, or are entrapped, we respond to mitigate the situation as much as possible. The key principle here is that we must respond to the constituent's location. Rarely do they bring the problem to us.

Because we understand the urgency of their need, it is our goal to respond to their location as expeditiously as possible. To that end, emergency responders are given many liberties that are not afforded other members of the driving public. However, these liberties are often abused, neglected, or become complacent and mishaps occur. To this end, Three Star policy has been established to eliminate, or at least minimize, the possibility of a fatal accident that includes fire apparatus or POVs responding to/from an emergency scene.

Where a conflict of guidelines exists, this SOG and State/Local laws take precedence.

Policy:

All personnel will meet the requirements as outline in Driver Training & Requirements (Section VI-4) and Apparatus Driver Qualification Guidelines (Section IV-3) prior to being designated as primary driver of a particular apparatus. This includes the Emergency Vehicle Operator's Course (EVOG). Only drive apparatus in which you have been designated to drive because vehicle characteristics and dynamics differ from one apparatus to the next.

1. After initial qualifications, complete Competency Course (as stated in Appendix 4) annually.

2. When responding to an emergency call in Privately Owned Vehicle, each person shall drive with due regard to State of Tennessee traffic laws.
3. Respond in emergency apparatus in a safe and prudent manner, keeping control over the apparatus at all times.
4. Emergency lights and sirens will only be operated during emergency situations. This includes POVs. When directed to downgrade to routine, all lights & sirens will be secured. Section II-9 (Emergency & Non-Emergency Responses).
5. Emergency apparatus and/or POVs will be brought to a complete stop at all intersections that include posted stops signs, red traffic signals, activated railroad crossings, blind intersections, and intersection where right-of-way for all lanes of traffic cannot be determined. Proceed through red traffic light or stop sign only after being certain that every driver sees you and is allowing you to proceed.
6. All Emergency apparatus and POVs will be brought to complete stop when encountering school buses with activated warning flashers.
7. Emergency apparatus shall exercise extreme caution and at an extremely reduced speed when moving into the opposing lane of traffic and proceed through the intersection or around an obstacle in their lane of traffic. If oncoming traffic can not be seen, DO NOT drive on opposing lane of traffic.
8. In congested and high risk areas, caution and situation awareness is paramount. Congested and high risk areas include schools, commercial buildings, parks, yard/garage sales, parking in streets. Never assume you are being seen or heard by all children or drivers. Reduce speed and proceed with extreme caution.
9. Establish safe distance when behind other fire apparatus or civilian vehicles. Know your safe braking distance.
10. Overtake and pass other vehicles during emergency response only when it is determined that all other vehicles clearly acknowledge your presence by pulling over to the shoulder or have come to complete stop. Neither emergency apparatus nor POVs operating with lights and sirens have the right of way NOR will you demand the right-of-way. A mutual recognition of the situation by both/all drivers involved must be obtained.
11. It is **STRICTLY** prohibited to pass or overtake another vehicle on the right side.
12. Take safest response route being aware that weather conditions, time of day, and construction zones may make it necessary to take a longer route.
13. Avoid operating emergency vehicles in reverse unless properly “spotted” by fire personnel. The use of handheld radios is encouraged.

14. All personnel riding apparatus will wear seatbelts. This includes POVs if responding to/from an emergency.
15. No smoking in or on any emergency apparatus.
16. Emergency apparatus and POVs will be driven at appropriate speeds. The vehicles will ALWAYS be driven at a speed that allows it to be maintained under control, on the roadway, and able to stop within a reasonable distance. Road conditions, population of roadways, type of surfaces, curves in roadway, and weather will dictate safe speed.
17. At no time will Tanker 31 be allowed to exceed posted speed limits.
18. Emergency apparatus will not be directed off roadway unless all risks have been assessed and approval obtained by officer in charge. The driver/operator of each apparatus has right to decline request if he/she deems it unsafe. Brush Truck 3 will be allowed off-road operations on a case-by-case basis.
19. When negotiating curves in the roadway, all emergency apparatus will be handled at safe speeds to ensure they stay in proper traffic lane and do not partially or completely leave roadway/shoulder.
20. Apparatus will be handled at safe speeds to ensure any weight shifts can be handled.
21. All emergency apparatus will be parked at emergency scene in a safe manner, with only essential emergency lighting on. Park vehicle in a manner that reduces the chance of being struck by oncoming traffic and shields the operational work area. Too much lighting can deem it unsafe and blinding for oncoming traffic. Use bare essential emergency lighting on scene. Be mindful of headlights on units parked at scene.
22. Return to quarters in a safe manner. All emergency lights are to be turned off when returning from alarms. It is required that all vehicle and traffic laws of the State of Tennessee are obeyed.
23. Upon returning to quarters, the driver of the apparatus will ensure that there is no less than ½ of a tank of fuel in the apparatus and that water levels are full.

Backing Up

When Three Star Fire Department apparatus is operated in reverse or needs to back-up, the driver and/or Officer are required to assign at least one firefighter behind the apparatus to guide the driver and to keep the area clear of bystanders and obstructions.

At no times will a driver back up an apparatus on their own – ensure at least one person is used to guide apparatus.

Responsibility

A. The Fire Chief has the overall responsibility for providing a proper driver's training program within the Department and is responsible for overall driving and operation of each emergency apparatus and each individual responding to/from the station.

B. The Training Officer is responsible for ensuring all drivers complete the Apparatus Driving Training Qualifications and are fully qualified in all aspects.

C. Using the Tipton County Fire Channel (Channel 1), the Officer of each apparatus will transmit a message that the apparatus is responding to the alarm and how many personnel are on apparatus. While responding to the scene, the officer and driver must be alert to any two way transmissions directed to their apparatus and the other apparatus responding to the scene. All communications directed to the apparatus responding will be handled by the officer. No communications will be made by Firefighters riding in jump seats.

D. Officer of each emergency apparatus shall ensure the driver is operating in a safe manner and is adhering to driving policies outline above and all other Departmental SOGs.

E. Officer will ensure all emergency lighting is in the "on" position.

F. Upon arrival, the Officer will direct operator of vehicle on strategic placement of the apparatus to best suit the needs of the apparatus. Use the apparatus to block traffic as necessary. Be aware that firefighters will be removing tools and equipment from apparatus. In heavy traffic areas, shutting down the road may be only resort.

G. Driver/Operator of each emergency apparatus shall ensure he/she maintains driver proficiency by attending required training sessions and refresher courses, and passes all tests, written and practical.

H. It is the driver/operator's responsibility to maintain control of the vehicle at all times. He/She shall have a working knowledge of this standard and be qualified as to ALL Three Star Fire Department standard operating guidelines to operate the apparatus in which they are driving/operating.

I. When directed to terminate, the Driver and Officer will ensure all personnel and equipment are safely secured on the apparatus prior to departure.

J. The driver of each apparatus is responsible to ensure an inventory of equipment is conducted prior to departing scene.

K. When responding under emergency conditions, the driver and officer of the apparatus shall exercise due regard for the safety of the other crew members, the apparatus and the general public. He/She shall be certain that the right of way has been yielded before proceeding through any controlled intersection, passing buses/vehicles, and that the apparatus is operating at a safe speed so to maintain control under all circumstances.

L. Driver/Operator is responsible for reporting all maintenance issues and equipment malfunctions and shall not operate emergency apparatus with any known deficiencies that deem the situation unsafe.

M. Driver/Operator and Officer shall ensure all measures are taken to ensure a safe operation. This will include all doors being closed, all personnel properly seated and wearing seatbelts, and that they are physically and mentally fit for the task at hand.

N. Driver/Operator will ensure they notify Officer of vehicle if any conditions change that would make for an unsafe condition. Officer will ensure safety of personnel and equipment is paramount.

O. All officers are responsible for ensuring that these Fire Department Driving guidelines are adhered to at all times by all members both in Emergency Apparatus and while operating POVs to/from emergency calls.

Section II-9

Emergency and Non-Emergency Response

Purpose: To establish distinguished differences when responding to emergency type calls and non-emergency calls.

Scope: These guidelines are to be adhered to by all Three Star Fire Department personnel when responding to emergency calls. It is important to distinguish true emergencies from calls for assistance. Calls for assistance will not warrant lights and siren, excess speed, or priority over actual emergencies. It will be at the discretion of senior person responding to drop responding personnel to “routine” status to help alleviate possible dangers of responding in emergency modes.

Definitions:

Emergency: When life threatening, property loss, or environmental conditions exists that warrants an expeditious arrival of emergency personnel. Personnel and apparatus responding shall operate with lights and sirens, respond with quickest route available, under safe conditions, with due regard to state laws, road conditions, and other vehicles. A safe arrival is paramount. **Under no circumstances will responding personnel operate in emergency mode for the purpose of guaranteeing a seat on responding apparatus.**

Non-Emergency: No life threatening conditions exists, nor is there any condition in which property will be damaged if Three Star Fire Department does not arrive within minutes. This condition is considered routine and lights and sirens will be secured and all traffic laws adhered to.

Policy:

In most cases, common sense and experience will dictate the mode in which Three Star Fire Department personnel shall respond to each tone. If any doubt exists, emergency mode will be exercised.

1. All dispatches will be treated as emergencies unless Tipton County Central Dispatch announces that call shall be responded to as routine. Even then, it is merely a suggestion.
2. If situation dictates, senior person responding shall order all personnel responding to “respond routine” to the fire station and all fire apparatus will respond routine.
3. Examples of Non-Emergency calls for assistance include, but not limited to:
 - a. Calls for assistance with pets, snakes, or other animal type calls (this does not include bites).

- b. Lift assists
 - c. Assistance to check vital signs
 - d. Not feeling well (only if person has not felt well for days).
 - e. Reports of experiencing pains (provided pains are not trauma related).
4. Examples of Emergency calls include, but are not limited to:
- a. Structure Fires (Confirmed or alarm)
 - b. EMS calls with cardiac arrest, respiratory failure/distress
 - c. Trauma
 - d. Motor Vehicle Collisions with injuries

Section III

Operations

III-1	Incident Command System
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Section III-1

Incident Command System

Purpose: To establish general guidelines for the implementation of the Incident Command System (ICS) at all emergency calls regardless of complexity.

Scope: All Three Star Fire Department personnel shall complete National Incident Management System (NIMS) during their indoctrination. All personnel shall be certified in IS 700, ICS 100 and ICS 200 before obtaining active firefighter status. Officers are required to complete IS 800, ICS 300 and ICS 400, in addition to IS 700, ICS 100 and ICS 200.

The incident command system, hereafter referred to as ICS, is designed to provide guidelines and concepts to manage in an efficient manner. The ICS will improve firefighter safety by providing better accountability of personnel and improved use of resources and tactical effectiveness.

The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

Policy:

It is the responsibility of the initial Incident Commander, regardless of their rank, to implement the necessary ICS functions as determined by the specific incident. As the command function is transferred to succeeding officers, further expansion of the ICS should take place. Prior to command being transferred, the Incident Commander must be thoroughly briefed as to the status of the entire operation underway

The ICS is the official policy for the management of all incidents and the development of standard operating guidelines. This Department will implement the system at all incidents for which it has management responsibility.

The ICS has several characteristics or components. These components interact to create a system that ensures optimum information management and control under normal or crisis conditions. The characteristics are:

1. **Common Terminology** insures that all personnel are able to communicate effectively. The more simple the message, the more effective communications will be.
2. **Manageable Span of Control** is most effective when management responsibility of personnel ranges from three to seven, with five being ideal.

3. **Modular Organization** means that ICS organization levels evolve based on the type and complexity of the incident. A routine incident will have a simple structure. A complex incident will require a larger organizational structure. Incident Commanders are responsible for the performance of the six main functions within the ICS. The functions are Command, Planning, Operations, Staging, Logistics, and Finance. If any function is not delegated it remains the responsibility of the Incident Commander.
4. **Integrated Communications** is managed through the use of a communications plan. In incidents involving only the Three Star Fire Department, then two operating radio channels are likely to be utilized: Three Star Channel 3 will be the working frequency and the Incident Commander will monitor County Fire Channel 1 on the handheld. When mutual aid fire departments and police agencies are involved, however, the communication plans must be made adaptable and adjusted appropriately (Section III-14).
5. **Unified Command** is a means of organizing different agencies that have legal authority and responsibility at large scale incidents, into one coordinated and controlled effort. It is designed to minimize "turf battles" and promote close working relationships among different departments. Instead of several different command posts operating independently, the operation is directed from one command post.
6. **Designated Incident Facilities** is an area that is established to serve a particular purpose, i.e. Command Post, Staging etc.

Six Incident Command System Functions

Command: The functional authority the IC exercises over subordinates. It includes the responsibility for effectively using resources to accomplish strategy. It is the function through which all the incident activities are directed, coordinated and controlled to accomplish the mission. It encompasses the personnel, equipment, communications, facilities and guidelines to plan for what has to be done, issue orders and supervise the execution of operations. At all incidents Command conducts size up, develops strategy and is responsible for its outcome. The IC retains responsibility for Command and the performance of any functions or areas in the system that is not delegated. As the incident expands or becomes more complex, then the IC must delegate authority for performance of functions to other individuals. The IC has the option of implementing Command Staff, i.e. Safety Officer, Operations Officer and Information Officer.

Planning: The function responsible for gathering, evaluating and disseminating information about the incident and status of resources. It prepares alternate strategies and objectives to control the incident.

Operations: The function of managing all the tactical operations at the incident to accomplish the primary mission and plan of the Incident Commander. Operations are broken down into several functions and will fix personnel accountability, Teams, Sectors, and Groups. It is recommended and encourage for the Incident Commander to designate Operations Officer to next ranking officer at the scene.

Staging: A specific area to which resources are assigned before deployment. It gives the IC breathing room to make better decisions. It is a checkpoint to provide accountability and prevent freelancing. It provides an area of protection from exposure in hazardous environments. It establishes a reserve immediately available for a contingency.

Logistics: The function that provides the resources such as supplies, services and facilities needed to support the incident, Medical, Facilities, Food, and any other Special Units.

Finance: The function responsible for financial cost recording for the incident operations. Practice and experience using the ICS and its components will determine the level of professionalism, safety and efficiency achieved in emergency operations by this Department. If personnel have any questions or request clarification on the ICS, ask Company Officers.

Section III-2

Responding to Dispatches

Purpose: To establish minimum guidelines for acknowledging and responding to emergency dispatches.

Scope: The scope of this policy pertains to all Chiefs, Officers, and Firefighters who respond to emergency calls.

The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

Policy:

It is the duty of all Officers and Acting Officers to ensure that these guidelines are strictly adhered to and enforced by all personnel of the Three Star Fire Department. These guidelines will be utilized while operating at emergency operations, mutual aid incidents, training exercises, and while in quarters.

- A. All members of Three Star Fire Department will respond to emergency calls dispatched by either pager tone, direct radio traffic (dispatch calls while we are on another emergency scene), walk in, or telephone.
- B. All emergency calls will require a dispatch unless he/she can justify why it was not necessary or needed.
- C. No member of Three Star Fire Department will report directly to or respond to an emergency scene, within Three Star fire district, without proper tones from dispatch and/or Three Star base.
- D. No member of Three Star Fire Department will report directly to or respond to another Fire Department's emergency without Three Star Fire Department dispatches from Central Dispatch.
- E. In the absence of an Officer, Three Star Fire Department apparatus may respond with an Acting Officer. Acting Officers must be fully familiar with the Incident Command System, along with all Three Star Fire Department operating guidelines and policies. In the absence of an Officer, apparatus may respond with an interior qualified firefighter assuming the Acting Officer role as long as that individual firefighter understands the duties and responsibilities, and they are fully capable to serve as Acting Officer. Probationary Firefighters cannot serve as Acting Officers.

F. In the absence of an Officer, the senior firefighter present shall assume the Acting Officer functions and perform the role of an Officer.

G. At no time will an Acting Officer go directly to the emergency. All personnel will report to the fire station to ensure proper apparatus and personnel are staffed and assigned with the exception of the Chief and Assistant Chief.

H. Response responsibilities of Lieutenants and Acting Officers for all incidents are to include:

1. If Chief or Assistant Chief has not acknowledged the call, Officers shall acknowledge call over Tipton County Fire channel only after clearly understanding the reason for call, the location, and the last known situation at the emergency scene.
2. All members below the rank of Assistant Chief shall report to the fire station for response or stand-by after an alarm has been dispatched to ensure that the proper apparatus is dispatched and responds in a safe manner and that all safety precautions (including complete use of PPE) are properly employed throughout an incident.
3. In rare instances, when having to pass the emergency scene in route to the station, an Officer may stop only with direct authorization by the Chief or Assistant Chief. The Officer responding to an emergency shall insure that he/she has all of his/her turnout equipment either in their possession or placed on the appropriate responding apparatus.
4. Coordination with other Officers and Incident Commanders while carrying out assigned evolutions within the Incident Command System.
5. Any decision making needed as Officer of the Apparatus.
6. Implementing and enforcing Three Star Fire Department standard operating guidelines.
7. Post-incident administrative functions, including completion of incident reports and repairs.
8. Ensuring that upon conclusion of an incident, all equipment and apparatus under their immediate supervision is in complete working order and back in service.
9. Three Star Fire Department will not tolerate freelancing. Repeated abuse will be subject to discipline, not to exclude termination.

I. Response responsibilities of the Chief and Assistant Chief for all incidents are to include:

1. Acknowledge call over Tipton County Fire channel only after clearly understanding the reason for call, the location, and the last known situation at the emergency scene.
2. It shall be optional for the Chief and Assistant Chief to respond to the emergency scene instead of the fire station in order to obtain a thorough scene size-up or provide immediate life-saving assistance.

3. Either the Chief or Assistant Chief responding to the scene shall communicate with other responding firefighting personnel his/her intentions over the Three Star Fire Department dedicated channel.
4. Chief or Assistant Chief shall monitor Three Star Fire Department private frequency for all personnel acknowledging call. If a firefighter acknowledges call and for whatever reason does not show up at the fire station for assignment, contact shall be made by whatever means to ensure their safety.

Any person responding to an emergency incident shall insure that he/she has all of his/her turnout equipment either in their possession or placed on the appropriate responding apparatus. Safety should come first in all circumstances.

Section III-3

Apparatus Response Guidelines

Purpose: To establish Apparatus Response guidelines (Run Order) for all types of emergency and non-emergency calls in district and in mutual aid response areas.

Scope: These guidelines are applicable to all Three Star Fire Department personnel responsible for apparatus decision-making when responding to emergency and non-emergency calls in district and in mutual aid response areas.

The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

Policy:

Personnel responding to the scene on any Three Star Fire Department apparatus will first report to the Officer or Acting Officer in the front seat of the apparatus, confirming that the officer is aware of which firefighters will be responding with that particular apparatus.

Drivers will not respond unless they are absolutely certain of the location to which they are responding.

Drivers and officers must monitor radio traffic and communications while responding to all incidents. These communications are an integral part of their size-up process and will provide vital information about the conditions at the scene and which apparatus to follow-up with as situations/conditions change. The Officer or Acting Officer must be aware of transmissions related to problems that may be encountered at the scene, such as water supply problems, people trapped, location of the fire, heavy smoke condition, etc. (Section III-14, Radio Guidelines).

Follow all guidelines in standard operating guidelines outlined in Section II-8 and II-9.

When the apparatus arrives in the area of the incident, it will slow its response, as to attempt to locate a water sources, the best route to take to reach the scene, other approaching fire apparatus, civilians, type of fire, etc. and should not hinder incoming units.

The front of the structure, or any area designated by the Officer in Charge, will be reserved for engine responding so that company evolutions may be executed with ease and the least amount of impediments.

Primary Response: Three Star Fire Department apparatus are to respond to the following types of alarms in the predetermined order **within our fire management zone:**

Structure Fire: Engine 32, Engine 31, Tanker 31, Rescue 3, Brush Truck 3

Vehicle Fire: Engine 32, Tanker 31, Rescue 3

Brush, Trash Fire: Brush Truck 3, Tanker 31, Engine 32

CO & Other Gas or “Odor” Calls: Engine 32, Tanker 31

Power Line Incidents & Other Service Calls: Rescue 3, Engine 32

Automobile Accidents (including extrication calls): Rescue 3, Engine 32

EMS: Rescue 3, Brush Truck 3

Haz-Mat Calls: Engine 32, Tanker 31, Rescue 3

Mutual Aid: Officer in charge will ascertain from Central Dispatch or requesting agency what primary purpose our responding units will be utilized for, and determine what will respond according to purpose. **Additional guidance is provided in Mutual Aid Guidelines (Section III-15).**

Structure Fire: Tanker 31, Brush Truck 3, Engine 31

Vehicle Fire: Engine 31, Tanker 31

Brush, Trash Fire: Brush Truck 3, Tanker 31

CO & Other Gas or “Odor” Calls: Engine 31, Tanker 31

Power Line Incidents & Other Service Calls: Brush Truck 3, Engine 31

Automobile Accidents (including extrication calls): Rescue 3, Engine 31

EMS: Brush Truck 3

Haz-Mat Calls: Engine 31, Tanker 31

Section III-4

Riding Assignments Under Construction

Purpose: To establish guidelines for personn

Scope: The following are guidelines for riding assignments, responsibility and tool selection for Three Star Fire Department. These are basic guidelines; actual tasks and tool assignments are to be determined by the Lieutenant or Acting Officer based upon the nature of the specific incident and the unit's tasks as assigned by the Chief or other Incident Commander. The following assignment guidelines and their respective radio identifiers are as follows:

Engine Crew – Fire Calls

This applies to both Engine 31 and Engine 32 when responding to a reported fire. This can include structure fires, car fires, brush or grass fires, etc. The basic assignments and radio identifiers are similar for both engines, regardless of which is first due to the particular type of incident.

Engine or Rescue Crew – Extrication Calls

This applies to primarily Rescue 3, with secondary responsibility to Engine 32, as it carries most of the rescue and extrication equipment. The basic assignments and radio identifiers are similar for both engines, regardless of which is first due to the particular type of incident. When Rescue 3 responds to an extrication incident, the same assignments and radio identifiers apply, with the exception of Nozzle and Layout. A minimum of two firefighters from the second due apparatus responding to extrication incidents shall be assigned to traffic control if no law enforcement is available.

Engine Crew – Investigations

This applies to both Engine 31 and Engine 32 when responding to automatic alarms or other alarms where there is no sign or indication of fire upon arrival. The first due unit is tasked with investigating and determining the source of alarm.

Rescue 3

The assignments for Rescue 3 when responding to extrication incidents have already been outlined above. The assignments listed below apply when responding to a working structure fire, as a second truck company performing Ventilation operations, as a manpower squad..

Section III-5

Hydrant & Drafting Guidelines

Purpose: To establish minimum guidelines for fire hydrant and apparatus drafting operations.

Scope: This policy applies to all Three Star Fire Department personnel when operating with hydrants and operations requiring drafting. These guidelines are to be used when using responding Three Star Fire Department personnel. The Incident Commander is encouraged to utilize mutual aid personnel as deemed necessary.

Policy:

Hydrant Guidelines

The standard procedure to be used for hydrant hook-ups will be the following:

- All apparatus will utilize the hose carried on the apparatus for a supply line from any hydrant, or other water source. The hydrant connection will be made with the appropriate gate or manifold supplied with that apparatus.
- The hose will be wrapped around the hydrant a minimum of one complete wrap, and then the hydrant person will signal the driver of the apparatus via portable radio to proceed to the fire scene. After the apparatus is approximately 200 feet away from the hydrant, then the hydrant person will unwrap the hose from the hydrant and begin connecting it and the gate or manifold to the hydrant.
- After the gate or manifold is connected to the hydrant and the hydrant valve is opened (by turning the hydrant wrench in the direction marked on the hydrant valve) the hydrant person, **when directed to by the pump operator/Incident Commander**, will slowly open the discharge side of the gate.
- If the gate is equipped with two discharges, the spare discharge will be utilized for “blowing off” the hydrant.

Drafting and Suction Guidelines

If a hydrant is not readily available or nearby for pumper to connect to, Three Star Fire Department will rely on drafting operations either from a dump tank or nearby water supply (pool or pond).

Prior to drafting, the driver/operator will park the apparatus as close as possible to the water source. If dump tank operations is to be utilized, the pumper shall be positioned to allow Tanker 31 accessibility to dump its water supply and exit.

Tanker 31 dump tank shall be carefully removed, with not less than three personnel, and placed on flat surface, free of any debris that may cut or puncture a whole in the dump tank liner. Position tank in such a position that when operation is completed, the water can be emptied away from the pumper and downhill. Water from Tanker 31 shall be emptied into the tank.

Assisted by the firefighter, remove the hard suction hose from the side of the apparatus and connect the number of lengths needed to reach the water source. In the majority of operations Three Star will be involved in, the hard suction will be placed directly into the nearby dump tank. The strainer will be placed on the end of the hard suction length that will be placed into the water. Once the strainer is in place with a tight seal, the hard suction lengths will be placed into the water source. The strainer must be kept from hitting the bottom of the water, using a rope if necessary.

Once the hard suction hose is in a desirable location then the rope must be tied-off, as to avoid any dislocation of the strainer. The female end of the hard suction hose will be attached to the steamer connection on the pump panel. Once the suction hose is connected to the apparatus, then the pump operator will draw a vacuum and get water from the water source. Disconnection of the hard suction from the apparatus will be as stated above, but done in reverse order.

Hydrant Color Scheme

All personnel, including Officers, must be familiar with the color scheme assigned to the hydrants within Three Star Fire Department Fire Management Zone. The colors are:

- Red - flow rate less than 499 gallons per minute
- Orange - flow rate between 500 and 999 gallons per minute
- Green - flow rate between 1000 and 1499 gallons per minute
- Blue - flow rate between 1500 gallons per minute or higher
- Black – Out of service

Section III-6

Fire Attack Guidelines

Purpose: To establish minimum and basic fire attack guidelines to be used during fire attack (offensive) operations.

Scope: This policy applies to all Three Star Fire Department personnel and should be carefully read.

The existence of these written guidelines is not intended to limit any member in the exercise of sound and mature judgment, initiative, or experience in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service. Much by necessity must be left to the training, experience, initiative, integrity, and discretion of the members of the Three Star Fire Department.

There are three key components at the heart of any firefighting strategy. They are: 1) protecting life; 2) confining the fire and protecting any exposures; and 3) extinguishing the fire. Firefighting tactics, on the other hand, can be defined as the hands-on means of achieving the strategic objectives. Fire attack concentrates on the tactical aspects of firefighting operations.

First due units can potential be confronted with life-saving operations upon arrival. Saving lives is the top priority and the most serious factor at any fire, and is prioritized ahead of fighting the fire when adequate personnel are not available to do both. A factor of judgment is present at this stage; however, as the best life saving measure may be a prompt attack on the fire, which if allowed to spread could trap occupants. Life hazard, visible upon arrival, has to be dealt with immediately.

Policy:

Size-Up

Size-up is the process of evaluating the situation at hand, including all resources and potential hazards. Ideally the size-up process begins prior to the alarm, and should include familiarity with the first-due response area and its structures. Size-up should be a continuous mental process. Effective size-up should commence prior to the alarm and should be considered prior to placing any attack lines into operation. Premature line placement can misdirect resources to the wrong street, building, room, stairway, etc.

It is important that all resources be made available to extinguish the fire with life safety and property being considerations. One of the items available as a helping tool is the Thermal Imaging Camera (TIC). The benefits of TIC technology impact just about every aspect of firefighting. Thermal imaging is not, however, a technology designed to replace current firefighting tactics (See Section III-12).

For safety, effectiveness, and proficiency purposes, all Three Star Fire Department personnel shall perform their own scene size-up. While is not the intent of this policy to provide every aspect of the size-up, it is imperative that the below minimum considerations be taken into account when performing a thorough scene size-up. These are only a few issues to think about when performing a size-up and tactical assessment of a fire:

Construction	Water Supply	Weather (wind direction, Temp)
Occupancy	Auxiliary Appliances	Exposures
Apparatus	Street Conditions	Area of Structure (A,B,C)
Life Hazards		Location of Fire
		Time of Day
		HAZMAT issues

A/B/C/D sides of Structure

At a building fire, the sides of buildings are identified by A, B, C, D sides, with side “A” being the front of the building, and sides B, C, D being named around the building in a clockwise fashion. This helps maintain clear communication on the fireground.

Confinement

Confining the fire means to restrain or prohibit fire extension beyond the area involved upon arrival. This is generally the immediate concern. A life hazard, however, always has top priority and would have to be resolved before extinguishing is considered.

The decision to attempt to confine the fire must be made by the Incident Commander or “Command”. Confinement must take into consideration the intensity of the fire as well as the anticipated direction of the fire travel. Be aware that the mere closing of a door or window may act to confine the fire and permit life saving, while lines are being stretched. Proper ventilation can also act to confine the fire or limit its spread.

Caution shall always be exercised by members ventilating so as not to cause fire extension or otherwise impede the advancement of the initial line. Coordination in this regard is of extreme importance (See Ventilation Guidelines Section III-7). The initial attack line is not necessarily the line that will be directed to extinguish the fire. The first line in a serious fire may be committed to confining the fire and limiting or halting its extension throughout the involved or adjacent structures.

Extinguishment

There are three phases or stages of burning.

Incipient

The incipient or beginning stage presents no real problem for fire fighting personnel. There has been no undue build up of smoke or heat and the seat of the fire can be attacked directly.

Free Burning

The second, or free burning stage, involves rapid fuel consumption and major flame development. This continues until the available oxygen has been consumed. In this stage, heated gases expand rapidly and personnel must be cautious as in any rapidly developing fire situation. Make certain that there is enough water volume for extinguishment of the fire and for the safety of the personnel on the hose line.

Smoldering

In the third, or smoldering stage, the fire has passed through the free burning stage and it is being limited by the fact that the oxygen needed for combustion is no longer available. Physical evidence is that of high heat throughout, heavy or dense smoke, and no visible flame. Smoke may be pushing out under pressure from the area. It is this situation that personnel must recognize as one with "backdraft" potential. As fresh air is introduced on entry, the fire gases can ignite rapidly, expand, and "blow". This is severe enough at times to be categorized as an explosion. Prior vertical and horizontal ventilation give the fire a safe outlet for expansion. If officers and firefighters are not sure whether appropriate ventilation has been accomplished, give the fire a chance to blow before initiating aggressive entry and attack into the fire area.

The prevailing stages of burning and fire extension are key factors in determining extinguishment tactics. The size and type of fire load are other factors, which Incident Commanders must consider.

Minimum safe fire flow is usually 150 GPM for a residential fire and 250 GPM for a commercial structure; typically 350-400 GPM is adequate for a residential fire. Whenever possible, an aggressive interior attack is preferred. Water must be applied directly to the seat of the fire, **not** to smoke.

Backdraft

Indications of potential backdraft are:

1. No visible flames.
2. Windows are hot and discolored.
3. Smoke is hot and rises rapidly.
4. Smoke puffs from the building at cracks and small openings.
5. Some smoke is drawn back into the building at cracks and small openings.
6. When an opening is made, air being drawn sharply inward with sort of a sucking, whistling sound and or heavy volumes of twisting, rolling smoke (usually a gray yellow color) issuing under pressure.

Positioning Hose Streams

More lives are saved at fires as a result of proper positioning of streams than by all other life saving techniques. When stretching attack lines, it is critical to consider both how much line is needed to reach the entrance and how much will be required to effectively operate within the structure. It must be determined as soon as possible if an immediate and direct fire attack will both confine and extinguish the fire. If not, the following rules for positioning streams will be followed:

1. When life is endangered, the initial attack line must be positioned, is possible, between the fire and the persons endangered by continued fire extension.
2. The Incident Commander shall use and/or direct the use the Thermal Imaging Camera.
3. When life is NOT endangered, the first stream is placed between the fire and the MOST severe exposure. Remember, confinement is our second strategic component of our firefighting efforts.
4. Unless directed to the contrary by the Incident Commander, the second attack line should be advanced to the same point as the first line as a back up line in the event the water being applied on the fire by the first line is inadequate or the first line becomes inoperative. When the second line is stretched, ensure that there is an ample hose to cover the floor being attacked and the floor above.
5. A third line may be stretched depending on the occupancy and fire condition to cover the interior stairs or a secondary means of egress. Likewise, it may be deployed to protect trapped persons on fire escapes or positions above the fire, to protect adjoining buildings or exposures, or to prevent vertical extension of the fire.

Larger attack lines (2 ½") should be selected for commercial structures, structures with a high fireload or other situations requiring a greater flow of water. The same approach to advancing the line should be used, although the larger hose streams will require more personnel to safely manage them.

Sometimes an aggressive interior attack is not possible, necessitating an exterior attack. This could be approached from just about anywhere outside of the structure, including from fire escapes, ground ladders, or other structures. A quick exterior or "blitz" attack can darken the fire down enough so that interior personnel can make entry and attack the fire. It is essential that the Incident Commander carefully coordinates both attacks and ensures that personnel in the interior are not in the fire room when this is attempted.

It is essential for interior attack teams to stay as low as possible, regardless of the initial conditions. A ceiling collapse or sudden venting and feeding the fire could create a chimney effect. Attack teams should always approach doorways from the hinge side, so that if superheated gases ignite they will have a greater degree of protection. During the confinement and extinguishment phases of fire attack, the Lieutenant or Acting Officer in charge of a hose team should communicate progress reports to the Incident Commander, and must always be aware of the status of his/her individual team members.

Initial streams applied to the fire should be directed high on the ceiling in a "clockwise" fashion, which will drive heat, gases, steam, smoke, and other products of combustion away. This will also cool the fire gases that have built up overhead and prevent them from igniting. After this short burst on the ceiling, the solid stream should be directed at the main body of fire.

Once a fire is knocked down, the attack team should shut the stream down and with the use of the TIC, check the adjoining rooms or other areas for fire extension, with special attention directed above the fire. When conditions permit, a fog stream may be directed out a window to ventilate, reducing the built-up heat and smoke condition. This will also contribute to easier search and overhaul operations.

For structure fires, the smallest diameter hose that will be utilized by Three Star Fire Department for fire suppression, rescue, etc., will be 1 ¾". For commercial and store fires, 2 ½" attack lines are recommended.

Cockloft Fires

Cockloft is defined as the floor consisting of an open space at the top of a house just below roof; often used for storage. Fires that start in or extend into the cockloft are probably the major cause of total loss of buildings. The speed with which fires spread across these open areas can be very surprising. There are several factors that compound rapid fire extension. They include: difficulty in exposing the cockloft, potential backdraft within the ceiling space, and the difficulty in finding the seat of the fire when smoke is showing in several locations. Fires in cocklofts increase the likelihood of

ceiling collapse. Fires confined to the cockloft may give little indication of their severity or the extent of fire extension until it's too late.

Again, this is an ideal situation where the Thermal Imaging Camera shall be used to locate fires that extend into the cockloft. Incident Commanders and Officers shall use the Thermal Imaging Camera to assist in their tactical solution.

An attack line cannot commence operation until the ceiling is pulled and fire exposed. Failure to do so could increase likelihood of creating a venturi effect on the fire, increasing the pace and rate of extension. Adequate personnel to thoroughly and aggressively expose fire extension should be assigned to pull ceilings with pike poles and other forcible entry tools. The nozzle man may elect to stand on a ladder in order to more effectively direct the hose stream deep into the cockloft. This should slow, if not halt, the extension of fire while the ceilings are being pulled.

The roof must be ventilated in order to check for fire and halt its extension. Vertical ventilation will draw heat and smoke upwards and away from personnel operating inside (See Ventilation Guidelines Section III-7).

Overhaul

Overhaul operations are essentially a careful and systematic examination of the fire area. Once the main body of a fire has been extinguished, the fire area often still contains sparks, embers, or small concealed fires. The objectives in overhaul operations is to make certain that no trace of fire remains to rekindle after the firefighters have left the scene and to leave the structure in as safe a condition as possible. Before overhaul operations can be initiated, holes in floors should be covered or barricaded. Unsafe areas should be roped-off or covered by portable ladders. It is important to be aware of overhead hazards and hanging objects, such as loose plaster, BX cable, etc. Adequate lighting must be provided where needed for safe and effective overhaul operations. It is also important to be aware that tools or other equipment are not buried under the debris. Use the Thermal Imaging Camera in all overhaul operations.

During cold and freezing weather, ice forms and slippery conditions develop quickly, presenting additional hazards to the fire scene. Always remember to leave a nozzle "cracked" open so that hose lines do not freeze.

Emergency Retreat/Evacuation

Notification for immediate evacuation of personnel engaged in interior structural firefighting will be the following (See Radio Communications Section III-14):

1. Officers will notify interior personnel via two-way portable radio.

2. The driver/pump operator of each apparatus in close proximity of the involved structure will execute THREE LONG BLASTS of the apparatus' air horn and siren.
3. All personnel evacuated will immediately report to the Incident Commander or his designee at the command post and personnel accountability guidelines shall be implemented to ensure all personnel are clear of danger (See Accountability Policy Section II-5).

Salvage

Salvage touches on nearly every phase and action taken on the fireground. It is the minimization of fire, smoke, and water damage. The salvage process commences upon arrival at the fire scene and must be a continuous process. “Try before you pry” and avoiding excessive water flow once the fire is knocked-down are examples of salvage consciousness.

If conditions warrant, and personnel and resources are available, the use of tarps to protect property is encouraged. Cover high value items (furniture, television, etc.).

Debris left at the scene should be handled with care. Materials should be left as they were found, which will facilitate scene reconstruction when an investigation or cause determination is being carried out by fire investigators (Fire Investigations Section I-17).

When excess water has collected inside a structure, small holes can be poked in the ceilings in order to let it drain. This will prevent a ceiling collapse or other damage due to excessive water accumulation.

Prior to leaving a scene, personnel will advise the owner or other representative of the conditions inside the premise, such as broken windows, holes in walls & floors, or other potential hazards. Three Star Fire Department personnel should attempt to minimize damage by covering furnishings and other property with salvage covers as soon as possible while operating at a fire.

Section III-7

Ventilation Guidelines

Purpose: To establish tactical and strategic guidelines to be executed during structure fires when fire attacks and ventilation are essential.

Scope: Guidelines pertain to all Three Star Fire Department personnel during fire suppression operations.

Policy:

Following saving lives, Three Star Fire Department and our mutual aid departments have three main functions: the tasks of ventilation, entry, and search (or “VES”) of the fireground. In the Three Star Fire Department, these functions and roles may be handled by any of the responding apparatus as determined by the Chief or other Incident Commander. Guidelines for ventilation operations follow, while forcible entry and search guidelines are in Sections III-8 and III-9, respectively.

There are two primary purposes for ventilation:

1. **Venting for Life:** To facilitate entry when there is known or suspected life hazard.
2. **Venting for Fire:** To make it possible for the attack crew to enter the superheated environment and extinguish the fire.

Saving life is the primary mission of the Three Star Fire Department. Any immediate, limited ventilation is justified if it facilitates an interior search for occupants. Ventilation for search purposes, however, can intensify the fire and could endanger other occupants of the building. Therefore, it is vital that hose line(s) with a minimum diameter of 1 ¾” is stretched into the fire building as soon as possible to aid in ventilation, search, rescue and fire suppression. Ventilation may be defined as the removal of hazardous and/or toxic atmosphere from a structure that has been contaminated with smoke, gases, and heat, by providing both a controlled means of escape and the controlled replacement with fresh air for the purpose of making the atmosphere safe. It permits the advancement of hose lines rapidly which results in effectively extinguishing the fire.

The ventilation requirements are to make a building livable and to prevent further spread of the fire. If ventilation is not first instituted at the roof prior to entry at the lower level, a back draft could result and cause total involvement and loss of the structure. Also, if ventilation is started before charged hose lines are ready to advance, the fire could spread rapidly throughout the building. **It must be understood that ventilation will probably increase the intensity of the fire and therefore must be carefully coordinated with hose line evolutions in order to avoid increasing the severity of the fire.** There are two types of ventilation: natural and mechanical. As in all ventilation evolutions,

personnel should pull and/or push ceilings, and remove all obstructions in order to maximize the impact of ventilation.

Ventilation will be covered extensively within the Departments training program.

The following principals of ventilation are integral to successful fire control operations:

Vertical ventilation

This is the proven and accepted type of ventilation to be used in the initial stage of operations. It should be performed for the following reasons:

1. Relieves the upper portions of the building of heat, smoke, and gases. Prevents mushrooming and minimizes early fire extension. At the same time, it increases the survival time of unconscious or trapped victim(s).
2. Permits more thorough search and examination above the fire.
3. Relieves hallways and stairs of heat and smoke facilitating the escape of occupants while allowing an aggressive interior fire attack.
4. Creates a vertical draft that channels the products of combustion, limiting horizontal spread and making control easier.
5. Permits advancement above the original fire area to search for possible victim(s) and cut off fire extension.

Lateral (Horizontal) ventilation

1. Permits rapid advance of hose line(s) to the immediate fire area.
2. Reduces the danger of heat and/or flames from passing over or around the shield created from a fog pattern, since smoke and the heat are permitted to escape through these controlled openings, i.e. windows, exterior door, etc.
3. Make thorough search guidelines easier on upper floors as well as on the fire floor.
4. Personnel should be aware of the effects of thermopane windows, which are commonly used today. These windows seal the building more efficiently therefore personnel must be made aware of the increase possibilities of flashover and backdraft. Also venting these windows with a hose stream is much more difficult.

When personnel engage in ventilation evolutions, they will do so in a manner as described above. All personnel will also carry out their assignments with due care and diligence and will utilize forcible entry tools, i.e. axes, pike poles, crow bars, saws, halligan tools, etc.. Personnel will carry out their assignments in pairs of two and will

follow orders of the Officer as to the location and type of ventilation to be conducted. Personnel should be aware of ventilating for fire or for life. These concepts can be explained to you by your company officers.

Under no circumstances will “freelancing” be allowed in any Three Star Fire Department operation. All fireground operations will be conducted in accordance with the Incident Command System and the Three Star Fire Department chain of command. Firefighters will only ventilate under the direct order of an officer. Extreme heat and smoke conditions can develop in the fire area and the floor above the fire. The potential for flashover and backdraft is real. Uncontrolled horizontal ventilation can seriously jeopardize the safety of other firefighters and civilians still located in the structure.

Section III-8

Forcible Entry

Purpose: To establish tactical and strategic guidelines to be executed during emergency situations when access into a specific area is immediately required.

Scope: Guidelines pertain to all Three Star Fire Department personnel during emergency operations that require access.

Policy:

Three Star Fire Department personnel should thoroughly “size-up” and evaluate any situation potentially requiring forcible entry prior to selecting the most appropriate method of entry. Among the deciding factors are: urgency of entry, type of door and lock assemblies, the tools and manpower available, and the extent of damage entry will create. The need for speed should be the overriding concern, whether to save life or cut off rapidly extending fire. In certain cases, however, the type of doors or lock assembly will be the deciding factor. Certain types of doors or locks are best opened using specific methods. In some cases, there is only one way to get past that specific door. In almost all cases, the degree of damage caused by forcible entry should be consistent with the danger and damage from the hazard, usually fire. Time should not be wasted, however, where life is at risk or where a structure may be heavily involved with fire. Law enforcement shall be requested prior to forcible entry.

Four basic rules to forcible entry

1. ***Try before you pry.*** It is inexcusable to force entry through a door that is unlocked.
2. ***Don't ignore the obvious.*** Look for the easiest way to enter a premise. Entry should be made via the area of least resistance.
3. ***If possible, use the doors that the occupants normally use to enter or exit the premises.*** Not only does that put you into the likely exit paths of the occupants so you can begin your search, but it will also make your assignments easier.
4. ***Maintain the integrity of the door.*** By breaking doors or smashing glass, personnel become at a disadvantage in controlling the oxygen supply to the interior of the premise.

Entry should be considered in the earliest stages of the size-up process, which commences upon the initial alarm. Use appropriate tools for the job at hand (i.e. Haligan bar, hydraulic tools, hand tools). Law enforcement shall be requested prior to forcible entry.

Section III-9

Fireground Search and Rescue

Purpose: To establish tactical and strategic guidelines to be executed during emergency situations requiring the search for victims during fire suppression operations of a structure.

Scope: Guidelines pertain to all Three Star Fire Department personnel performing primary/secondary searches of the structure during fire emergencies.

Policy:

To conduct a proper search for victims requires skill both on the fire floor and the floor above. It is Three Star Fire Department policy that at no times should searches or any other interior fireground operation or evolution be attempted with less than two firefighters.

Firefighters must stay low, not only to maximize whatever visibility may remain in an Immediately Dangerous to Life and Health (IDLH) environment, but also to remain below the more dangerous high heat.

Smoke conditions will frequently make it necessary for firefighters to rely on their sense of touch. A utility or search rope tied to the doorknob of a door may be used as a guideline when searching large areas or as a means of maintaining orientation.

Use the Thermal Imaging Camera to assist in all search and rescue efforts (See Thermal Imaging Camera Section III-12).

Part of the size-up process is being aware of the resident(s) of the structure and the time and day of the week. Ask neighbors, family members, standby, if residence is occupied. If so, ask for last known place victim(s) was/were, if known. This will indicate who is likely to be in a house or apartment at a given time. Firefighters must also be sensitive to typical behavioral patterns of different age groups in a fire. Children may hide in closets or under beds, while the elderly are frequently found taking refuge in the bathtub or shower stall. Firefighters must be aware that removal of draperies or curtains and moving large objects or furniture may be necessary, as they may hide a victim, sealed-off closet, or other areas being used for refuge.

Victims are frequently located near the door or other areas of egress, such as the front door, interior stairways, or balcony access doors. As they will usually try to reach a means of evacuation, they are often found behind and around the entrance door, which is where a room search should commence. Firefighters will enter the room and behind the entrance door will be searched first for possible victims. After a quick check of this area using the pattern determined by the Lieutenant or Acting Officer, the room or apartment

search can begin. **In the absence of orders, right hand search is Three Star Fire Department policy.**

After the primary search of the room or apartment, the team shall report to the Incident Commander immediately.

If after a reasonable amount of time no communications are made or established with search team, Incident Commander will immediately order a Rapid Intervention Team into the structure to locate. There may be a possibility that the search team may be in trouble and require assistance.

With the assistance of the Thermal Imaging Camera, thorough searches, both primary and secondary, are required on all floors above the fire as well, because products of combustion and fire spread will rise and mushroom on the upper floors. Public hallways and the entire staircase up to the roof must be examined as soon as possible for those civilians who unsuccessfully attempted to use the interior stairs. Firefighters should vent as they go as to make the interior of the structure bearable for trapped victims and firefighting personnel alike while improving visibility.

If for any reason a thorough search of an area has not been completed, then the Lieutenant or Acting Officer must be informed and a carefully executed follow-up search be initiated. Search for life shall not be confined to the structure alone. The perimeter of the building and other areas must be checked for victims who may have jumped or fallen.

Secondary searches must be conducted as soon as conditions permit. Secondary searches shall be conducted in the same manner as listed above. It is recommended, however, that a different team of firefighters conduct the secondary searches.

When a victim is found, immediate notification must be made to the supervising Lieutenant, Acting Officer, or to the Incident Commander. The victim must be removed from the structure by both firefighters conducting the search. A firefighter must never be left alone within a structure. The rescuing firefighters exiting the structure must immediately inform the Incident Commander exact location that the search was ended in the recovery of the found victim. A possibility still exists of more victims within the same room and the room, along with any remaining unsearched rooms, will have to be searched further.

Coordination is imperative when conducting both primary and secondary fireground searches. The objective is to locate any trapped people and to get to the most severely endangered in the shortest time period. Duplication of efforts wastes precious time.

Section III-10

Vehicle Extrication

Purpose: To establish general extrication preparations and guidelines to be executed during emergency situations requiring extrication of personnel involved in automobile accident.

Scope: These guidelines have been developed to provide Three Star Fire Department personnel with an operational procedure to extricate victims from vehicles and to minimize the risk to rescue personnel working at the scene of an emergency. These guidelines do not address the medical treatment of patients nor does it address specific extrication techniques to be executed. All personnel using hydraulic extrication tools will have attended and been certified in State of Tennessee Basic Vehicle Extrication course and shall execute appropriate techniques for the situation at hand. The extent to which emergency medical treatment is given will be limited to the individual personal protective equipment and medical training of department members.

Size up

Upon arriving at the scene of a vehicle accident with an entrapment, the Officer shall determine the best placement for the responding vehicles to ensure the protection and safety of all personnel operating on the scene. The first arriving Officer shall size up the situation and establish command. The Officer/IC should evaluate the following criteria:

- A. The number of vehicles involved;
- B. Number of persons injured or entrapped;
- C. Type of vehicles involved such as car, truck or Hybrid vehicle;
- D. Actual fire present;
- E. Leaking fuel causing a potential fire or explosion hazard;
- F. Stability of vehicles involved;
- G. Presence of vehicle safety systems such as air bags and whether they have deployed;
- H. Involvement of electrical power lines or other electrocution hazards;
- I. Involvement of any actual or suspected hazardous materials.

Emergency Medical Treatment

If medical assistance is not present at the time of the Fire Department's arrival, medical assistance shall be requested and/or confirmed. The rendering of emergency first aid shall be limited to the situation present and upon the training education, experience and available personal protective equipment of firefighters present. Only qualified EMS personnel should have direct patient contact! Patient and firefighter safety is paramount.

Scene Preparations and Securement

The Incident Commander shall survey the scene for possible hazards. If utility hazards are present, utility company assistance shall be requested and/or confirmed. Contact shall also be made with personnel rendering medical assistance to determine the extent of extrication required. If additional resources are available, Incident Commander shall request for more immediately.

Proper scene preparation before operations begin is critical to the overall success of the operation. Scene preparation should include but is not limited to establishing a tool resource staging area (placed on tarp) and providing scene lighting when necessary.

All ignition sources shall be eliminated from the area. The batteries of all vehicles involved shall be disconnected UNLESS power is needed to activate windows, door locks or power seats.

Extrication can only begin after the vehicle has been properly stabilized, a 1¾" handline is pulled and positioned, and all personnel working in the extrication zone (fire and EMS) have been briefed on the actions that will be undertaken.

An imaginary circle should be established around the vehicle and a walk around the parameter shall be conducted, looking for victims possibly ejected from the vehicle. If trees are in the area, it might deem necessary to look in trees as well.

Vehicle stabilization is paramount and should be initiated immediately and prior to any personnel making entry into the vehicle.

Extrication process

The extrication of patients shall begin with the appointment of an Operations/Extrication Officer. Operations working in conjunction with the EMS provider shall establish an extrication zone. Access to this area shall be limited only to those firefighters involved in the extrication process and those providing the 1¾" handline. Operations, again working with EMS, shall determine the best and most efficient means of extrication.

The extrication team shall consist of an Operations/Extrication Officer and two firefighters minimum. The use of full protective clothing by the team with protective EMS gloves worn under the fire gloves shall be enforced (SCBA is an option to be considered by command and the appointed safety officer). It will be the duty of the Operations/Extrication Officer to oversee the extrication process and also inform Incident Commander of progress of the extrication. If at anytime Operations feels that the extrication may require more specialized tools, he should not hesitate in making this request to the Incident Commander.

When the need for extrication exceeds the resources of our Department, additional vehicle rescue tools shall be requested from the nearest extrication capable fire department (Munford or Covington).

Safety

The Incident Commander is responsible for the safety of ALL individuals working in and around the emergency scene. All personnel working on the scene shall wear all protective clothing appropriate to the task they are performing which normally includes full protective clothing. Gloves, helmet and eye protection (face shields down or safety glasses/goggles) must always be worn. Reflective safety vests are required to be worn when working in or around the incident scene.

A Safety Officer shall be assigned to supervise the operations, which includes awareness of approaching vehicles. It is critical that all precautions are taken to warn motorists of personnel working in the area. The proper placement of apparatus, to protect the responders on the scene, is one of the critical precautions that shall be addressed. Adequate Law Enforcement personnel will be present to assist with controlling traffic hazards. It is imperative that the Incident Commander or the Safety Officer work closely with the responding Law Enforcement and EMS agency to ensure the safety of all personnel on the scene.

Section III-11

Service Calls and Miscellaneous Fires

Purpose: To establish strategic and tactical approach guidelines when responding to service calls and miscellaneous fire calls not otherwise covered by this manual.

Scope: These guidelines pertain to all Three Star Fire Department personnel when responding as a first-in company or as a mutual aid company. These procedures shall also be used in lieu of other guidelines authorized in this manual.

Policy:

Brush & Grass Fires

Brush and grass fires are generally extinguished with booster lines and/or 1¾" hose lines, although larger streams may be utilized due to conditions including but not limited to exposure problems, large fire involvement, and severe wind conditions.

Brush and grass fires should be approached from the upwind side of the fire at the "heel", thereby reducing the possibility of exposure problems for firefighting personnel due to flying embers, smoke, fire travel, etc. Personnel should begin the attack at the heel and then flank the sides of the fire, thus confining and extinguishing of the fire.

If accessibility to the fire is a factor in the confining and extinguishing of the fire by conventional fire suppression techniques, firefighting personnel may employ the use of brooms, shovels, portable water cans, extinguishers, and bucket relays from a nearby water source.

Officers in charge of brush and grass fires, especially large scale ones, shall be aware of the utilization of mutual aid, State of Tennessee Forestry Department, and Covington Brush Truck in controlling such an incident.

Incident Commanders will ensure that a proper and thorough overhaul is conducted.

Trash Fires

Trash fires are to be extinguished with lines no smaller than 1¾", in rare circumstances, the booster line on BT-3 can be utilized. Personnel should be alert to possible exposure risks that may exist with garbage dumpsters or containers located within close proximity to buildings and any other exposure(s). Personnel should also be aware of the uncertain nature of the materials burning within trash containers and take whatever precautionary measures they deem necessary, staying upwind when and where possible. SCBA must always be used at a trash fire unless otherwise advised by a Chief, Lieutenant, or Acting Officer. All trash fires must be properly and thoroughly extinguished and overhauled. If

necessary, personnel will utilize hand tools to reach the seat of the fire and/or tip over the container to expose the burning material(s).

Wash-Downs

It is not Three Star Fire Department policy to conduct any wash downs. If called or requested to perform such functions, Public Works will immediately be notified and requested to make the scene.

It is essential to approach the scene of reported wash-downs or other spill with care, as the spilled product may be unknown or of a hazardous nature. If the spill is small and the product is common fuel, gasoline, oil, antifreeze, etc., then it is appropriate to apply an absorbent material such as Speedy Dry or sand to the spill, if onhand. Arrangements must be made to remove the sand or Speedy Dry once the product has been absorbed.

In the event of a large scale spill or if the substance is of a potentially hazardous nature then the Covington Fire Hazardous Materials Response Team will be notified through Tipton County Dispatch (See Section V-1 regarding Hazmat Incident Guidelines)

Under no circumstances will Three Star Fire Department wash down spills or vehicle leaks off roadways, driveways, or any other surface. If immediate containment is necessary, take any appropriate actions but do not wash down with fire hose.

Gas & CO Incidents

Poplar Grove Utility must be notified immediately of all natural gas emergencies and requested to respond to the scene.

Until the arrival of Poplar Grove, Three Star Fire Department personnel and apparatus will be kept a safe distance away from and upwind from the area of origin. In the event of open fire being fed by natural gas, then no attempt should be made to completely extinguish the fire ball until the gas source is located. Once the gas supply is shut down the fire may be extinguished. In the interim, personnel will protect the exposures adjacent to the gas leak and cool the fire ball, as well as any civilian personnel.

Depending on circumstances including the volume, location, time of day, etc., the Three Star Fire Department may be called upon to evacuate civilians from the immediate danger zone. All Three Star Fire Department firefighters and officers must utilize SCBA and full PPE while evacuating and operating at gas emergencies. All potential sources of ignition should be neutralized and rendered safe, when possible. The Incident Commander must ensure that a large enough hot zone is created so that firefighters, apparatus, and civilians are neither exposed nor threatened.

It is likely that Poplar Grove will be delayed. In such cases, the Incident Commander may elect to shut the gas source involved. Only trained personnel will perform this function.

Electrical Emergencies

SHUT OFF power immediately, if needed!

When the Three Star Fire Department is dispatched to electrical emergencies, Southwest Tennessee Electric must immediately be notified and requested to respond to the scene.

If electrical power lines are involved, ensure that the apparatus, firefighter, and all civilians are kept a safe distance away. ***All wires should be treated as if live and fully charged, despite any indications from “hot sticks” or any other monitoring devices.*** It should be noted that live wires arc and can jump, creating an even greater hazard. Three Star Fire Department personnel shall **NOT** attempt to place any object on top of a downed wire in order to restrict its movement. Only properly trained Southwest Tennessee Electric or other utility responders should approach or handle power lines.

If a downed wire ignites combustible materials adjacent to it, water is **NOT** to be used to extinguish the fire. Protection of exposures will be maintained at a safe distance.

If wires are burning on the service poles, Three Star Fire Department personnel must keep themselves, apparatus, and civilians a safe distance away from (and never under) these wires. It is important to always be aware of the possibility of burning insulation, wire, etc. falling to the ground. Apparatus will block off the street and keep no less than two service poles between responders and the burning wire in all directions.

If electrical wires are burning within a structure, then the above listed guidelines will be followed. The use of the Thermal Imaging Camera will be used to assist the Incident Commander. However, if an interior attack on the fire must be commenced then personnel will do so utilizing full PPE (including SCBA). Personnel should be aware of PCB's that are often emitted from various types of wire insulation, along with ballasts and other older electrical fixtures.

Bomb Threats

In the unlikely event that Three Star Fire Department is dispatched to a reported bomb threat, then responding personnel will remain with the apparatus at the firehouse and standby until requested to respond or released by the Fire Chief or his designated representative. The Fire Chief or his designee **ONLY** will respond to the scene of the bomb threat and coordinate with the senior law enforcement official. Together they will determine the appropriate course of action. The Officer standing-by at the firestation will advise the Chief of the number of personnel available.

If the Three Star Fire Department is dispatched to a bomb detonation, then no firefighting evolutions will take place until the Incident Commander consults with the senior law

enforcement officials at the scene to determine if entry is safe for firefighting personnel. Secondary detonations and explosions are a serious risk, so care must be taken. Instructions given by law enforcement officials will be followed with approval of the Three Star Fire Department Incident Commander.

Automobile / Vehicle Fires

When responding to reported automobile/vehicle fires, all personnel should be aware of the possibility that the involved vehicle is carrying or transporting hazardous materials. It is essential to ascertain as soon as possible if there is a hazardous material(s) issue or threat involved. If confirmation cannot be obtained prior to arrival on scene, then all personnel will approach the scene cautiously, always prepared to evacuate to a safe distance.

If an accident or other incident is located on an inclined surface, then Three Star Fire Department apparatus should be located uphill.

When operating at car fires, Three Star Fire Department personnel are required to wear full PPE including SCBA. Prior to extinguishing any vehicle fire, attempts should be made to "chock" the wheels and stabilize the involved vehicle.

If flames are visible, then Three Star Fire Department personnel will utilize two (2) 1¾ attack lines. Firefighters will approach the fire vehicle from the sides in order to minimize exposure to the front and rear bumpers in the event of an explosion.

Prior to breaking the windows or doors of the involved vehicle, attempt to locate the keys from the operator of the vehicle. Likewise, when access to the engine compartment is appropriate, first try the hood release located in the passenger compartment of the vehicle prior to forcing the hood open.

After the fire has been extinguished, the NEGATIVE side of the battery terminal of the vehicle must be disconnected and/or cut.

Drivers of the apparatus will, if possible, stop the fire apparatus a minimum of 75' from burning vehicle as to provide adequate space for fire operations.

In many vehicle fires situations, hydrants are not readily available, necessitating careful conservation of water. Both the driver and the Incident Commander need to be aware of potential water supply issues as part of their incident size-up.

Section III-12

Thermal Imaging Camera

Purpose: To establish guidelines to assist on-scene personnel with the ability to identify the strategic and tactical approach for the deployment of the Thermal Imaging Camera (TIC) and the effective use of the tool as an aid in fire, search and rescue, and many other uses.

Scope: These guidelines apply to all Three Star Fire Department personnel while conducting fire suppression, search and rescue operations, or any other time the TIC is used during emergency situations.

The TIC used by the Three Star Fire Department is the Bullard T3Max (T3). The T3Max enables firefighters to optimize the fire scene with the touch of a button. This feature is ideal for pinpointing hot spots during overhaul, searching for overheated electrical equipment, clarifying objects in a scene, or conducting search and rescue operations. The TIC has features that enable the firefighter to see heat levels by color; hot is white, and cold is black. Starting at 500°F, heated objects are tinted yellow and gradually transition to solid red as heat levels rise. The temperature indicator measures surface temperature as indicated by the green “cross-hairs.” The TIC runs off of one (1) rechargeable NiMH battery with a combined life of 2 ½ hours fully charged.

Only personnel trained in the use and limitations of the TIC shall use the device at actual incidents. It shall be the responsibility of the Lieutenant or Acting Officer to use the TIC and to ensure that it is properly returned to the charger unit following use.

Application of TIC Technology

The benefits of thermal imaging technology impact just about every aspect of firefighting. Thermal imaging is not, however, a technology designed to replace current fire fighting tactics. Rather, the TIC is a tool that allows firefighters to be more effective and make better decisions. It allows the user to *see* through dense smoke and darkness by detecting and displaying the relative temperatures of objects, IT DOES NOT DISPLAY or AMPLIFY LIGHT. Some of the many uses for the TIC include:

- Search and Rescue
- Scene Assessment
- Locating the main body of fire
- Checking for fire extension and locating hot spots
- Identifying potential flashover situations
- Determining ventilation and entry points
- Hazmat scene assessment
- Duct fires to determine the location of the fire
- Overheated motors or fluorescent light ballasts

- When dealing with a container, such as a 55 gallon drum, the TIC can show the amount of liquid in the drum by detecting the frost line
- When responding at night to a person in the water, although it will not penetrate the water, it will detect any part of a person above water
- Detecting hot spots on large roof areas

The TIC can only measure and react to gradient changes in surface heat - it cannot see through glass, water, or behind objects such as furniture or wallboard. Firefighters need to be aware that latent heat can be reflected by glass and other shiny surfaces, causing false heat signatures. The TIC can be best utilized in a structure fire by the Lieutenant or Acting Officer looking over the shoulders of their crew to scan the surroundings for victims, extreme heat buildup, and the seat of the fire. Hot spots detected by the TIC may be surface heat considerably higher in temperature than the surroundings area, which may appear to be fire behind a wall or panel.

Extremely hot fires may cause the TIC's iris to close down fully to prevent overload of the image sensor. This is normal and the unit will not sustain damage. By moving the TIC such that the fire is "out of the picture" or occupying as little of the picture as possible, the iris will re-open to enable the image to be restarted.

Deployment Guidelines

Each person will be properly trained and certified prior to the use of the TIC. The actual operations of the TIC will be covered on CD and during training evolutions.

The TIC may provide valuable information during size-up, which can assist the Incident Commander in determining the strategy and formulating the incident action plan. Early identification of tactical priorities/needs can prove beneficial in placing initial and subsequent attack lines. When a Company Officer or Incident Commander arrives on the scene, one of the first challenges is to identify the location of the fire. A TIC can save a great deal of time by helping to pinpoint a concentration of heat within a particular area of the building. An Incident Commander, armed with this knowledge, can better direct firefighters regarding their point of entry and plan of attack so as to optimize their resources.

Even before firefighters enter a burning structure, the Incident Commander or Company Officer can accomplish a great deal from the exterior with the aid of thermal imaging technology. Some factors that can be assessed from the outside include finding the seat of the fire, observing changing or spreading conditions, identifying critical building construction features and identifying conditions that could threaten structural integrity.

The early and rapid deployment of the TIC, while operating in an offensive strategy, may enhance the visibility in a visibly diminished atmosphere, thus increasing firefighter safety and survival, as well as improving the survival potential of our customers.

The TIC can also be deployed while operating in a defensive strategy. It can provide the Incident Commander or Company Officer with valuable information during size-up. Early identification of structural compromise, fire location in the structure, e.g. attic, and identification of severely threatened exposures would provide valuable information when determining the strategy. This information would also aid in identifying key tactical positions/needs. By deploying a TIC to the exposures, information could be obtained as to the extent of impingement to the exposed structure, early identification of avenues of fire spread and possibly any hot spots, which could cause extension.

It shall be the responsibility of the Company Officer/Command to rapidly deploy the TIC in a visibly diminished atmosphere or in an atmosphere that may suddenly become visibly diminished.

Primary Application

The primary use of the TIC for the fire department is for conducting search/rescue and crew accountability tasks. The use of a TIC can prove to be a useful tool during search and rescue tasks by reducing the amount of time it may take using standard search techniques. This will lead to a more effective and organized search, while quickly identifying the fire. By locating the fire quickly, we will better be able to determine our tactical priorities and rescue priorities (do we remove the victims from the fire or remove the fire from the victims).

The TIC will enhance the ability to maintain crew accountability by increasing the vision capabilities of the operator/Company Officer. This will ultimately lead to enhanced firefighter safety while working in a hostile environment. This does not replace the accountability tasks required of the officers and each individual operating on the fireground. It remains imperative that all teams stay together in complex situations and/or structures in order to enhance safety and survival.

While the TIC may enhance the operation of the crews on the fireground, it is imperative to realize, that with any tool, there are limitations. TIC deployment into the operation should not propagate a sense of security. Crews and TIC operators must be aware that the TIC may malfunction and sole reliance on the camera is not prudent firefighting. Additionally, it should not replace or violate the core of our experience, training, safety procedures, or standard firefighting practices/principles. As always, safety must be the top priority.

Use a side to side and up and down motion during operation.

Sudden white out of a scene may signal rapid increase in room temperature with flashover imminent or occurred. The image sensor will detect reflections from glass, mirrors, and polished or painted surfaces. The actual source of the image may be directly opposite that point.

Maintenance

After each use, inspect the TIC for structural, heat, and/or chemical damage to the case or lens. Carefully examine all mechanical hardware to ensure no screws are loose or missing. Clean all external surfaces by wiping with a solution of mild detergent and warm water. Dry with a soft, lint-free cloth to avoid scratching the optical surfaces. Ensure to recharge the battery after each use.

CAUTION: Do not use solvents or paint thinners to clean the TIC, as they could permanently mar the surface or degrade the protective properties of the casing.

Section III-13

Ground Ladder Operations

Purpose: To establish guidelines for the deployment of ground ladders during fire operations.

Scope: Guidelines shall be followed any time ground ladder operations are implemented for the use of life threatening situations, when access to a structure is necessary, and/or when a ladder is utilized during ventilation operations.

Guidelines:

There are three key reasons for laddering a building during firefighting operations:

1. Life

- Victim safety: rescue
- Firefighter safety: provide rescue access and means of emergency egress when conventional exits are compromised by fire extension or heat build-up

2. Access

- Entry to structure
- Access to roof, decks, porches, etc.

3. Ventilation

- Must ladder every occupied floor or floor where operating
- Use of ladder to ventilate a window

Portable (Ground) Ladders

The Three Star Fire Department utilizes various types of ladders for different applications: straight ladders, extension ladders, folding “attic” or “scissor” ladders, and roof ladders. Each ladder has its overall length marked on the rail. In our inventory we carry a 10’ folding ladder on BT-3; a 10’ folding ladder, 14’ roof ladder, and a 35’ extension ladder on E-32; and a 14’ wall ladder and 24’ extension ladder on E-31.

Climbing angle for a ground ladder is approximately 65 to 75 degrees. This should provide the firefighter with the maximum strength and stability. An angle steeper than 75 degrees increases the likelihood of the firefighter falling from the ladder and sustaining injuries. Ladders angled less than 65 degrees require a reduction in the maximum load placed on the ladder.

A simple formula used to determine proper ladder angle is to place the base of the ladder at a distance from the object equal to $\frac{1}{4}$ the total working length of the ladder. The

working length is defined as the distance from the base of the ladder to the top of its support.

Each and every Three Star Fire Department ground ladder will be inspected annually.

Ladder Placement

Proper placement of the tip of the ladder provides for easier and safer mounting and dismounting of the ladder and it allows the firefighter to maintain balance by providing a handhold.

- Place at a window - tip shall be slightly above sill to allow for the unimpeded access and egress.
- Place at a roof - tip shall be no less than 3' above the roof.

In order to prevent slippage of the butt or movement of the tip of a raised ladder, it is important that the ladder be properly supported, or footed, by a firefighter.

When the portable ladder has been raised and placed into position, the assigned firefighter will climb on the balls of his/her feet near the arch. The underside of rails or beams is grasped with the hands or the firefighter may grasp the rungs. Climbing is done in a rhythmic and smooth manner, never jerky or bouncy. If a tool is being carried up by the firefighter, then it must be balanced in one hand while the other hand is used to grasp the rails so as to never lose contact with them.

During cold weather it is essential to be alert to ice forming on the ladder and on the ground, making climbing and stability significantly more hazardous.

If work is to be performed from a portable ladder, then the firefighter should use either a leg lock or a life belt for maximum stability and safety.

When climbing, firefighters should visually inspect the ladder as they ascend. This will help ensure that the locks (or "dogs") are properly deployed and will help identify any other potential problems or defects.

When raising or lowering portable ladders (regardless of whether at a fire scene or on the training ground), it is essential to do so with enough personnel so to prevent injuries and safely position the ladder. After the ladder is in place, the halyard must be secured so not to impede the climber.

When using ladders to rescue people, they need to be assured that help is on the way and that they should not attempt to either touch or climb down the ladder until the rescuing firefighters have scaled the ladder to provide assistance.

Always be alert to and aware of overhead wires and exercise extreme caution when raising and lowering portable ladders.

Firefighters should position ladders upwind when venting and breaking windows from outside. Portable ladders can be used to break windows for the purpose of ventilation or rescue by raising the ladder to the height of the window and then dropping it against the windowpanes. When using a ladder to vent, it is important to raise it to a height equal to the top third of window in order to minimize glass shards traveling down the rails.

Extension ladders should **never** be positioned upside down, as this can cause the ladder to slip, and the lock assemblies cannot function properly.

The ladder must be set on a firm foundation. Before climbing, check for stability and ensure that the ladder does not wobble. When operating on uneven ground, use a wedge to stabilize ground ladders.

Ladders should never be ascended when placed against windowpanes, sashes, loose boxes, barrels, or other surfaces that may break or collapse.

Always face the ladder when ascending or descending.

Do not climb higher than the third rung from the top of either a straight or extension ladder.

Resist the temptation to overreach. It is better to get down and move the ladder.

When using high ladders, it is advisable to securely lash or otherwise fasten the top of the ladder to prevent slippage, when and where possible.

The hooks on roof ladders should be checked periodically to ensure that the bolts are secured on the hooks or that the hooks have not been bent or otherwise deformed.

Both metal and wooden ladders (under certain conditions) can conduct electricity.

When placing a metal ladder against a building with aluminum siding, release the ladder before contact is made with the building. There have been occasions where aluminum siding was energized due to faulty electrical service damaged by fire conditions. Firefighters should avoid becoming a part of the electrical circuit and receiving an electric shock.

After a portable ladder is utilized it will be returned to the apparatus exactly how and where it was prior to being removed. Personnel shall ensure that the ladder bed lock is secured when a portable ladder is returned to the apparatus.

No portable ground ladder shall ever be removed or relocated from outside the fire building unless all interior operations have been terminated and the Incident Commander has confirmed that all emergency responders and victims are present and accounted for.

Section III-14

Radio Guidelines

Purpose: To establish standard guidelines when communicating on hand-held, mobile or, base station radios.

Scope: Guidelines shall be adhered to by all personnel responsible for operating hand-held, mobile, base station radios. It is imperative that proper equipment operation be followed at all times and discipline be maintained while transmitting voice traffic.

Policy:

Three Star Fire Department has the capabilities to communicate on several frequencies. The Common Fire Channel (Channel 1) and Three Star Fire Department's private Channel (Channel 3) is most commonly used. There will be incidents when we may deal with mutual aid companies on Mutual Aid Fire Channel (Channel 5) or other county frequencies. It is imperative that strict radio discipline be exercised on any and all channels at all times. A list of frequencies programmed in most radios is listed at the end of this section.

Each person will be issued a hand-held radio. Strict radio discipline shall be adhered to at all times. Any abuse of this guideline will result in appropriate discipline, not excluding possibility of hand-held being turned in.

Use of all Three Star Fire Department radios (including the base station, apparatus, and hand-held portable radios) must be in accordance with all Federal Communications Commission (FCC) rules and regulations governing their use. Personnel with a radio installed in privately owned vehicle are not exempt from following these guidelines.

Each person entering and departing the fire district should make other Three Star Fire Department personnel aware of this by communicating such over Three Star Channel 3. If returning to district while Three Star Fire Department is actively on a call, request to assist shall be made to the Incident Commander.

No member will yell, scream, or use inappropriate language while using department radio equipment to transmit on FCC regulated/monitored frequencies. All radio messages must be transmitted in a clear, concise, and professional manner in order to communicate efficiently while avoiding any confusion. It is essential to avoid unnecessary messages and/or the use of "run on" sentences. Personnel should also be alert to the possibility of background noises when transmitting.

Firefighters and officers must always use the appropriate identifier, either their own individually assigned number (301, 315, etc.), apparatus identifier (Engine 31, Brush Truck 3, etc.), or their riding assignment identifier (Nozzlemen, Engine 32 Officer, etc.). When personnel utilize a radio, they will identify the destination the message is being

directed to and their identifier and whatever other message is being transmitted, i.e. "Command this is 315, request a pike pole for overhaul in upstairs bedroom to the left".

When using the radios, one must yield to officers unless either an emergency or urgent situation exists and then the appropriate guidelines must be followed.

Dispatch Guidelines

Efficient and professional communications is essential, as it can impact the success or failure of any firefighting and/or rescue operation. The difference between life and death could very well depend on the effectiveness of dispatch. The following guidelines will be observed each and every time a call for service is received:

1. Upon receipt of any tone for Three Star Fire Department, acknowledgment of the call must be made. Any Officer responding shall acknowledge dispatch **ONLY** after completely understanding the type of incident, location, and any other amplifying information. Under no circumstances will any Three Star personnel acknowledge receipt of a call if any of the call is unclear. If no officers are in district, or it is unknown who is in district, senior firefighter in district shall acknowledge. Senior firefighters, normally drivers of apparatus, shall acknowledge only after completely understanding the type of incident, location, and any other amplifying information.
2. Acknowledging a tone from out of district is strictly prohibited.
3. After acknowledging the call on Channel 1, each responding unit shall announce receipt on Three Star Channel 3 (315 responding to the station).
4. Do not tie up frequency with unnecessary traffic. When transmitting information over the radio, keep it short and concise, ensuring vital information only is passed.

Responding to Call

1. The Officer of each apparatus departing the fire station shall notify dispatch of identifying apparatus number along with number of personnel (i.e. Central Dispatch from Engine 32, Engine 32 responding to (location) with 5 personnel).
2. Upon arrival, the officer of each apparatus will notify Central Dispatch that they are on-scene. If apparatus is first on-scene, Officer will take Command and give a disposition of scene. A quick assessment or scene size-up from the Incident Commander is critical. If additional resources are required, the Incident Commander shall notify Central Dispatch immediately.
3. Each consecutive apparatus enroute or reporting on-scene shall follow above guidelines. Upon acknowledgement from Central Dispatch, the Incident Commander shall have all Three Star Fire Department shift to Three Star's working channel for direction, coordination, and any other instructions. Drivers and officers must monitor radio traffic and communications while responding to all incidents. These communications are an integral part of their size-up process and will provide vital

information about the conditions at the scene. The Lieutenant or Acting Officer must be aware of transmissions related to problems that may be encountered at the scene, such as water supply problems, people trapped, location of the fire, heavy smoke condition, etc. It is the Incident Commander's responsibility to continuously monitor Tipton County Fire Channel 1 and to pass vital information back to Central Dispatch.

4. All communications on-scene shall take place on Three Star's working channel (Channel 3) unless otherwise directed by the Incident Commander. If working with Mutual Aid companies, another frequency may be directed.
5. Upon completion of the emergency, the Incident Commander will radio Central Dispatch and inform them that all Three Star Fire Department Apparatus are enroute back to the station and that command is being terminated.
6. The last apparatus back in station shall report to Central Dispatch that all units are back at station.

Mayday, Emergency, and Urgent Situations

In the event of certain emergencies or urgent situations, there are a series of special guidelines designed to alert Incident Commanders, officers, and other firefighters to limit or halt communications. It is absolutely essential that all personnel are aware of these guidelines and alert to their use. Failure to yield the radio frequency during a MAYDAY or Emergency can be potentially tragic. When the following guidelines are used, all non-critical radio traffic must come to a halt as explained below. This will allow the Incident Commander to efficiently manage the situation.

Mayday

In the event of a MAYDAY (trapped, lost, seriously injured, or immobilized firefighter; impending structural collapse, etc.), the firefighter should transmit (on the designated working channel) their radio identifier with the word MAYDAY repeated twice (example: "315 with a MAYDAY, MAYDAY!" or "Nozzle Team 1 with a MAYDAY, MAYDAY!"). Upon hearing a MAYDAY all units must immediately cease all non-critical radio broadcasts to allow incident command to communicate with the firefighter(s) in danger and to better manage the MAYDAY situation.

Emergency

In the event of an EMERGENCY, (less severely injured/ambulatory firefighter, location of injured or trapped civilian, notification of structural deterioration or other serious hazard, etc.), the firefighter should transmit on designated working channel their radio identifier with the word EMERGENCY (example: "315 with an EMERGENCY!" or "Engine 31 Officer with an EMERGENCY!"). Upon hearing an EMERGENCY call all units must immediately cease all non-critical radio broadcasts until the incident commander has addressed the emergency situation.

Urgent

In the event of an URGENT, (important tactical information, declining water pressure, disrupted water flow, or other critical issues that can impact operations), the member should transmit on designated working channel their radio identifier with the word URGENT (example: “315 with an URGENT!” or “Engine 31 Officer with an URGENT!”). Upon hearing an URGENT all units limit non-critical radio transmissions until the incident commander has addressed the urgent situation.

No user of the radio will intentionally cut out another user (from Three Star Fire Department or another Fire Department) of the radio system. It is also very important to know Three Star Fire Department is not alone when using these radio frequencies. We are constantly being monitored and the level of professionalism on the radios is a reflection of our entire department!

Frequencies that are programmed into our two-way handheld and mobile radios:

<u>Channel #</u>	<u>Frequency Title</u>
1	Tipton County Fire
2	Tipton County Fire –TA
3	Three Star Fire Department
4	Three Star Fire Department – TA
5	TN Mutual Aid
6	Tipton Ambulance Munford Fire Department
7	Covington Fire Department
8	Department
9	Hospital Wing - 205
10	Hospital Wing - 280
11	Hospital Wing - 340
12	Fayette County Fire Fayette County – Fire
13	Ground Channel 3
14	Shelby County Fire Shelby County Fire –
15	Fire Ground Channel 3
16	Tone Only (Tipton Fire)

Section III-15

Mutual Aid Guidelines

Purpose: To establish apparatus and operation guidelines when responding to a request from another agency for Three Star Fire Department assistance.

Scope: This policy applies to all personnel and apparatus when mutual aid is requested. The Three Star Fire Department will respond to assist other jurisdictions requesting support and or assistance when that request comes through Tipton County Central Dispatch. The Fire Department or jurisdiction requesting the response will be in command at the emergency. All responding Three Star personnel, however, will follow the orders and directions of the Officers of the Three Star Fire Department at mutual aid responses. Senior officer responding shall coordinate directions from the agency requesting mutual aid.

Policy:

Members of the Three Star Fire Department, except the Chief and Assistant Chief, are expressly prohibited from operating their personal vehicle to any mutual aid call unless directed by an officer. As with other responses, all personnel must respond first to firestation and only then proceed to the incident with the appropriate Three Star Fire Department apparatus. The Chief or their designee will select a crew to respond with the apparatus and they will also ensure that an appropriate number of firefighters remain within the Three Star Fire District. The Chief or Assistant Chief may elect to transport additional firefighters to the mutual aid incident via privately owned vehicle.

The officer in charge will ascertain from Central Dispatch or the requesting agency Three Star Fire Department's primary assignment for any mutual aid call.

Any mutual aid request will have the following response, depending on the availability of the Officers, and specific request being made:

1. Chief or Assistant Chief, or
2. Captain or Lieutenant in charge of responding apparatus.
3. The crew assigned to respond. The Chief or Assistant Chief, Lieutenant, or Acting Officer in charge may elect to assign personnel.

It is imperative, however, that if Three Star Fire Department is short of firefighters or apparatus, the Chief or senior officer should request a mutual aid standby for Three Star Fire district and that no more than fifty percent (50%) of the department leave the district.

Three Star Fire Department personnel shall not act outside of our normal mutual aid response or outside of duties as ordered by Officers, nor shall they act outside of the ICS

at any time during a request for mutual aid. All Three Star Fire personnel shall perform requested duties and nothing more without consent from the Officer/Acting Officer or the requesting agency. If any Officer or Acting Officer observes personnel not originally assigned to respond at the mutual aid incident scene, then they should immediately order the firefighter(s) to return back to Three Star Fire district and then notify the Chain of Command. Freelancing is strictly prohibited!

Response Guidelines: Officer in charge will ascertain from Central Dispatch or requesting agency what primary purpose our responding units will be utilized for, and determine what will respond according to purpose.

Structure Fire: Tanker 31, Brush Truck 3, Engine 31

Vehicle Fire: Engine 31, Tanker 31

Brush, Trash Fire: Brush Truck 3, Tanker 31

CO & Other Gas or “Odor” Calls: Engine 31, Tanker 31

Power Line Incidents & Other Service Calls: Brush Truck 3, Engine 31

Automobile Accidents (including extrication calls): Rescue 3, Engine 31

EMS: Brush Truck 3

Haz-Mat Calls: Engine 31, Tanker 31

Requesting Mutual Aid Guidelines: Request for Mutual Aid shall be made through Tipton County Central Dispatch when the Incident Commander/Lieutenant/Officer in Charge anticipates additional resources will be necessary.

Mutual Aid requests should be requested immediately or automatically on any structure fire, extrication, hazardous materials spill(s), or whenever Three Star Fire Department personnel are not available (day time), or resources are anticipated to be exhausted.

At no time shall anyone disregard Mutual Aid dispatched by Central Dispatch until a complete scene size-up has been made and it is certain the situation can be handled by resources available at the scene. When the Tipton County ambulance service, Munford or Covington Fire Department assistance is considered not needed, they may be disregarded at their own discretion.

Section III-16

Rapid Intervention Team

Purpose: To establish guidelines for Three Star Fire Department personnel called upon to perform the demanding function of the Rapid Intervention Team (RIT) in accordance with NFPA 1500, 6-5. To provide a minimum crew(s) of two (2) trained personnel to establish on the fire ground for the primary purpose of being readily available to initiate rescue in any incidents involving trapped, lost, missing, or disoriented firefighters. To operate in the safest manner possible to rescue, remove, and resolve the firefighter(s) hazardous situation.

Scope: This guideline applies to any situation where a firefighter or group of firefighters find themselves in an IDLH environment (collapse, structure fires, major accidents, airplane crashes, hazardous materials situations, etc.) while operating on the fire grounds. It is not limited to structure fires. These guidelines apply to all personnel operating on the fire ground as a RIT member.

The Incident Commander will call for mutual aid (if not already accomplished) for purposes of performing RIT operations.

The Incident Commander will call for Ambulance services.

Policy:

The RIT shall:

- be permitted to be flexible based on Fire Department-special conditions, type of incident and size, and complexity of operations. The Incident Commander shall evaluate the situation and the risks to operating crews and shall provide (1) one or more Rapid Intervention Teams, depending on the needs of the incident.
- assemble near, but not directly at the command post, so that a visual contact with the Incident Commander and can be maintained during the incident. The RIT leader shall attempt to make a face-to-face contact with the Incident Commander.
- stage so they can see at least (2) two sides of the building structure, or incident. Larger incidents may require more that (1) one RIT at opposite sides.
- not participate in any other fire ground operations that would preclude them from quick deployment. Assisting is allowed at no expense to their mission.
- be equipped with them the following equipment, as available: SCBA, radio, thermal imaging camera, forcible entry tools, hand lights.

- make entry at the at the quickest, closest, and safest point, based on last known location of lost, missing, injured, trapped, or disoriented firefighter(s).
- maintain radio contact with the Incident Commander and firefighter(s) in distress.
- use the Personnel Accountability system.
- look for evidence of building structures or locations that were described by the firefighter(s) in distress.
- listen for sounds of PASS alarms, SCBA low flow alarm (See Section II-3), shouts of help, tapping sounds once entry is made.
- be alert and look for equipment that may have been used by firefighter(s) that will assist in locating firefighter(s) in distress.

When firefighters are located, the RIT shall:

- turn off PASS alarm.
- notify the Incident Commander that firefighter(s) have been located and give best-known location.
- check firefighter(s) for breathing. If not breathing, remove firefighter(s) immediately by the most expedient means available. If breathing, check SCBA air supply.
- attempt to drag, carry, and or extricate firefighter(s) to safe position.
- if firefighter(s) must be abandoned temporarily, activate his/her PASS device, use search rope in place while you relocate to a safer position. Abandoning should be last resort.

Section IV

EMS Operations

- IV-1 EMS Operations
- IV-2 **First Responder Protocol (Under Construction)**
- IV-3 Automated External Defibrillator (AED) Policy
- IV-4 Do Not Resuscitate Guideline

Section IV-1

EMS Operations

Purpose: To establish general guidelines for the response and management of Three Star Volunteer Fire Department personnel to emergency and non-emergency situations involving provision of medical care.

Scope: Three Star Volunteer Fire Department provides EMS services under the direction of the Baptist Memorial Hospital - Tipton Ambulance Service and its Medical Director. Individual EMS personnel will be under the direction of the Three Star Fire Department EMS Officer. Basic Life Support (BLS) medical care and stabilization will be provided consistent with the scope of practice of the certified EMS provider. Advanced Life Support (ALS) protocols may only be practiced by Three Star EMS providers with the express authorization of the Medical Director or his designee.

Policy:

At EMS assist incidents, Three Star Volunteer Fire Department apparatus and personnel remain under the command and control of the Chief of Department and his/her Officers until the arrival of Tipton County ambulance service. Upon arrival, Three Star EMS personnel will provide a comprehensive report to ambulance service staff and then further assist ambulance service personnel as they assume patient care.

Personnel – All personnel responding to an EMS call must be at least CPR/AED certified. Each EMS response must include a minimum of one person who is a licensed First Responder. Upon arrival at the fire station, certified First Responders, EMT's and Paramedics have priority over those only CPR/AED trained, to respond to the call. Wherever possible, but not at the cost of delaying response, at least one EMT should respond if available, otherwise licensed First Responders should respond. A minimum of two (2) personnel should respond to all calls. Typical EMS responses should include a maximum of four (4) responders. However, if the situation warrants additional personnel, responding officers can request and direct responders accordingly. The four responder policy indicated previously does not include the Chief, Assistant Chief or EMS Officer who have the latitude to respond as deemed appropriate.

Privately Owned Vehicles (POV) will not be allowed on EMS scenes unless specifically directed by the senior officer on the incident. The exception to this rule is that the Fire Chief, Assistant Chief or EMS Officer may respond to the scene as deemed appropriate.

Apparatus Response

Rescue 3 is the primary response unit for all EMS calls within the Three Star Fire Department Fire Management Zone. This policy can be revamped by senior officer responding to the incident or Incident Commander (IC) at the scene if it determined that additional support is needed.

Brush Truck 3 is the primary response unit for Mutual Aid EMS incidents.

Rescue 3 will respond to all vehicle accidents with or without entrapment, regardless of location. Additional personnel should always respond with E31 or E32 for additional manpower unless disregarded by IC on the scene.

Communications

Upon being dispatched to an EMS incident acknowledgment of the incident dispatch must be made. Any Officer responding shall acknowledge the dispatch ONLY after completely understanding the type of incident, location, and any other amplifying information. If any question exists about the location or details, dispatch will be contacted for clarification. Only then will Three Star Fire Department personnel acknowledge receipt of call. If no officers are in district, or it is unknown who is in district, the senior qualified EMS provider in district shall acknowledge the call. If no qualified EMS providers (First Responder, EMT or Paramedic) are available to acknowledge the call, then dispatch will be notified that no qualified First Responders are available and that Three Star Fire Department is unable to respond. This declination of the call will only be done after dispatch activates tones a second time.

The county fire channel (Channel 1) will be used to relay information to the Baptist Tipton ambulance unit responding. If necessary, dispatch will request the ambulance switch to the county fire channel. Proper medical terminology and plain language communications will be used whenever possible to relay patient information. At no time will personal or identifying information (name, initials, etc.) will be given via open-air radio signal. Failure to adhere to this provision may constitute a violation of federal Health Information Personal Privacy Act (HIPPA) laws.

Documentation

EMS REPORTS – At each EMS incident, an EMS report will be completed. The only exception to this policy is where Three Star emergency response personnel had no patient contact and provided no patient care of any kind. An example of this exception would be if Ambulance Service arrives before Three Star units and assumes patient care. Another example would be arriving on the scene of an accident after the ambulance and performing only fire related duties. Assisting the movement of patient to unit is not considered patient care and therefore requires no EMS report. Executing any medical care in support of the ambulance service patient care would indicate an EMS report would be required. However, the incident must be documented utilizing a departmental fire report. All EMS reports will be written on designated EMS Incident Report Forms in triplicate. The back (second) copy should be provided to ambulance personnel on scene where practical for inclusion in patient medical records. When the back (second) copy cannot be provided to the Ambulance Service or in the case where ambulance is disregarded prior to arrival, the copies will be maintained in a locked container at the fire

station. Additionally, each EMS incident will be entered into the designated fire incident reporting system, whether our units arrive at the scene or are disregarded to arrival.

EMS Incident reports will be reviewed for completeness and accuracy by the senior EMS person or highest certified EMS person that made the call.

Medical care documents are legal instruments subject to subpoena in legal proceedings. As such, documentation must be as complete as circumstances allow. To ensure comprehensive and correct reporting of events on EMS incidents, the senior medically qualified individual on the EMS incident is responsible for completing EMS reports. Though vital signs, history and personal information may be acquired by a junior qualified provider, narrative description of incident is the responsibility of the senior qualified provider. Allowing a junior qualified provider to complete the narrative does not dismiss the senior provider from responsibility for its contents. The senior provider must review and indicate concurrence by signing the report.

Supplies – Most supplies, such as bandages, oxygen mask, cervical collars, etc. will be restocked on as used by Baptist Tipton ambulance service. If the unit is unable to restock on scene, most extra supplies will be available at the fire station. It is the EMS response crew's responsibility to restock after each and every call. The EMS Officer must be notified if any supplies cannot be restocked immediately after an incident. Action can then be taken to obtain restock from the Ambulance Service. EMS Officer should also be made aware of supplies being removed from the EMS supply cabinet. Do this by placing a note in the mailbox for the EMS Officer.

Disregarding an ambulance – In the event a patient refuses transport and treatment prior to the ambulance arriving or the medical exam does not dictate transport, the responding EMS crew may advise the ambulance so. The senior EMS provider or officer on the scene will advise the ambulance crew via open-air radio of the patient's condition, including vital signs and any complaints/mechanism of injury or nature of illness. It will then be left to the ambulance crew's discretion whether to continue their response or to disregard.

Attire – Turnout gear will be taken, but not necessarily worn, on every call. Everyday attire is preferred for medical calls at private residences. If clothes are dirty or excessively worn, wear turnout gear. Full turnouts will still be required for all vehicle accidents and extrication calls until deemed safe by Incident Commander.

Personal Protective Equipment / BSI – Latex gloves will be worn on all medical calls and in any situation where there is a possibility of contact with blood and / or body fluids. Where indicated, responders should consider wearing surgical masks. Care will be taken to minimize exposure to all bodily fluids. Should contact be made with bodily fluids, responder should use waterless cleaner from medical bags to perform gross decontamination on the scene. Completely sanitize exposed areas and equipment on return to station. (Section II-7 Infection Control).

Traffic Accidents – On arrival of responding units to traffic accidents, Three Star EMS responders will first assess the scene to ensure scene safety. Thereafter, a rapid triage of possible injuries will be conducted to determine which patients require immediate attention. Pending arrival of Ambulance Service, the senior EMS provider on scene will direct patient care, ensuring a minimum of one licensed EMS provider remains with patient(s) at all times. This will ensure continued assessment of patient status and prevent patient abandonment.

Personal Information Protection – No patient information shall be shared with anyone other than those directly involved with the patient care. This is to ensure the patient's right to privacy and to conserve his/her personal dignity (See Section I-12).

Responsibilities:

It is the responsibility of each EMS provider to communicate any problems or concerns experienced on any emergency call with the Fire Chief, Assistant Chief and/or EMS Officer.

It is the joint responsibility of all EMS providers, Fire Chief, Assistant Chief and EMS Officer to ensure all personnel comply with the guidelines established herein and that all certifications are kept current and on file.

All personnel are expected to provide the same level of care that a person with similar training would provide under similar circumstances. All licensed EMS providers are expected to use knowledge and skills to the best of your ability under the circumstances of the emergency situation. This is known as the standard of care and it is incumbent upon each provider to maintain the highest standard.

The scope of care the EMS provider gives is defined by the level of training obtained, as well as EMS protocols established by the Tipton County EMS Director and Three Star Fire Department EMS Supervisor.

When responding to emergency situations, all members will respond swiftly and safely, obeying all guidelines as set forth in this manual. Upon arriving on the scene, personnel will make certain that the scene is safe and when called to do so, assist in other activities at the scene, always adhering to the scope of their training. Personnel will gain access to the patient in a swift but safe and coordinated manner. When the situation dictates, special rescue or other access tools should be deployed in an orderly and safe manner but only by qualified operators.

Patient assessments and requisite care should always be done with safety in mind. The scene must be safe and all firefighters and officers must use all practical safety measures to ensure they are protected from injury and disease. Personnel must always exercise BSI (Body Substance Isolation) when rendering medical assistance or facilitating access to an injured or ill individual (See Section II-7).

All trauma patients shall be treated for suspected spinal and neck injury, unless otherwise indicated. Following Airway, Breathing and Circulation, Spinal Immobilization must be made a priority. Disentangle, free, lift, and move the patient only if you can do so without causing additional injury to the patient and yourself. Carefully stabilize, package, and only then properly transfer the patient to the responding EMS Unit.

Section IV-2

First Responder Protocol Under Construction

Purpose: To establish guidelines

Scope:

Policy:

Section IV-3

Automated External Defibrillator Policy

Purpose: To establish guidelines to be followed when a cardiac arrest is confirmed and Automated External Defibrillation (AED) operations is appropriate.

Scope: Only Three Star Fire Department personnel who have successfully completed the required training course will be permitted to provide the care outlined in these protocols.

Policy:

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The AED shall be used for patients older than 8 years of age or weighing more than 55 pounds in confirmed cardiac arrest.

The Ambulance Service responding must be advised immediately of a confirmed cardiac arrest. This information must be relayed to the appropriate EMS agency.

1. Assess the **A**irway.
2. Assess **B**reathing.
3. Assess **C**irculation.
4. If no pulse, perform CPR until **AED** is attached.
5. Stop CPR and press “analyze”. **DO TOUCH, MOVE, OR PERFORM CPR!**

If no shock is indicated, check pulse, continue CPR for one minute, check pulse again, and then reanalyze.

6. If “shock indicated” defibrillate up to 3 times if needed.

If “stack” of three shocks is interrupted by a “NO SHOCK INDICATED” message then check pulse, repeat one minute of CPR, check pulse again, & then reanalyze. After three “NO SHOCK INDICATED” messages, repeat “ANALYZE”

7. Check pulse.

If pulse is present, support airway & breathing. Continually reassess ABC's until arrival of the Ambulance Service.

NO PULSE

8. CPR for 1 minute.
9. Check pulse. ***If absent:***
10. Press "ANALYZE"
11. Defibrillate up to 3 times if needed.
12. CPR for 1 minute.

Check pulse. ***If absent:***

13. Press "ANALYZE".
14. Defibrillate up to 3 times if needed.
15. Continue CPR until arrival of EMS, or return of spontaneous circulation.

If at anytime the patient regains a pulse but is not breathing, perform rescue breathing.

Training

Training must be ongoing in order to instill and maintain knowledge and skills regarding CPR and AED use. Personnel trained in AED response and use will have annual updates to ensure the ability to adequately operate the equipment, should the need arise. An approved training program will be utilized for recertification and refresher courses.

Maintenance & Checkout Guidelines

The Three Star Fire Department requires weekly maintenance checks of the AED equipment. Personnel performing equipment inspection must complete a check of the AED during weekly equipment/apparatus checks. The EMS Captain is to be immediately contacted if any equipment needs replacement or maintenance.

All AED's shall have certain medical supplies provided with them. These supplies shall include: two sets of AED pads in sealed package, pocket mask with one-way valve, examination gloves, razors, and absorbent gauze or hand towels.

After a cardiac arrest occurs, it is critical to get the AED back into service as soon as possible. However, before putting AED back into service, the Chief, Assistant Chief, and EMS Captain will be notified immediately. The EMS Captain will obtain all data from

the AED, using computer programming, and ensure all equipment is returned in ready condition. This includes:

- Check and replenish supplies as appropriate (includes electrode pads, towel, razor, barrier device, and disposable gloves).
- Clean and disinfect
- Check the battery and replace if needed
- Check the device housing for cracks or other damage
- Return the AED to its designated place with appropriate supplies.

The EMS Captain will order supplies as needed.

Section IV-4

Do Not Resuscitate Guidelines

Purpose: To establish guidelines for Three Star Fire Department First Responders to utilize when determining whether or not to resuscitate or provide medical assistance to the terminally ill patient.

Scope: A living will is a written document drawn up by a patient, a physician, and a lawyer. Similar documents are also drawn up, called advance directives, advance directives to physicians, durable power of attorney for health care, or do not resuscitation (DNR) orders. Living wills are often written when a patient has a terminal condition.

Resuscitation is a medical procedure which seeks to restore cardiac and/or respiratory function to individuals who have sustained a cardiac and/or respiratory arrest. "Do Not Resuscitate" ("DNR") is a medical order to provide no resuscitation to individuals for whom resuscitation is not warranted.

Cardiopulmonary resuscitation ("CPR") is the common term used to refer to resuscitation. However, the options available to treat very sick patients are broader than CPR as literally defined. Other options include intensive care, antibiotic therapy, hydration, and nutritional support. Appropriate comfort care measures should be employed for all patients, especially terminally ill patients.

Policy: DNR orders given to Three Star Fire Department shall invoke a protocol hereinafter referred to as the DNR Protocol. The DNR Protocol requires that emergency care and other health care providers:

- Confirm the presence and validity of DNR order and the Patient's identify.
- Will notify medical control (ambulance service) and the attending physician.
- **WILL** suction the airway, administer oxygen, position for comfort, splint or immobilize, control bleeding, provide pain medication, provide emotional support, and contact other appropriate health care providers.
- **WILL NOT** administer chest compressions, insert an artificial airway, administer resuscitative drugs, defibrillate or cardiovert, provide respiratory assistance (other than suctioning the airway and administering oxygen), initiate resuscitative IV, or initiate cardiac monitoring.

Procedures:

NOTE: If DNR has been validated, Three Star Fire Department must honor all living wills, directives, and orders.

1. Perform routine patient assessment and resuscitation or intervention until valid DNR is confirmed.

2. Locate original DDNR order form:
 - a. Private Residential Settings (must be TN DNR form):
 - 1) Patient's bedroom door
 - 2) At the patient's bedside
 - 3) On the refrigerator
 - 4) In the patient's wallet
 - 5) On the patient (EMS DNR bracelet or necklace)
 1. Assure DNR order is valid and has not been revoked
 - 6) Valid forms must be intact and not defaced.
 - a) Must see the original intact form (or approved alternate identification on the patient):
 - b) Tennessee DNR Form.
 - 7) Revocation – The following people may revoke a DNR order:
 - a) The patient by destroying the DNR form or the EMS DNR order or by verbally withdrawing consent to the order.
 - b) The person authorized to consent on the patient's behalf.
 - c) A physician who is physically present at the patient's side.
 3. Make a good faith effort to verify the patient's identity and assure patient's identity matches that on the DNR order form. Verification may be confirmed by photo identification or come from those present on the scene (i.e., patient's family, friends, or health care providers).
 4. Patients in respiratory or cardiac arrest – withhold or withdraw the following treatments:
 - a. Artificial ventilation
 - b. CPR
 - c. Defibrillation
 - d. Endotracheal intubation or Combitube utilization
 - e. Cardiac resuscitation medications
 5. Appropriately treat patients who are not in cardiac arrest:
 - a. Airway open (no artificial ventilation, Combitube or endotracheal intubation)
 - b. Suction
 - c. Oxygen
 - d. Control of bleeding

- e. Make patient comfortable (i.e., patient positioning) and be supportive
 - f. IV fluids and/or pain medication by protocol (ALS only)
 - g. Contact On-Line Medical Control if questions or concerns arise
 - h. Assure that the DNR order accompanies the patient if transported
6. If patient has expired:
- a. Notify the police department through Central Dispatch Communications
 - b. Complete the patient care report form and note:
 - 1) What type of DNR order was utilized (i.e., DNR form, DNR bracelet or necklace, direct order from physician or other DNR order)
 - 2) DNR order number
 - 3) Patient's attending physician
 - c. Comfort family members and be supportive
 - d. Preserve the scene and await arrival of law enforcement
7. Special considerations:
- a. If the family becomes confrontational, insisting on resuscitation and demanding attempts regardless of a valid DNR order, begin CPR if needed and move the patient to the ambulance for transport. Contact Medical Control for further instructions.
 - b. In cases where no valid DNR order exists and CPR and resuscitation are indicated, resuscitate patient according to protocol. If the family becomes confrontational, demanding resuscitation be stopped, call for law enforcement. If the family interferes with resuscitation or threatens physical harm, stop the resuscitation. Seek a safe environment and await law enforcement.

Section V

Special Operations

- V-1 Hazardous Materials
- V-2 Helicopter Operations

Section V-1

Hazardous Materials

Purpose: To establish tactical and strategic guidelines to be executed when responding to possible or confirmed hazardous materials spills, leaks, and fires.

Scope: These guidelines pertain to all Three Star Fire Department personnel when called to perform emergency services dealing with hazardous materials.

Policy:

Three Star Fire Department personnel are not trained or equipped to handle hazardous material incidents at this time. Incident Commanders must immediately request assistance from Covington or Munford Fire Department.

When accidents or fires occur involving hazardous materials, the first priority is the prevention of fatalities and injuries. The prevention of damage to property and of injury to livestock, wildlife and the environment is a secondary priority.

To manage a hazardous materials incident in the safest manner, it is absolutely necessary to know the properties of the materials and the shipping containers involved.

It must be emphasized that no individual can ever be assumed to be an "expert" in this field and that a heavy reliance must be placed on obtaining information from external sources. It must also be stressed that hazardous materials incidents cannot be handled in the same manner as typical firefighting operations. Quick aggressive action is most often inappropriate in a hazardous materials incident and can potentially increase the risk of unnecessary exposure of personnel. Hazardous materials incidents are often time consuming and can be very demanding from an incident management perspective. It is especially critical that all officers and firefighters work within the Incident Command System. All actions taken must be deliberate and planned after properly identifying the substance involved.

It is possible that the affected area, or "Hot Zone," can have such a high degree of hazardous contamination that the only safe course is to essentially seal the outer perimeter and evacuate those who may have been exposed to the material(s). Severe hazards often exist without combustion, smoke, or noticeable fumes.

Use the Department of Transportation Emergency Response Guide (ERG handbook) located in each fire apparatus to identify and ascertain the dangers and characteristics of the hazardous materials involved. The handbook will also contain relevant emergency response information.

If an incident involving hazardous materials happens, **IMMEDIATELY:**

1. Notify Tipton County Dispatch and request Covington Hazardous Materials Response Team.
2. Make initial survey of the scene, determining:
 - What initial actions might be taken while waiting for the Hazardous Materials Response Team. This can be obtained by using the ERG handbook.
 - Location of exposed or potentially exposed people
 - Presence of fire, smoke, or fumes
 - Presence and location of actual hazardous materials
 - Overall condition of the scene, containers, and/or vehicle
 - Wind direction, speed, and the condition of the terrain, including presence of water sources, supplies, and the sewer system, if any
3. Rescue/remove from the Hot Zone any exposed or injured people, if possible. Wearing the proper protective clothing and the utilization of appropriate equipment is paramount. NOTE: PPE issued at Three Star Fire Department is NOT designed for hazardous material emergencies. Plan escape routes before entering the Hot Zone. Personnel are not to be exposed unnecessarily to the materials, smoke, and/or fumes.
4. Make every attempt to identify the specific products, cars, trailers, or containers involved. Identify the hazard class of all materials involved. Truck drivers are required to carry all shipping papers containing this information, or the papers will be kept within the cab of the involved truck. Placards applied to vehicles and/or labels on packages may help in identifying the presence of hazardous materials, but the shipping papers are the best source of on-scene identification information. If these papers are destroyed, the carrier should be contacted to ascertain the exact material or substance being carried.

Use the Department of Transportation Emergency Response Guide (handbook) located in each fire apparatus to identify and ascertain the dangers and characteristics of the hazardous materials involved. The handbook will also contain relevant emergency response information. Incident Commanders should also contact CHEMTREC at (800) 424-9300, which can provide additional information.

5. Do not release any product(s) from containers or attempt to ignite or detonate either the materials or the containers. The use of the thermal imaging camera may help in identifying hazardous levels.
6. The shipper(s) should be contacted for additional information on the product(s) involved. Again, CHEMTREC should be contacted and both CHEMTREC and the shipper should be given the following information:
 - Your name, location and contact telephone number

- Location of the incident
- Carrier involved
- Vehicle reporting marks (car or truck number)
- Placard / label applied on vehicle
- Name of commodity and shipper
- Accessibility
- Weather conditions
- Local population information
- Topographical information
- Availability of water

General Classifications of Hazardous Materials

Following is a list of the general classifications of hazardous materials. DOT classifies chemicals according to their major hazardous characteristics. These are determined by the chemical and physical properties of the chemical involved. Remember chemicals can have more than one hazard and may have multiple hazards.

1. ***Explosives:*** Explosives are any chemical compound, mixture or device used primarily to function by detonation or deflagration. For fires near explosives, every effort shall be made to extinguish the fire before it reaches the explosive. Do not fight fires involving explosives, as an explosion is extremely likely. Some explosives will explode immediately on ignition; others may burn for a period of time before exploding. Products of combustion of some explosives may be poisonous.
2. ***Gases:*** A non-flammable gas is a gas that will not form a flammable mixture in air but may support combustion. These gases may be oxidizers, poisons, corrosives, etc. Certain gases, while classified as "non-flammable" by DOT, have narrow flame ranges. Anhydrous ammonia is an example of this type of gas. There is a possibility that such gases could ignite or flash during an incident under certain circumstances. A flammable gas is a gas that will form a flammable mixture when released in air. Flammable gas vapors can be heavier than air. Do not permit these vapors to enter the sewer system where they can accumulate and ignite. A cryogenic gas is a liquefied gas at a temperature below -328°F . These gases present an extreme cold hazard to the point that they freeze objects to a point of brittleness where impact can shatter the frozen object.
3. ***Flammable Liquids:*** A flammable liquid is any liquid having a flash point below 100°F . The possibility of ignition is greatest for liquids with low flash points. The lower the flash point, the greater the probability that the temperature of the liquid at atmospheric temperature will be higher than the flash point of the liquid. The higher the temperature, the greater the amount of vapor formed and the greater the hazard. Prevent flammable liquid spills from entering the sewer system or waterways as they can easily be ignited at a distance from the actual point of

entry. An empty or partially empty container can be more hazardous than a full one because the vapor air mixture is more susceptible to ignition.

4. **Combustible Liquids:** Combustible liquids are those having a flash point above 100F. Under extreme heat conditions, liquids normally classified as combustible may evolve sufficient vapors to require handling them as flammable liquids. Keep in mind that combustible liquids may present other hazards to health and environmental contamination.
5. **Flammable Solids:** A flammable solid is any material other than an explosive which under normal transportation conditions is liable to cause a fire through friction or retained heat or one that can be ignited readily and burn vigorously. Spontaneously combustible and water reactive substances are included in this class. Spontaneously combustible substances ignite due to retained heat or will oxidize to generate heat and ignite or will absorb moisture to generate heat and ignite. Water reactive solids will chemically react with water to become spontaneously flammable or give off flammable or toxic vapors. Air reactive materials will ignite at normal temperatures when exposed to air. White phosphorous, a flammable solid and poison is an example.
6. **Oxidizers:** Oxidizers are substances that yield oxygen readily and stimulate combustion of organic material. Most oxidizers shipped as liquids will cause fire by contact to combustible material. Organic peroxides heated above their transportation temperatures are likely to explode. If an accident occurs involving refrigerated truck carrying organic peroxides and refrigeration is lost, there is a strong possibility that an explosion will occur. In addition to supplying oxygen, oxidizers have other hazards: some are explosive sensitive to heat, shock or friction, some react with combustible organic materials rapidly enough to cause spontaneous combustion. Most oxidizers will form an easily ignited or explosive mixture when united with finely divided organic materials.
7. **Poisons:** A poison may be a gas or liquid which only a very small amount of gas or vapor from the liquid mixed with air will be dangerous to life. Shipping containers for poisons DO NOT have pressure relief devices. If a poison is involved with fire, the products of combustion may be less hazardous than the poison itself. It may be less dangerous to allow the poison to be consumed in the fire than to extinguish it and be faced with a poison vapor problem. The decision can only be made after a proper hazard assessment. Any water runoff from such fire will have to be contained and tested. Empty poison containers are extremely dangerous due to residue remaining.

Section V-2

Helicopter Operations

Purpose: To establish guidelines to be used when the emergency situation dictates the need for emergency medevac from a helicopter.

Scope: Guidelines pertain to all Three Star Fire Department that may become involved in helicopter operations. Coordination with Tipton County Central Dispatch, Tipton County Ambulance service, and The Hospital Wing is imperative.

Guidelines:

The Three Star Fire Department periodically operates in conjunction with helicopters operated by other emergency service providers. Typically this is for medevac purposes in conjunction with *The Hospital Wing* operating out of Memphis, but may involve any helicopter operating in vicinity and able to render assistance. While helicopters can provide a significant advantage in both medevac and search operations, there are many significant dangers surrounding helicopter operations.

Request for Medevac

The Incident Commander can request “The Wing” from Memphis Medical Center via Central Dispatch or the Tipton County Ambulance service. While not inclusive, any one of the following situations may necessitate a Medevac situation:

- Penetrating trauma to abdomen, pelvis, chest, neck or head
- Spinal cord or spinal column injury, or any injury producing paralysis of an extremity
- Partial or total amputation of an extremity
- Two or more long bone fractures or a major pelvic fracture
- Crushing injury to the abdomen, chest or head
- Major burns of large surface area; burns involving face, hands, feet, or perineum; burns with respiratory involvement; major electrical burns; chemical burns
- When vitals are below prescribed limits as dictated by ambulance service
- Vehicle rollover with unrestrained passengers
- Pedestrian struck by vehicle greater than 10 MPH
- Falls greater than 15 feet
- Motorcycle victims

An accurate location, particularly any large roadways or intersections nearby must be provided. Major landmarks and potential hazards or obstructions should be noted. The dispatchers need this information to plot out the bearing and distance to the chosen landing zone.

The Incident Command, if manpower allows, shall assign a Landing Zone Officer to coordinate the landing. This person shall switch and talk to the helicopter on the proper frequency.

The Incident Commander will be notified what frequency the helicopter is requesting to operate. Normal operating frequencies are: 155.340 Mhz; 155.280 Mhz; 155.205 Mhz. (Section III-14 for complete list of Frequencies)

Landing Zone

When detailed to create a landing zone (or simply “LZ”), a level area 100’ x 100’ square (120” x 120’ at night) must be marked-out by firefighters holding a strobe light, marking each of the four corners. The area should have a maximum slope of 15 to 30 degrees, and must be free and clear of wires, trees, buildings, poles, emergency vehicles, debris, and other obstacles. It is essential to remember that signs, poles, and wires are difficult or impossible to see from the air. If these obstacles are present at or near the LZ, the pilot must be informed of this prior to attempting a landing. When using a highway as an LZ, all traffic must be stopped at least 150’ feet away in both directions. Helicopters typically land into the wind or with no more than a 90 degree cross wind. Vertical take-offs and landings are not routinely attempted. The pilot typically flies at a slight angle.

Safety Guidelines

All Three Star Fire Department personnel operating in and around the LZ must wear PPE, including helmets, eye protection, and turnouts as appropriate. **Due to the strong rotor wash, it is essential that any hats or loose articles of clothing be removed and secured. Helmet chinstraps must be tightly secured.** Smoking is never permitted within 100 feet of a helicopter, nor is running permitted within the LZ.

Never go near the tail rotor of a helicopter or approach one from the rear. Always wait for a signal from the pilot before approaching a helicopter. Due to rotor blade flexibility, always approach helicopters from the front in a crouched stance. Should a helicopter be forced to land on a slope or grade, approach it from the downhill side. Do not attempt to open or close the aircraft doors - the specially trained helicopter crew will do it themselves.

The Incident Commander will be notified what frequency the helicopter is requesting to operate. Normal operating frequencies are: 155.340 Mhz; 155.280 Mhz; 155.205 Mhz.

Section VI

Training

VI-1	Training Requirements & Expectations
VI-2	Required Firefighter Training
VI-3	Requirements for Lieutenants and Chiefs
VI-4	Driving Training & Requirements

Section VI-1

Training Requirements & Expectations

Continuous training is of the utmost importance. The Officers of Three Star Fire Department will ensure that all personnel are adequately trained, utilizing the most proper and current training methods available.

As applicable, the Chief of the Department will appoint a minimum of one (1) Training Officer for the Three Star Fire Department. This Officer should be of, or have been of, Command rank and meet requirements outlined in Section I-3. It is suggested that the training officer be a State of Tennessee Certified Fire Service Instructor. The Training Officer will conduct and/or coordinate training sessions with all Three Star Fire Department personnel in accordance with the training schedule promulgated by the Training Officer and approved by the Chief Officers of the Department. The Training Officer and Chiefs are responsible for maintaining Three Star Fire Department training records. If, in the opinion of the Chief or the Training Officer, additional training sessions are required, then they shall be scheduled. This does not preclude Chiefs, Lieutenants, or other officers from providing training on an informal or “ad hoc” one-on-one basis. The Training Officer will consult with the Chief of the Department as to training topics and priorities.

All Department personnel are encouraged to enroll in and complete Tipton County, State of Tennessee, and other relevant training courses offered by local, regional, state, federal, or other appropriate training bodies and authorities. Prior to enrolling in any training programs or courses, they must first obtain permission from the Chief.

In the absence of a Training Officer, the Assistant Chief will assume all duties and responsibilities.

Section VI-2

Required Firefighter Training

Purpose: To establish minimum training requirements that a firefighter must achieve.

Scope: Guidelines pertain to all probationary firefighters and firefighters of Three Star Fire Department.

Policy:

Successful completion of Basic Firefighter I (FF100) and Firefighter II (FF-200) is required prior to the end of the Probationary Period. A waiver may be given if Firefighter I/II class is not offered during probationary period. Additionally, Probationary Firefighters are expected to attend and participate in the Three Star Fire Department's regularly scheduled twice-monthly training sessions. Failure to successfully complete required firefighter training (that becomes available) or regularly participate in departmental training prior to the end of the six-month probationary period is cause for extension of the probationary period, suspension, or termination from the Three Star Fire Department, as determined by the Chief.

Firefighters interested in achieving Interior qualification must successfully complete Firefighter I/II or the equivalent training as determined by the Chief of Department and the Training Officer. Additionally, prospective Interior firefighters must demonstrate to the Officers a practical understanding and high comfort level with the fundamentals of all interior firefighting evolutions. Finally, they must demonstrate the ability to work in a safe and operationally acceptable manner.

All Three Star Fire Department personnel are also expected to successfully complete the following training courses (or the equivalents) within their first year:

- Three Star sponsored Indoctrination Course
- Firefighter I/II
- SCBA confidence course
- Emergency Vehicle Operating Course (EVOC)
- National Incident Management System (NIMS), IS 700, ICS 100 & ICS 200
- Thermal Imaging Camera (TIC)
- Vehicle Extrication I/II
- CPR/AED
- First Responder

All firefighters must attend at least 70% of Three Star Fire Department scheduled training sessions.

Section VI-3

Requirements for Officers

Purpose: To establish minimum guidelines for Officers of the Command Staff to achieve in order to efficiently and effectively lead firefighters to successful completion of their mission.

Scope: These guidelines are applicable to all Officers of the command staff, prospective Officers and Chiefs, or firefighters desiring to become an Officer.

Policy:

Along with all training requirements outlined in Section I-3 and VI-2, prospective Officers are required to have successfully completed requirements below or their recognized equivalent.

Training in incident command and management is also required and must include the Incident Command System (ICS) NIMS ICS 300 & ICS 400, along with an overview of the leadership skills and tools needed to supervise and command effectively in the fire service environment.

Lieutenants

Each Lieutenant shall meet the following qualifications, **along with all training requirements outlined in Section I-3 and VI-2.** Requirements not being met will be achieved within a specified time frame designated at time of promotion to position:

Leadership I

Leadership II

Managing Company Tactical Operations – Preparation

Managing Company Tactical Operations – Decision Making

Managing Company Tactical Operations – Tactics

Managing Company Tactical Operations – Simulations

Building Construction

Introduction to Fire Department Pumpers

A minimum of 25 hours of additional classes obtained and recognized through any state, county or national level, including college equivalent courses. Conferences attended will be given credit.

Captain

The Captain shall meet the following qualifications, **along with all training requirements outlined in Section I-3, VI-2 and all those listed above for the Lieutenant.** Requirements not being met will be achieved within a specified time frame designated at time of promotion to position:

A minimum of 35 hours of additional classes obtained and recognized through any state, county or national level, including college equivalent courses. Conferences attended will be given credit.

Assistant Fire Chief

The Assistant Fire Chief shall meet the following qualifications, **along with all training requirements outlined in Section I-3 and VI-2 and all those listed above for the Lieutenant and Captain.** Requirements not being met will be achieved within a specified time frame designated at time of promotion to position:

A minimum of 45 hours of additional classes obtained and recognized through any state, county or region.

Fire Chief

The Fire Chief shall meet the following qualifications, **along with all training requirements outlined in Section I-3 and VI-2 and all those listed above for the Lieutenant, Captain and the Assistant Fire Chief.** Requirements not being met will be achieved within a specified time frame designated at time of promotion to position:

A minimum of 65 hours of additional classes obtained and recognized through any state, county or region.

Officers are charged with providing additional training of personnel apart from Three Star Fire Department sponsored programs, both formally and as part of their mentoring duties with Probationary Firefighters. In the absence of a training Officer, the Assistant Fire Chief shall oversee the program and achieve qualification of Certified Instructor I.

Each time an Officer engages in training of personnel he/she shall report to the Training Officer and a Chief Officer detailing such training and the personnel involved.

The Training Officer will maintain copies for his/her files. The only exception to this is in the case of driver training: firefighters participating in driver training are responsible for maintaining their own records detailing their hours and progress. They will make their progress available to the Training Officer or Fire Chief or their designate upon request.

Section VI-4

Driver Training & Requirements

Purpose: Promulgate pre-requisites to qualify as an apparatus driver. Emergency apparatus qualifications are listed in their entirety in **Appendix 3**.

Scope: Applicable to all active members desiring to qualify as an apparatus driver. The Fire Chiefs and the Training Officer are responsible for the quality of the training and the certification of apparatus drivers. All officers are expected to qualify as well as participate in training events.

Policy:

All Three Star Fire Department personnel are encouraged to become qualified as drivers within the first three years of membership. Likewise, all qualified drivers are required to make themselves available for driver training periodically. Prerequisites to become a qualified driver are as follows:

Apparatus qualification will begin with BT-3 and continue in the following order: **R-3, T-31, E-31 and E-32**. Candidates will complete, in its entirety, Appendix 3 before being considered qualified as a Driver.

Pre-requisites: These are only pre-requisites: Qualification requirements are listed in their entirety in Appendix 3.

- Be at least 18 years of age to qualify on BT-3 and must be at least 21 years of age to begin qualification on all other apparatus.
- Possess a valid State of Tennessee Driver's License.
- Be approved for driver training by fire fighter's immediate Lieutenant with the support from the other Officers, as documented in Appendix 3. Final certification will be granted by the Fire Chief.
- Probationary period must be complete.
- Must have a record of safe and reasonable driving time using Driver's Log sheet.
- Must successfully complete Firefighting I/II (FF-100 & FF-200).
- Must successfully complete Introduction to Fire Department Pumpers FF-111.
- Must successfully complete State of Tennessee Emergency Vehicle Operators Course (EVOC)

When conducting driver training, the prospective driver and the driving instructor qualified on the specific apparatus must do all of the following:

- Notify and get approval of the Training Officer
- Contact Tipton County dispatcher and advise them of which apparatus will be used for driver training and for approximately how long

- Log all training conducted, including driving time

Section VII

Equipment Testing & Maintenance

- VII-1 Weekly Apparatus & Equipment Checklists
- VII-2 Equipment Testing Policy

Section VII-1

Weekly Apparatus & Equipment Checklists

Purpose: To establish guidelines for weekly apparatus and equipment checklists to be implemented

Scope: It is imperative that all apparatus and equipment remain in full operational and ready status at all times. Weekly checks will assist Three Star Fire Department identify and take corrective actions on any malfunction prior to apparatus or equipment.

Policy:

It is the responsibility of each designated Three Star Fire Department Apparatus Driver to ensure that all equipment on their assigned apparatus is checked weekly and that an apparatus maintenance form and checklist are properly completed. Drivers are responsible for the overall upkeep and maintenance of their assigned apparatus. The apparatus and the equipment on it are to be kept operationally ready and in perfect working order at all times. Any deficiencies in equipment must be reported immediately to the assigned Apparatus Lieutenant and to the Fire Chief and immediately documented in the respective apparatus maintenance log.

Each Driver or his/her designee will be responsible for completing a weekly apparatus and equipment check list for the apparatus assigned to them.

Individual equipment must be thoroughly inspected and examined immediately following each use. If the equipment is not fully operational then that piece of equipment will be placed out of service. It is the responsibility of the firefighter or Officer discovering the defective nature of the equipment to take it out of service and to notify both the assigned Lieutenant and the Chiefs, who will alert all firefighters.

Not inclusive, some of the operational checks include:

- SCBA
- AED
- Pumps (portable and fixed)
- Generators
- Lights, sirens, and communication equipment
- Any battery operated equipment

Three Star Fire Department equipment will not be loaned-out or removed from the apparatus by any member unless authorized in advance by the Chief.

Section VII-2

Equipment Testing Policy

Purpose: To establish guidelines for operational testing of all Three Star Fire Department equipment to ensure minimum standards are maintained for their safe operation and use.

Scope: Equipment outlined in this guideline is affected by mandatory testing by NFPA, OSHA, manufacturer or Three Star Fire Department standards.

Policy:

All Three Star Fire Department apparatus and equipment must be properly tested and maintained in accordance with OSHA requirements, NFPA guidelines, and manufacturers' standards. A brief summary of testing and maintenance Guidelines follows.

Apparatus

All apparatus must be properly maintained in accordance with the manufacturer's guidelines. This is in addition to the weekly maintenance check, which is outlined in Section VII-1. A trained and certified fire apparatus service technician should be used for all work on Three Star Fire Department apparatus. With oversight by the Apparatus Lieutenant, each individual apparatus will be given a complete preventive maintenance check at least once a year.

Hose Testing

All Three Star Fire Department hose in service on shall be tested annually. The procedure for testing all fire department hose is as follows:

- Hose is connected to the pump of the fire apparatus.
- Hose is to be stretched and the appropriate nozzle placed at the end.
- Each line is to be charged and all air bled from the line by cracking the nozzle.
- Each coupling is to be marked with a chalk line around the hose, as close to the coupling as possible.
- The driver operator will increase the pump pressure on the hose to 250 pounds and will keep the pressure on the line for at least five minutes.
- After five minutes, the driver operator will decrease the pressure gradually and the hoses are to be drained. Each length of hose will be visually inspected to determine if the chalk lines have moved from their original positions. If so, then the length of hose to be taken out of service.

- After the testing procedure is complete and while the hose is being rolled, the washer in the female coupling should be visually examined and the couplings lubricated.
- All hose tested will be dried, repacked on the apparatus and placed back in service, only if they have successfully passed each test.
- All hose tested will be properly entered into the FirePrograms in the computer
- All spare hose assigned to apparatus shall be tested as well.

Hose testing may be done in-house or alternatively may be contracted out to a professional hose-testing firm, at the discretion of the Chief.

Hose Cleaning

Fire hose will be cleaned after each use utilizing the standard operating procedures outlined in Appendix 7.

Pump Testing

All Three Star Fire Department apparatus with pumps will be service tested at least annually, in accordance with NFPA 1911, by a certified test and inspection company.

SCBA Maintenance and Testing

Section II-3 for Three Star Fire Department policy and Appendix 8 for specific operating procedures.

Every two years all SCBA (including regulators) must be subjected to a flow test. This test can only be performed by a properly trained and manufacturer certified service care technician. The PASS alarm must also be tested every two (2) years, also by a manufacturer certified service care technician.

SCBA air bottles must be hydro tested every three years. All air bottles must be taken out of service and retired after 15 years.

Hydrant Testing and Maintenance

Hydrant testing and maintenance will be conducted annually.

Air Compressor & Booster

See Appendix 9 for operating procedures.

Air compressor and air booster systems designed to refill SCBA tanks fall under NFPA requirements for quarterly air checks. Additionally, the air systems must undergo an NFPA standard annual service.

Ladder Testing

All Three Star Fire Department ground ladders will be service tested at least annually, in accordance with NFPA 1911, by a certified test and inspection company.

Closing Statement

This document is intended to provide the Three Star Fire Department with a written set of guidelines and policies for operations and for training. As with all policies and guidelines in the Three Star Fire Department, they are open for discussion, and changes will be made as deemed appropriate. There is material contained within that will increase the working knowledge and skills of each Three Star Fire Department person. Feedback is encouraged and solicited. Thank you all for your cooperation and input in updating these guidelines.

Stay safe!

Chief Jon Piercey

Three Star Fire Department

Standard Operating Guidelines

(Date)

My signature below certifies that I have received a copy of the Standard Operating Guidelines and Training Manual for the Three Star Fire Department. I also understand that I am responsible for reading and understanding all of the materials contained herein. I will faithfully discharge and obey my duties and obligations as per the Standard Operating Guidelines and Training Manual to the best of my ability as a Firefighter and Officer of the Three Star Fire Department. I also understand that as a member of the Three Star Fire Department, I am legally considered an employee of Three Star Fire Department and that I am subject to all guidelines and policies as such.

(Signature)

(Print Name)

Appendix

- 1 Definitions
- 2 Explorer Rules and Regulations
- 3 Emergency Apparatus Qualifications
- 4 Competency Course
- 5 Apparatus Qualification Sheets
- 6 Vehicle Accident/Loss Investigation Report
- 7 Hose Maintenance
- 8 SCBA Maintenance
- 9 High Pressure Breathing Air System Operating Procedures
- 10 Communicable Disease Exposure Report (**pdf only**)

Appendix 1

Definitions

Purpose: To provide definitions to commonly used terms used in the firefighting profession. While all terms may not be used within Three Star Fire Department, it is imperative that all Officers and firefighters become familiar with terms for use within the Incident Command System. Common Terminology insures that all personnel are able to communicate effectively across departments and jurisdictions. The more simple the message, the more effective communications will be.

Terminology:

Above-ground storage tank: Storage tank that is not buried. Unburied tanks are more prone to physical damage, and leaks are released to the air or ground, rather than the soil surrounding a buried tank.

Accountability: The process of emergency responders (fire, police, SAR, emergency medical, etc...) checking into and making themselves announced as being on-scene during an incident to an incident commander or accountability officer. Through the accountability system, each person is tracked throughout the incident until released from the scene by the incident commander or accountability officer. This is becoming a standard in the emergency services arena primarily for the safety of emergency personnel. This system may implement a name tag system or personal locator device.

Apparatus: A term used to describe a piece of equipment, usually a company vehicle.

Autoextended fire: structure fire that has gone out a window or other opening on one floor and ignited materials above, on another floor or other space (attic, cockloft).

Available flow: total amount of water that can be put on a fire, depending upon water supply, pump size, hoses, and distance to the fire. IC must assess available flow to determine whether additional apparatus or streams are required.

Backdraft: A fire phenomenon caused when heat and heavy smoke (unburned fuel particles) accumulate inside a compartment, depleting the available air, and then oxygen/air is re-introduced, completing the *fire triangle* and causing rapid combustion.

Cockloft: structural space above ceiling and below rafters, often connecting adjacent occupancies and permitting fire to spread laterally, often unseen.

Collapse zone: The area around a structure that would contain debris if the building were to collapse.

Company: two or more firefighters organized as a team, led by a fire officer, and equipped to perform certain operational functions. Compare with platoon and unit.

Compartment Fire: An "Isolated" fire, or a fire which is "boxed in" or "closed off" from the rest of the structure. An example of this is a fire in a room where all the windows and

doors are closed preventing the fire from spreading to other rooms.

Cross lay: Arrangement of hose on a pumper such that it can be quickly unloaded from either side of the apparatus; often pre-connected to a pump outlet and equipped with a suitable nozzle.

Direct attack: "Putting the wet stuff on the red stuff." A form of fire attack in which hoses are advanced to the fire inside a structure and hose streams directed at the burning materials.

Discharge flow: The amount of water flowing from a fire hydrant when it is opened; compare to static flow and residual flow.

Dispatch: Refers to person or place designated for handling a call for help by alerting the specific resources necessary.

Draft: The process of pumping water from a static source below the pump.

Drills: training during which an emergency is simulated and the trainees go through the steps of responding as if it were a real emergency.

Electrical fire: A fire in which the primary source of heat is electricity, resulting in combustion of adjacent insulation and other materials; may be hazardous to attempt to extinguish using water.

EMS: Emergency medical service(s).

Engine: A fire suppression vehicle that has a water pump and, typically, is designed to carry firehose and a limited supply of water.

Engine Company: A group of firefighters assigned to an apparatus with a water pump and equipped with firehose and other tools related to fire extinguishment.

Evacuation: Removal of personnel from a dangerous area, in particular, a HAZMAT incident, burning building, or other emergency. Also refers to act of removing firefighters from a structure in danger of collapsing.

Evolution: Uniform sequence of practiced steps by squad carrying out common tasks such as selection and placement of ladders, stowing hoses in *hose bed*, putting hoses and tools into service in particular patterns; intended to result in predictability during emergencies.

Exposure: Property near fire that may become involved by transfer of heat or burning material from main fire, typically by convection or radiation. May range from 40 feet to several miles, depending on size and type of fire or explosion.

Extrication: removal of a trapped victim such as a vehicle extrication, confined space rescue, or trench rescue; sometimes using **hydraulic spreader**, Jaws of Life, or other technical equipment.

FAST (or F.A.S.T.): Firefighter Assist and Search Team (also called *Rapid Entry Team*

or *Rapid Intervention Team*) — firefighters assigned to stand by for rescue of other firefighters inside a structure; an implementation to support the **Two-in, two-out rule**; may have specialized training, experience and tools.

Firefighter: People who respond to fire alarms and other emergencies for fire suppression, rescue, and related duties.

Fire flow: The amount of water being pumped onto a fire, or required to extinguish a hypothetical fire. A critical calculation in light of the axiom that an ordinary fire will not be extinguished unless there is sufficient water to remove the heat of the fire.

Fireground: The operational area at the scene of a fire; area in which *incident commander* is in control. Also used as name of radio frequency to be used by units operating in the fireground, as in “Responding units switch to *fireground*.”

Fire hazard: Materials, structures or processes that may result in creating a fire, permitting a fire to grow undetected, or preventing people from escaping a fire.

Fire line: A boundary of a fire scene established for public safety and to identify the area in which firefighters may be working.

Fire marshal: Administrative and investigative office for fire prevention and arson investigation.

Fire prevention: Fire safety; standards for minimizing fire hazards.

Fire-resistant: Materials designed or treated to have an increased fire point.

Fire tetrahedron: The fire tetrahedron is based on the components of igniting or extinguishing a fire. Each component represents a property necessary to sustain fire: fuel, oxygen, heat, and chemical chain reaction. Extinguishment is based upon removing or hindering any one of these properties.

Fire triangle: Model for understanding the major components necessary for fire: heat, fuel and oxygen. See also *fire tetrahedron* for a more comprehensive model.

Fire wall: Building structure designed to delay horizontal spread of a fire from one area of a building to another; often regulated by *fire code* and required to have self-closing doors, and fireproof construction.

Fire watch: Fixed or mobile patrols that watch for signs of fire or fire hazards so that any necessary alarm can be quickly raised or preventive steps taken.

Fit test: Periodic test of how well the facepiece of an SCBA fits a particular firefighter.

Flash point: Lowest temperature at which a material will emit vapor combustible in air mixture. Lower than *fire point* of same material.

Flashover: simultaneous ignition of combustible materials in a closed space, as when

materials simultaneously reach their *fire point*; may also result in *rollover*.

Forcible entry: gaining entry to an area using force to disable or bypass security devices, typically using force tools, sometimes using tools specialized for entry (e.g., Halligan, K-tool).

Forward lay: Procedure of stringing water supply hose from a water source toward a fire scene; compare with *reverse lay*.

Freelancing: dangerous situation at an incident where an individual carries out tasks alone or without being assigned; violation of personnel accountability procedures.

Friction loss: Reduction of flow in a *firehose* caused by friction between the water and the lining of the hose. Depends primarily upon diameter, type and length of hose, and amount of water (GPM) flowing through.

Fully involved: Term of *size-up* meaning fire, heat and smoke in a structure are so widespread that internal access must wait until fire streams can be applied.

GPM: Gallons Per Minute or how many gallons are being pumped out of a piece of equipment every minute

Grease fire: A fire involving any manner of cooking oil or other flammable cooking or lubricating materials.

Hazard: a source of danger of personal injury or property damage; **fire hazard** refers to conditions that may result in fire or explosion, or may increase spread of an accidental fire, or prevent escape from fire. Under worker safety and health regulations, employers have a general duty to provide a workplace free of hazards. See also **fire prevention**, and **HAZMAT**.

HAZMAT: Hazardous materials, including solids, liquids, or gasses that may cause injury, death, or damage if released or triggered.

High-pressure system: A supplemental pump system used to pressurize the water supply, sometimes used during a large fire, or whenever more than one hydrant is being used.

High-rise building: Any building taller than three or four stories, depending upon local usage, requiring firefighters to climb stairs or aerial ladders for access to upper floors.

Hot zone: contaminated area of HAZMAT incident that must be isolated; requires suitable protective equipment to enter and decontamination upon exit; minimum hot zone distance from unknown material with unknown release is 330 feet (United Nations Emergency Response Guidebook); surrounded by "warm zone" where decontamination takes place.

IDLH: Any situation deemed Immediately Dangerous to Life and Health. More narrowly defined by OSHA. *See main IDLH article.* An area of maximum danger to firefighters.

Incident Commander: The officer in charge of all activities at an incident.

Incident Safety Officer: The officer in charge of scene safety at an incident.

Indirect attack: Method of firefighting in which water is pumped onto materials above or near the fire so that the splash rains onto the fire, often used where a structure is unsafe to enter.

Initial attack: First point of attack on a fire where hose lines or fuel separation are used to prevent further extension of the fire.

Interface zone (also **wildland/structural interface** or **urban/wildland interface**): The zone where wildfires threaten structures or structural fires threaten wildlands, such as in residential areas adjacent to forests. This requires both wildland firefighting and structural firefighting in the same location, which involve very different tactics and equipment.

ISO Rating: (Insurance Services Office Fire Insurance Rating) This is a rating published by the Insurance Services Office. Insurance companies use this number to determine homeowner insurance premiums.

Live line: A fire hose under pressure from a pump. Also, an energized electrical line that may cause a hazard to firefighters.

Mass casualty incident (MCI): Any incident that produces a large number of injured persons requiring emergency medical treatment and transportation to a medical facility. The exact number of patients that makes an incident "mass casualty" is defined by departmental procedures and may vary from area to area.

Master stream: A large nozzle, either portable or fixed to a pumper, capable of throwing large amounts of water relatively long distances.

Means of egress: The way out of a building during an emergency; may be by door, window, hallway, or exterior fire escape; local fire codes will often dictate the size, location and type according to the number of occupants and the type of occupancy.

Multiple alarms: A request by an incident commander for additional personnel and apparatus. Each department will vary on the number of apparatus and personnel on each additional alarm.

Mutual aid: An agreement between nearby fire companies to assist each other during emergencies by responding with available manpower and apparatus.

NFPA: The National Fire Protection Association, a research group which sets a number of standards and best practices for *firefighting, equipment, and fire protection in the United States.

NIOSH: National Institute for Occupational Safety and Health. A U.S. agency responsible for investigation of workplace deaths, including firefighters.

Nozzle pressure: Pressure in a fire hose measured at the nozzle.

Nozzle reach: The distance a fire stream will travel from the nozzle tip before breaking up or evaporating due to air friction or heat.

Occupancy: Zoning and safety code term used to determine how a structure is permitted to be used and occupied, which in turn dictates the necessary safety structures and procedures.

Offensive attack: Method of firefighting in which water or other extinguisher is taken directly to the seat of the fire, as opposed to being pumped in that general direction from a safe distance.

OSHA: U.S. government agency concerned with regulating employee safety, particularly in hazardous occupations such as firefighting.

Outside fire: Urban fire not inside a building or vehicle, often found to be burning trash which could *extend* to nearby structures or vehicles if not dealt with properly. A suburban, *interface*, or rural *outside fire* could also be a *wildland fire*.

Overhauling: Late stage in fire-suppression process during which the burned area is carefully examined for remaining sources of heat that may *re-kindle* the fire. Often coincides with *salvage* operations to prevent further loss to structure or its contents, as well as fire-cause determination and preservation of evidence.

Oxidizer: A hazardous material containing oxygen that can combine with adjacent fuel to start or feed a fire.

Personnel accountability system: Tag, 'passport', or other system for identification and tracking of personnel at an incident, especially those entering and leaving an IDLH area; intended to permit rapid determination of who may be at risk or lost during sudden changes at the scene.

Positive pressure: Pressure at higher than atmospheric; used in SCBA facepieces and in *smoke-proof stairwells* to reduce entry of smoke or fumes through small openings.

Pre-fire, pre-incident planning: Information collected by fire prevention officers to assist in identifying hazards and the equipment, supplies, personnel, skills, and procedures needed to deal with a potential incident.

Pre-planning: Fire protection strategy involving visits to potentially hazardous occupancies for inspection, follow-up analysis and recommendations for actions to be taken in case of specific incidents.

"Probie:" (also *rookie*) new firefighter on employment probation (a period of time during which his or her skills are improved, honed, tested, and evaluated).

Public alarm: Means for public to report a fire, includes telephone, street-corner pull-boxes, building pull-stations, and manual bells or sirens in rural areas.

Pump operator, technician: (also a *chauffeur*): person responsible for operating the pumps on a pumper and typically for driving the pumper to an incident.

Pumper company: Squad or company that mans a *fire engine* (pumper) and carries out duties involving getting water to the fire.

Radiant extension: fire that has transferred ignition heat to adjacent materials across open space. One reason some city fire codes prohibit windows facing each other in adjacent warehouses.

Rapid intervention team: firefighters assigned to stand by for rescue of other firefighters inside a structure; an implementation to support the **Two-in, two-out rule**; may have specialized training, experience and tools.

Recovery: Location and removal of deceased victims. Also, the time needed for a firefighter to spend in *rehab* before being considered ready to continue working the incident.

Reflash, re-kindle: A situation in which a fire, thought to be extinguished, resumes burning.

Reflash Watch: A person assigned to observe and monitor an extinguished fire, to ensure that it does not reflash or re-kindle.

Rehab, Rehabilitation sector: An area for physical and mental recuperation at a fire scene, usually equipped with beverages, and chairs, isolated from environmental extremes (cold, heat, noise, smoke). This rest area enables firefighters to relax, cool off (or warm up) and regain hydration by way of preventing injury. An EMT may be assigned to monitor firefighter vitals when they enter and leave rehab.

Rescue: Physical removal of a live person or animal from danger to a place of comfort.

Rescue company: Squad of firefighters trained and equipped to enter adverse conditions and rescue victims of an incident. Often delegated to a truck company.

Residential sprinkler system: A sprinkler system arranged for fire suppression in a dwelling.

Residual pressure: The amount of pressure in a hydrant system when a hydrant is fully open, such as during a fire; should be engineered to provide domestic supply of water to homes and businesses during a large fire in the district.

Reverse lay: The process of stringing hose from a fire toward a source of water, i.e., a fire hydrant.

Salvage, salvage cover: Heavy-duty tarpaulins folded or rolled for quick deployment to cover personal property subjected to possible water or other damage during firefighting.

Scene safety: Steps taken at or near an emergency scene to reduce hazards and prevent further injuries to workers, victims or bystanders.

Search and rescue (or SAR): Entering a fire building or collapse zone for an orderly search for victims and removal of live victims. Becomes "recovery" if victims are not likely to be found alive.

Sector: A physical or operational division of an incident; an area supervised as a branch in the Incident Command System. A typical system for structure fires names the "front" of the building "sector A", and continues clockwise around the building (B, C, D), with interior sectors denoted by the floor number (1, 2, 3, etc.). A "rehab" sector is one example of an operational division at an incident, where personnel are assigned after strenuous work in another sector.

Shoulder load: The amount of hose a single firefighter can pull off a hose wagon or pumper truck and carry toward the fire.

Sides A, B, C, and D: Terms used by firefighters labeling the multiple sides of a building starting with side A or Alpha being the front of the structure and working its way around the outside of the structure in a clockwise direction. This labels the front side A or Alpha, the left side B or Bravo, the rear side C or Charlie, and the right side D or Delta.

Size-up: initial evaluation of an incident, in particular a determination of immediate hazards to responders, other lives and property, and what additional resources may be needed. Example: "Two-story brick taxpayer with heavy smoke showing from rear wooden porches and children reported trapped."

Solid stream: fire stream from round orifice of *nozzle*. Compare *straight stream*.

Staging: sector of incident command where responding resources arrive for assignment to another sector. Often an essential element in *personnel accountability* program.

Standard operating procedure, guideline (SOP or SOG): Rules for the operation of a fire department, such as how to respond to various types of emergencies, training requirements, use of protective equipment, radio procedures; often include local interpretations of regulations and standards. In general, "procedures" are specific, whereas "guidelines" are less detailed.

Static pressure: The pressure in a water system when the water is not flowing.

Straight stream: Round, hollow stream formed as water passes a round baffle through a round orifice (e.g., on an adjustable *nozzle*.)

Stretch: command to lay out (and connect) firehose and nozzle.

Structure fire (or "structural fire"): A fire in a residential or commercial building. Urban fire departments are primarily geared toward structural firefighting. The term is often used to distinguish them from *wildland fire* or other *outside fire*, and may also refer to the type of training and equipment (e.g., "structure PPE").

Tailboard: Portion at rear of fire engine where firefighters could stand and ride (now

considered overly dangerous), or step up to access hoses in the *hose bed*.

Truck company: a group of firefighters assigned to an apparatus that carries ladders, forcible entry tools, possibly extrication tools and salvage covers, and who are otherwise equipped to perform rescue, ventilation, overhaul and other specific functions at fires; also called "ladder company".

Turnout Gear: The protective clothing worn by firefighters

Two-in, two-out (or "**two in/two out**"): Refers to the standard safety tactic of having one team of two firefighters enter a hazardous zone (IDLH), while at least two others stand by outside in case the first two need rescue — thus requiring a minimum of four firefighters on scene prior to starting interior attack. Also refers to the "buddy system" in which firefighters never enter or leave a burning structure alone.

Type I, II, III, IV, V Building - U.S. classification system for fire resistance of building construction types, including definitions for "resistive" Type I, "non-combustible" Type II, "ordinary" Type III, heavy timber Type IV, and "frame construction" Type V (i.e., made entirely of wood).

T-Boner A car crash situation, where one car has hit the side of another which is traveling at an angle horizontal to the car which has struck the other car, generally these crashes are quite severe and much fuel is spilled.

Universal precautions: The use of safety barriers (gloves, mask, and goggles) to limit an emergency responder's contact with contaminants, especially fluids of injured patients.

Vehicle fire: Type of fire involving motor vehicles themselves, their fuel or cargo; has peculiar issues of rescue, explosion sources, toxic smoke and runoff, and *scene safety*.

Ventilation: Important procedure in firefighting in which the hot smoke and gases are removed from inside a structure, either by natural convection or forced, and either through existing openings or new ones provided by firefighters at appropriate locations (e.g., on the roof). Proper ventilation can save lives and improper ventilation can cause backdraft or other hazards.

Venturi effect: Creating a partial vacuum using a constricted fluid flow, used in fire equipment for mixing chemicals into water streams, or for measuring flow velocity.

Vertical ventilation: Ventilation technique making use of the principle of convection in which heated gases naturally rise.

Voids (building): Enclosed portions of a building where fire can spread undetected.

Vollie: A volunteer firefighter.

Volunteer fire department: A group of part-time firefighters who are not paid when on-call, during incidents, or drills. Often professionally trained and equipped with state-of-the-art equipment.

Water hammer: Large, damaging shock wave in a water supply system caused by

shutting a valve quickly or by permitting a vehicle to drive across an unprotected fire hose.

Wildfire or Wildland fire: Fire in forests, grasslands, prairies, or other natural areas, not involving structure fires (although wildland fires may threaten structures or vice versa - see *interface zone*.) For a complete list of terms used in wildland fire, see Glossary of wildland fire terms.

Working fire: A fire that is in the process of being suppressed; often a cue for dispatch of additional resources.

Wye: Device used to split a larger supply line hose into smaller attack line hoses. A gated wye contains valves so that certain lines can be turned on and off.

Yield: What other drivers are supposed to do when they see or hear emergency vehicles approaching with lights and/or sirens activated.

Zone: Section of structure indicated on *fire alarm control panel* where sensor was activated.

Appendix 2

Explorer Rules and Regulations

Introduction: The Three Star Fire Department is responsible for providing quality fire prevention, suppression, emergency medical response, and rescue services to the Three Star Fire District and surrounding area

All Explorers of the Three Star Fire Department are expected to be outstanding citizens of the community. Even at times that a member is not in uniform, the member represents the Fire Department. Morals and personal beliefs are taken into consideration during the membership process. In short, a person that the normal, reasonable person would wish to mentor or emulate would be the perfect person for membership.

The mission of this organization is to prevent fire through a systematic delivery service of education, fire prevention awareness, and proactive initiatives that focus on eliminating acts and/or practices that can cause fire.

Please keep in mind that this document is not an absolute nor is all-inclusive, but is in fact a guideline. Each incident is unique and good judgment must be used in providing the most effective, efficient and safe response/resolution.

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem that may arise in an emergency situation. It is expected that they will cover, whether in a specific or general way, the obligations and duties of the Explorer member of the Three Star Fire Department.

These rules and regulations apply to all Explorer connected with the Three Star Fire Department. Every member shall abide by these rules and regulations.

Requirements:

- Complete an application form for review and approval by the Fire Chief and Command Staff.
- Explorers must maintain a valid driver's license.
- Explorer membership is limited to those who have achieved the age of 16 but not the age of 18. No prospective member shall be disqualified based on race, color, creed or sex.
- Reside within the fire district of Three Star Fire Department (exceptions shall be awarded by the Fire Chief).
- Physically and mentally capable to perform the duties of an Explorer.
- Be of good moral character.
- Must not have any felony charges or convictions.
- Once a person has established the previous conditions and has the approval of the Chief of the department, the person shall be considered the rank of Explorer Recruit. For the person to move forward as an Explorer, he or she shall then meet the following conditions:
 - Must understand and agree, consumption of or under the influence of alcohol or illegal narcotics while an active member of Three Star Fire Department, that your presence will not be accepted or tolerated on any emergency scene or department function. If you are found under the influence of either, you will be subject for termination from Three Star Fire Department.
- Attend all Training Meetings after schoolwork is complete and with the permission of the parents or guardian

- Attend all school classes. We will be checking with the school that you attend for any unexcused absences. If you are a home school student we will check with your parents
- Grades must be kept up to a passing level. If you failed your grade you failed your Fire Department. Report cards will be requested, copied and stored in your personnel file folder. If you have a failing grade in one or more of your subjects, you will be temporary relieved of membership until the next report card is issued and the grade(s) have been brought up to a passing level.

Job Description:

As an Explorer, you will be a part of the Three Star Fire Department staff. You will also be able to assist in emergency scenes, outside fire evolutions and training events among with many other duties performed by qualified Firefighters, though on a limited and supervised basis. With this in mind, Three Star Fire Department will strive to provide a safe, learning environment and help promote leadership through the public service career approach. All training and knowledge acquired would also help instill a positive, moral induced lifestyle whether or not one chooses to stay in this selected field.

However, Explorers will only be allowed to assist at emergency scenes when under close supervision of a Department Fire Officer. Explorers shall never be allowed to participate in close proximity suppression activities including operating in a hazardous environment. Freelancing will not be tolerated and is subject for termination.

As an Explorer, you will only be allowed to use equipment such as SCBA, Extrication Tools and high powered cutting saws under close supervision and only in departmental training events.

You will be trained within the Department on subjects such as, but not limited to:

- Fire Department Orientation
- Small hand tools and loose equipment
- Radio Communications
- Run order and description of all emergency apparatus
- Understanding of Chain of Command
- Incident Command System
- CPR and other related EMS duties

EXPLORER RULES & REGULATIONS

Explorers are only allowed to ride on responding apparatus with the approval of and in the company of a Department Fire Officer. Keep in mind that a Firefighter will ride on the apparatus first. Explorers will only ride on the apparatus when there is an available seat and when there are no other higher qualified Firefighters available.

Explorers are not authorized to use emergency warning equipment (i.e. lights or sirens) on their personal vehicles and are not to operate any vehicle in an emergency fashion under any circumstances. If lights and/or sirens are found on your personal vehicle, they will be removed and confiscated from you. Explorers must adhere to all traffic laws and control devices when traveling to fire department activities. Posted speed limit will be adhered to. Exceeding posted speed will be considered reckless driving and is subject to termination.

Explorers shall report to the station. Reporting directly to the scene will only be permitted under the authorization of the Incident Commander. If given permission to report directly to an emergency scene, Explorers will immediately report to the Incident Commander. The Incident Commander shall assign the Explorer to a Fire Officer who shall continuously monitor the activities. Reporting directly to an emergency scene without authorization is subject for termination.

All equipment issued to the Explorer remains the property of Three Star Fire Department and must be returned immediately upon termination or resignation of membership.

Keep in mind that while you are an Explorer, you are on probation until you reach the age of 18. At the age of 18, if you wish to continue with Three Star Fire Department, you will be promoted to the rank of Firefighter Recruit. While as an Explorer, you will be on Explorer probation and you will be issued a Three Star fire pager that only receives Three Star channel tones. This pager will allow you to monitor Three Star Fire traffic and will also be a source to contact you if needed. Keep in mind that this pager will not allow you to go on an emergency call. Explorers shall not carry fire department issued pagers or radios to school or church.

If there are more than four (4) Explorers on the Department at one time, one will be voted on by the Explorers and the officers of the Department to be move to the rank of Lieutenant within the Explorer Program. The Job will be a leadership role and you will assist in the training of new Explorer recruits.

Any conduct perceived to be objectionable or defamatory to the Department will be cause for immediate dismissal. In the event dismissal is considered, it shall be the Fire Chief who will terminate membership following input from Fire Officers and Board members.

DRESS CODE & HARASSMENT POLICY

All Explorers, male or female, will wear proper attire at all times while at Three Star Fire Department.

Male Explorers – Will wear a shirt at all times. Short pants are allowed but need to be knee length. No excessively baggy pants will be allowed or clothing depicting inappropriate phrases or comments. No swim shorts allowed. No long hair (below the collar) or full beards will be allowed.

Female Explorers - No low cut shirts or tank tops. Shorts are allowed but need to be knee length. No mini skirts or bathing suits. No clothing depicting inappropriate phrases or comments. Hair must be worn tied up with a hair band to eliminate snagging and/or fire hazards.

Sexual Harassment will not be tolerated at Three Star Fire Department. Anyone caught making sexual advances to the opposite sex or the same sex will be investigated and terminated. Sexual Harassment is described as unwanted advancements or contact, comments, gestures, etc. If you feel uncomfortable by anyone making inappropriate contact or comments, report this directly to

the officer in charge immediately. An investigation will be performed and acted on appropriately. Three Star Fire Department does not promote or condone this type of activity and makes full effort to provide a safe, harassment free environment.

EXPLORER OATH

I will recognize the dignity and worth of my fellow members and will use fair play and good will in dealing with them.

I will endeavor to perfect my skills and to pursue new skills that will help me to become a better community servant.

I will strive to recognize the importance and honor of my profession.

I will conduct my personal and official life so as to inspire public confidence.

I will not allow personal gain or profit from being the object of my endeavors in whatever position I hold.

I will judge fellow members by standards I myself hold, and never jeopardize the safety of any fellow member.

I regard it as my duty to possess adequate knowledge to perform my job and avail myself to opportunities to learn more about my profession.

I will avoid alliances with persons or businesses whose goals are inconsistent with the performance of a firefighter.

I will never claim unjustly qualifications I do not possess.

I will share publicity equally with fellow members whether favorable or unfavorable.

I will bear constantly in mind that the truth is to be sought before the case is made, so that the stature to Tennessee firemen will be enhanced rather than tarnished.

I agree that parental discretion and judgment shall be top priority in any individual Explorer's activities and participation in Fire Department activities.

These rules and regulations are part of Three Star Fire Department to help you excel in this program and for your safety while at Three Star Fire Department.

I hereby have read and understand the rules and regulations of the Three Star Fire Department. I understand if I do not follow the rules stated here I am subject for termination from the Three Star Fire Department Explorer Program

Three Star Fire Department Explorer Rules & Regulations

Explorer_____

Parent_____

Or

Guardian_____

Date_____

This document will be kept in the Explorers personnel file for the duration of membership

Appendix 3

Emergency Apparatus Qualifications

Purpose: Promulgate the requirements to qualify as an apparatus driver.

Scope: Applicable to all active members desiring to qualify as an apparatus driver. The Fire Chief and the Training Officer are responsible for the quality of the training and the certification of apparatus drivers. All officers are expected to qualify as well as participate in training events.

General: Apparatus qualification will begin with BT-3 and continue in the following order: **R-3, T-31, E-31 and E-32**. Candidates will complete in its entirety Appendix 2 before being considered qualified as a Driver.

Requirements: To qualify as an apparatus driver, an active member must meet all requirements as set-forth below. Completion of each requirement will be documented using Appendix 2.

1. Be at least 18 years of age to qualify on BT-3 and must be at least 21 years of age to begin qualification on all other apparatus.
2. Possess a valid State of Tennessee Driver's License.
3. Be approved for driver training by fire fighter's immediate Lieutenant with the support from the other Officers, as documented in Appendix 2. Final certification will be granted by the Fire Chief using Appendix 2.
4. Successfully complete all requirements of this SOP and attending Three Star's Driver Classroom Training conducted in-house.
5. Successfully pass Competency Course (Appendix 1).
6. Complete Fire Fighter I/II course of instruction.
7. Have completed probationary training, the required Emergency Vehicle Operator course (being offered in future), and be approved by the Fire Chief for driver training.
8. Demonstrate use of Map Book and knowledge of Fire Management Zone.
9. Demonstrate and explain hydrant color code and significance.
10. Demonstrate and explain the Incident Command System.

The items to be completed for ALL apparatus include:

- 1) **Knowledge of SOGs** The candidate for qualification must read and understand, as evaluated by the Fire Chief or designee, during an oral interview, ALL Three Star Standard Operating Procedures/Guidelines.
- 2) **Driver/Operator Classroom Lecture** Each driver/Operator will attend classroom training provided by Training Officer to receive theoretical instructions such as;

apparatus dynamics, characteristics, capabilities and limitations, safety features, maintenance, and driving techniques of all Three Star Fire Department apparatus.

3) **Operation of Radio**

- a) Demonstrate knowledge to operate all communications equipment and have working knowledge of applicable radio codes.

4) **Equipment Location:** Demonstrate and explain knowledge of all:

- a) Dashboard controls, headlights, wipers etc.
- b) Operation of braking devices.
- c) Location of all equipment.
- d) Know the location of each apparatus equipment warning device, explain what it means what action to take for its activation.

5) **Apparatus Placement:** Explain to the Apparatus/Maintenance Lieutenant or designee:

- a) The proper placement/staging of apparatus at various emergency scenarios.

6) **Fluid Level Checks**

- a) Demonstrate how to check all fluid levels and satisfactorily complete vehicle check-off.
- b) Explain the procedure for refueling the apparatus.
- c) Demonstrate and explain Maintenance Log entries and associated driver responsibilities of such issues.

7) **Equipment Use**

- a) Be able to demonstrate how to use **all** equipment, **portable and fixed**, carried on the apparatus.

8) **Competency Course:** See Appendix 4 for Competency Course. Course will be set up and scheduled by Training Officer at designated location.

- a) Pass a **timed** driving test consisting of pylons or flags preset in a basic configuration prior to starting training on the road.
 - (1) Driver will demonstrate ability to maneuver apparatus in forward through a “**straight line**” for a distance of 200 feet and then demonstrating same ability in reverse.
 - (2) Driver will demonstrate ability to maneuver apparatus through “**Confined Space**” course

- (3) Driver will demonstrate ability in the “*Alley Dock*” where the apparatus will be simulate backing apparatus.
 - (4) Driver will demonstrate ability to maneuver apparatus through “*Serpentine*” course with four (4) equally spaced traffic cones set in a straight line at a distance of the apparatus length plus approximately six (6) feet.
 - (5) Driver will demonstrate ability to maneuver apparatus in an “*Offset Alley*” set-up appropriately spaced for apparatus being tested.
 - (6) Successfully “*parallel park*” in a space that is the length of the apparatus plus six feet.
 - (7) Demonstrate ability to maneuver apparatus in a “*Diminishing Clearance*” starting in straight line and completing in a much narrow exit.
- b) To pass competency course, driver must be demonstrate ability to maneuver apparatus in timely manner. Appendix 4 for times.
- 9) **Road Miles:** Accumulate the following road miles with various instructors in Non-Emergency situations. Training only!
- a) 50 miles over the road training, on a minimum of four separate days
NOTE: (different road surfaces, types of roads (curving, narrow, highway, intersections)
 - b) 10 miles of night driving experience.
NOTE: road miles should be completed with various instructors under different conditions as noted above.

In addition to 1 through 6 above, the following pertain to specific apparatus:

10) Rescue Equipment on Rescue 3:

- a) Demonstrate and explain the following to the designated Officer or designee:
 - (1) internal instrument panel operation and indicators
 - (2) use of all hydraulic extrication equipment
 - (3) pump panel indicators and Fire pump operations

11) Equipment on Engine 31/32:

- a) Demonstrate and explain the following to the designated Officer or designee:
 - (1) pump panel indicators and fire pump operation
 - (2) capabilities/limitations of pumper, flow rate, pressures, etc.
 - (3) different types of hoses, their lays, storage, and usage.

12) Equipment on Tanker 31:

a) Demonstrate and explain the following to the designated Officer or designee:

- (1) filling the Tanker and dump tank operations
- (2) color codes on hydrants and hydrant operation

13) **Certified as Pump Operator:** E-31/E-32 only

- a) At first opportunity drivers shall attend state certified pump operator course.
- b) Explain pump operation on qualifying apparatus to the Apparatus Lieutenant or his designee.

14) **Certified Extrication Operator:** R-3 only

- a) At first opportunity, driver shall attend state certified vehicle extrication course of instruction and demonstrate thorough knowledge of the equipment and different techniques to designated Officer or his designee.

Once the training certification sheet (Appendix 5) is completed, the Apparatus/Maintenance Lieutenant and Training Officer will evaluate the driver for suitability for qualification. When each Officer is completely satisfied that the individual is ready to qualify to operate the apparatus, he will affix his signature to the qualification sheet and forward his recommendation to the Fire Chief who will make the final certification of the driver.

The Assistant Chief shall maintain the original copy of this qualification in the member's personal record.

Appendix 4

Driver's Competency Course

Practical Driving. After learning the theoretical characteristics and dynamics in a classroom environment, the candidate will advance through the practical of their driver's qualification process. The practical driving portion of the program should be progressive in nature. That is, the drivers will begin with basic vehicle familiarization tasks. The next step might then be completing simple tasks or maneuvers at slow speeds in a very controlled atmosphere. After we have mastered the simpler skills, then and only then will we then progress to more complicated procedures and over-the-road driving. By using this approach, the candidates will become increasingly familiar and comfortable with the handling characteristics of the vehicle before they will be expected to operate it in a more challenging environment. It is very important that the vehicles used during the training program be the same as that the driver will be expected to operate when he or she completes training and is released into the field. This is particularly true when preparing drivers to drive fire department tankers because of their large size and unique handling characteristics.

Why? Simply stated, a driver who completes a training and driving program while operating a standard fire department pumper will not be safely prepared to drive a tanker or vice versa once he or she is in the field. **If the drivers will be expected to drive Tanker 31 in the field, they should complete all portions of the practical training program using Tanker 31 and no other apparatus.**

Training safety. Every effort must be made to ensure that the practical training program is conducted in as safe a manner as possible. Making the transition to Tanker 31 or Engine 32 from Brush Truck 3 will be a dramatic one for most candidates. By following basic safety procedures and common sense, we can ensure that the learning experience is a safe and effective one. Some of the basic safety procedures that should be followed during practical driver training include:

- Training Officer and designated safety officers must review the training program and agenda to ensure that they comply with departmental policies and safety procedures.
- Training Officer and designated safety officers should inspect the training course prior to the commencement of training exercises to make sure that the training area is in proper repair and all appropriate safety equipment is in place.
- A safety officer should be designated during training exercises, and he or she must have the authority to stop all activities and apparatus movement when he or she notices a condition or event that poses the imminent threat of crash or injury.
- All candidates should be under the direct supervision at all times when operating vehicles on the training ground.
- Designated areas should be cordoned off for conducting driving exercises. No other vehicular traffic should be allowed in the training area while candidates are operating vehicles.
- If multiple vehicles are being used for training at the same time, the training agency should have procedures in place to ensure that the vehicles stay a safe distance apart during the exercise.
- All evaluators and safety officers shall be coordinating actions via handheld radio and instructed in hand and radio signals, as appropriate, that may be used during the training exercise and the actions that should be taken when particular signals are given.

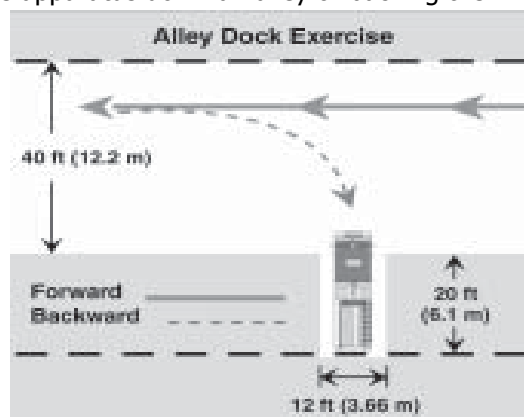
Driving course exercises. The driver's initial opportunities to get behind the wheel of the apparatus and drive it should be limited to exercises that are conducted in a strictly controlled environment. The common term for this controlled environment is a driving course. Three Star Driving Course will be coordinated and conducted in Austin Peay Elementary School parking lot.

If conducting driving exercises on a facility other than the elementary school, the training officer shall ensure that the condition and composition of the driving surface is substantial enough to support the weight of heavy fire apparatus. Some parking lots and driveways are not constructed to the same specifications as public thorough-fares. If the driving surface is not substantial enough to handle the weight of a maneuvering tanker, significant damage could be done to the property. The potential for this danger is magnified on asphalt surfaces during periods of extremely hot weather. The asphalt will become soft and the tires of the apparatus will create ruts in the driving surface.

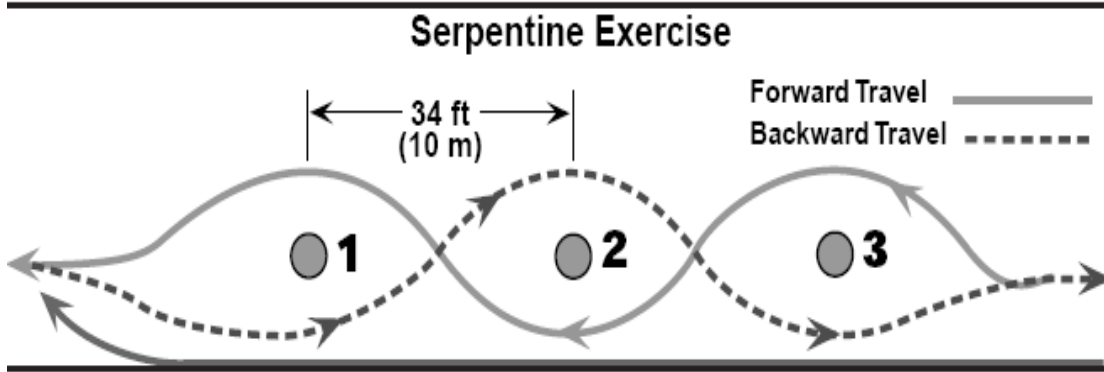
The practical driving exercises may start with a variety of simple procedures. Drivers are encouraged and allowed to drive around the course at a slow speed so that they can begin to build confidence in their ability to handle the vehicle. Making the driver stop at various intervals will allow them to begin becoming familiar with the braking characteristics of the vehicle. Over time they may be allowed to operate the vehicle at increasingly higher speeds so that they begin to develop vehicle handling skills at the speeds that they will be expected to operate when they are in the public.

In addition to simply driving the vehicle around the training area, there are a variety of obstacle and training courses that may be laid out using traffic cones that will increase the drivers' ability to maneuver the vehicle skillfully. These exercises are designed to simulate conditions that the drivers will commonly encounter in the performance of their duties. There are literally dozens of different courses that can be set up. Many are based on specific conditions that are found within our response district or mutual aid responsibility. However, at a minimum, it is Three Star policy that the driver successfully masters the exercises that are required for certification under NFPA 1002. These exercises are:

- **The Alley Dock Exercise:** This exercise measures the driver's ability to pull past a simulated dock or stall, back into the space provided, and stop smoothly. Real-life situations that this exercise simulates include backing the apparatus down an alley or backing the apparatus into its fire station bay.

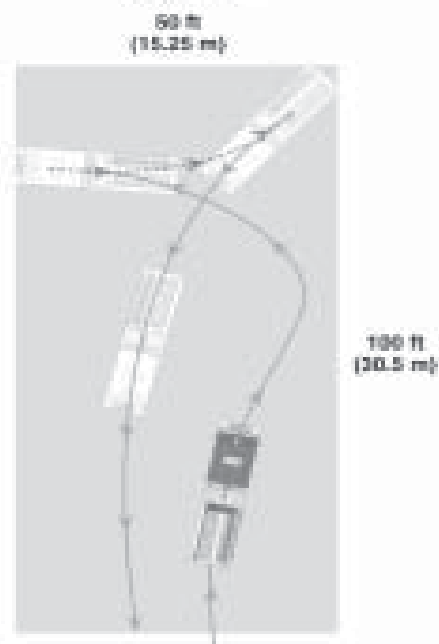


- **The Serpentine Exercise:** This exercise measures a driver's ability to steer the apparatus forward and backward around fixed objects, within close limits, without stopping. It simulates moving around parked vehicles or other objects at a fire scene.

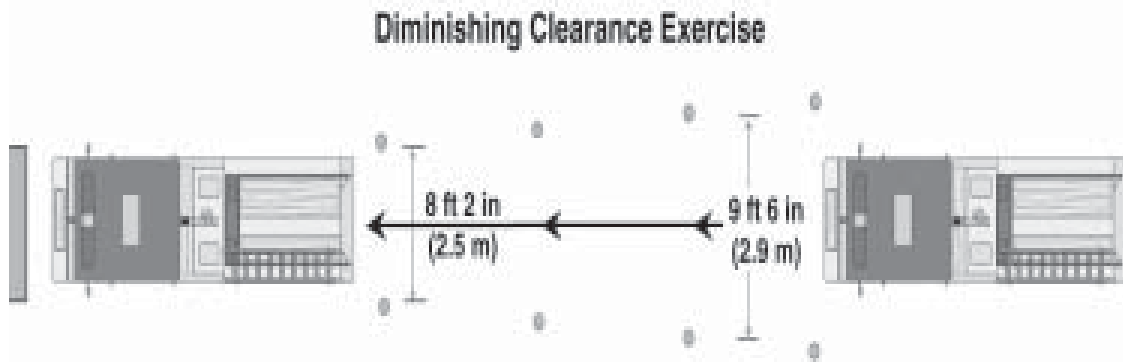


- **The Confined Space Turnaround Exercise:** This exercise measures the driver's ability to turn the vehicle around in a confined space without striking any objects. This maneuver is often required when the apparatus approaches a congested fire scene and then is ordered to reverse lay a supply line from a pumper on the scene to a water supply source.
- **The Diminishing Clearance Exercise:** This exercise measures the driver's ability to steer the apparatus in a straight line, to judge distances from the vehicle's wheels to fixed objects, and to stop at a finish line. For tanker drivers, this exercise is particularly useful in preparing to approach a water shuttle dump site and prepare to off load water through a side-mounted discharge chute.

Three Point Turnaround Exercise



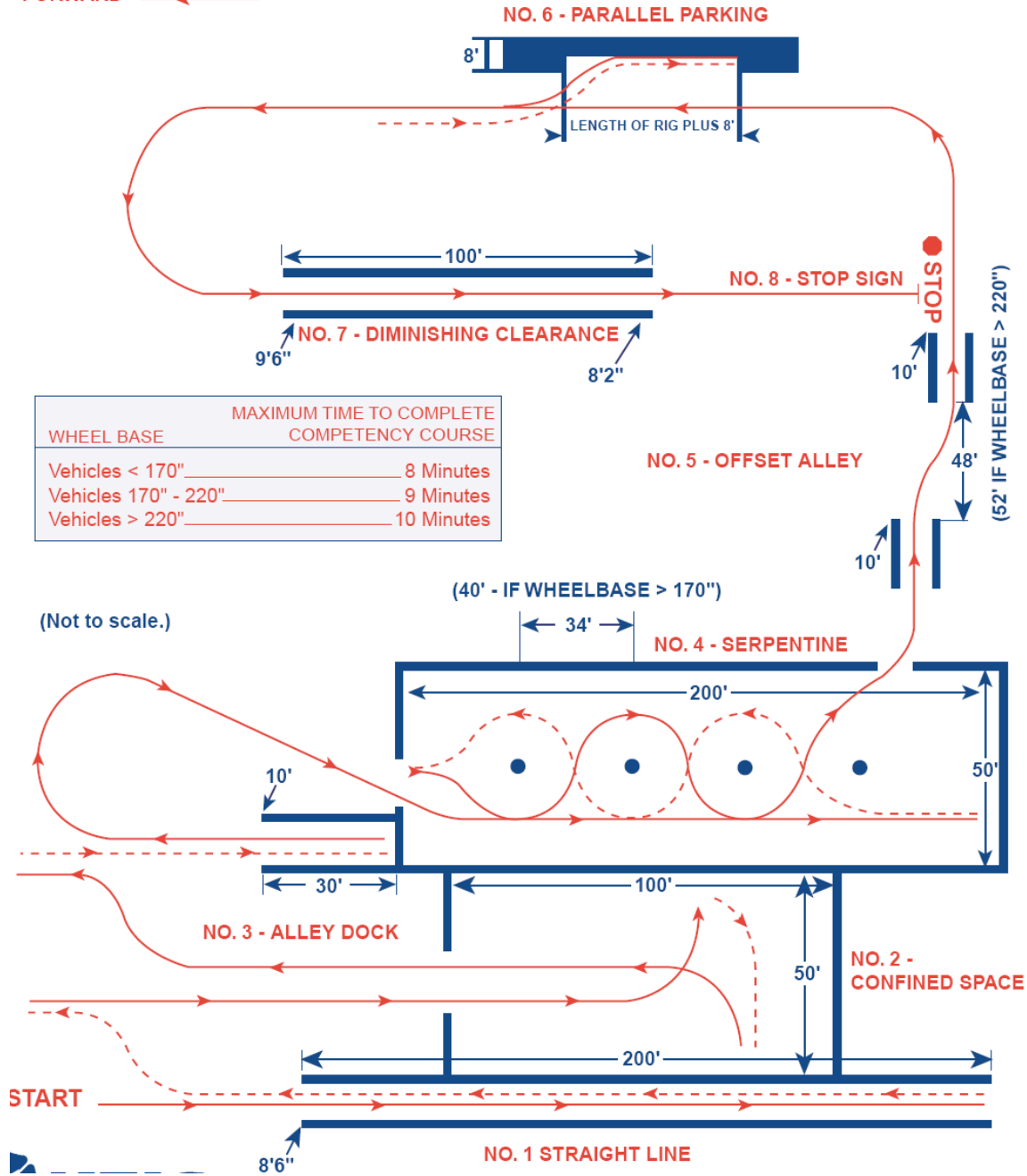
- **Basic Handling Exercise:** In this exercise you will drive the apparatus forward for a distance of 200 feet, immediately followed by maneuvering the apparatus the same distance in reverse while staying within the width outlined. This exercise simulates a scenario where the apparatus has no way in or out a situation but in a narrow and straight line. It can also be used to practice entering/leaving a situation where the apparatus is being used for pumper relay operations.



- **The Off-Set Alley/Parallel Parking:** In these exercises you will maneuver the apparatus as if aligning up for pump relay or dump tank operations in a tight situation. This demonstrates driver's ability to handle the apparatus in tight situations, and showing the apparatus turning ability. It also allows the driver to demonstrate the ability of depth perception in relationship to the apparatus.

COMPETENCY COURSE

REVERSE 
 FORWARD 



The competency course is designed to measure driver proficiency in handling emergency vehicles. It is one portion of a four-part comprehensive emergency vehicle driver training program and should be utilized with the overall program. Through its use, the progress of each emergency vehicle driver can be measured over a period of time. The competency course is designed to duplicate eight situations in which the driver's skill, judgment, and knowledge of the limitations of the emergency vehicle, are required for effective maneuvering. This course is based on Appendix A of the NFPA #1002 publication entitled *Fire Department Vehicle Driver/Operator Professional Qualifications*. See other side for course layout schematic.

Driver: _____ Vehicle: _____
 Wheelbase: _____ Overall Vehicle Length: _____
 Date: _____ Max. Allowable Time: _____
 Instructor: _____ Safety Officer: _____

Scoring of Competency Course

Time is only applied as acceptable or unacceptable (too slow). There should be no time comparisons between drivers, and it is recommended that actual times be recorded by the instructor, only for the purpose of measuring a driver's individual improvement. Penalty points are awarded as follows:

Penalty Point Schedule		
Station	Error	Penalty
No. 1 - 8	All	Each cone brushed, moved or overturned10 points
		Cross any line, each time crossed3 points
No. 3 and 8	Alley Dock and Stop Exercise	Stop more than 6" but less than 12" from the measured point3 points
		Stop 12" or more but less than 18" from the measured point6 points
		Stop 18" or more from or go past the measured point10 points
No. 6	Parallel Park	Park 12" or more from the curb3 points

Completion and Scoring Record - Competency Course

Driving Time	Course Station #								Total Penalty Points	Scorekeeper's Initials
	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8		
Run 1										
Run 2										
Run 3										
Run 4										
Run 5										
Run 6										

Remarks: _____



Appendix 5

Apparatus Qualification Sheets

This appendix is to be used during your Driver Qualification process. As you complete each section, have Training Officer/Lieutenant or designee sign and date indicating you have been mastered each section. After completing all sections, turn this sheet into the Training Officer. The Fire Chief has final authority on each qualification. Good Luck!

Section I - Administrative

1. Meets driver requirements:
 - a. Valid Driver's License _____
 - b. Completed 6 month probationary _____
 - c. Completed FireFighter I/II course _____
2. Attend VFIS Driver's Safety Course _____
3. Knowledge of SOPs _____
4. Attend Driver Training Class _____

Section II - Fundamentals

1. Demonstrate and explain Radio Comms _____
2. Demonstrates ability to use Map Book _____
3. Demonstrates knowledge of Hydrants _____
4. Explain the Incident Command System _____

Section III - Operations

1. Demonstrate equipment location _____
2. Demonstrate equipment operation _____
3. Demonstrate apparatus placement _____
4. Demonstrate equipment check-off
 - a. Fluids _____
 - b. Fire Pumps _____
 - c. Maintenance Logs _____
5. Competency Course
 - a. Straight Line _____
 - b. Confined Space _____
 - c. Alley Dock _____
 - d. Serpentine Course _____
 - e. Offset Alley _____
 - f. Parallel Park _____
 - g. Diminishing Clearance _____Time to complete Course: _____
6. Road Miles
 - a. 50 miles of day time _____
** Miles should be a combination of highway, residential, gravel, straight, curves, intersections, yielding, parking, and backing.
 - b. 20 miles of night time _____
** Miles should be a combination of highway, residential, gravel, straight, curves, intersections, yielding, parking, and backing.

Section IV - Recommendations

- 1. Lieutenant _____
Recommended
- 2. Training Officer _____
Recommended
- 3. Assistant Fire Chief _____
Recommended

Section V – Final Qualification

Fire Chief _____

Date: _____

Return this qualification sheet to the Training Officer for record entry. Assistant Fire Chief shall maintain original copy of this qualification in the member's personal record.

Appendix 6



Vehicle Accident/Loss Investigation Report

(This is not a claim form)

Fire Department _____ Date _____

Address _____

Name of Driver _____ Vehicle ID/Unit Number _____

Type of Vehicle _____

Date Driver Last Certified On Above Vehicle _____

Date of Accident _____ Time _____ Date Reported _____

Location of Accident _____

Roadway

- | | |
|--|--|
| <input type="checkbox"/> Straight _____ | <input type="checkbox"/> 2-lane |
| <input type="checkbox"/> Curve _____ | <input type="checkbox"/> 3-lane |
| <input type="checkbox"/> On Grade _____ | <input type="checkbox"/> 4-lane |
| <input type="checkbox"/> Level _____ | <input type="checkbox"/> Divided |
| <input type="checkbox"/> Hillcrest _____ | <input type="checkbox"/> Rural |
| <input type="checkbox"/> Dry _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Wet _____ | <input type="checkbox"/> Lanes marked |
| <input type="checkbox"/> Muddy _____ | <input type="checkbox"/> Lanes unmarked |
| <input type="checkbox"/> Snowy _____ | <input type="checkbox"/> No road detects |
| <input type="checkbox"/> Icy _____ | <input type="checkbox"/> Holes, ruts, etc. |
| <input type="checkbox"/> Oily _____ | <input type="checkbox"/> Loose material |
| | <input type="checkbox"/> Other |

Accident Occurred:

- At station
- Responding to emergency
- At emergency scene
- Returning from emergency
- Training
- Convention or parade
- Other _____
- Sleet

Type of Loss

- Personal injury
- Property damage
- Vehicle damage

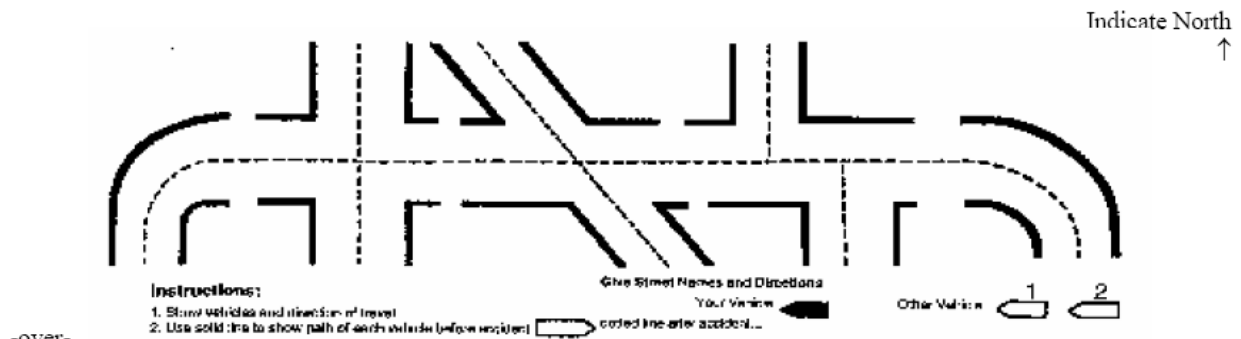
Weather

- Clear
- Rain
- Snow
- Fog
- Other _____

Description Of Accident _____

Motor Vehicle Diagram

Complete the following diagram showing direction and positions of automobiles involved, designating clearly point of contact.



-OVER-

Safety Analysis

What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate Cause)

What are the basic or fundamental reasons for the existence of these acts and/or conditions? (Fundamental Cause)

What action has or will be taken to prevent recurrence? Place "X" by items completed.

Safety Supervisor's Comments _____

Driver's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Safety Supervisor's Signature _____

Date _____

Appendix 7

Hose Maintenance Procedures

Purpose: To establish guidelines for the proper maintenance of Three Star Fire Department fire hose. The life and dependability of fire hose is directly related to the proper maintenance and care that it receives. The following procedures have been developed to extend the life and usability of our fire hose, identify defects that may be present and correct problems prior to it becoming an issue on a fire scene.

Procedures:

All fire hose purchased in January of 2004 was purchased with a color code scheme in mind. The color codes are to enhance safety and reduce confusion on the fire scene. With that in mind, the following procedures need to be followed.

- a. All pre-connect hoses are color coded to a specific place on each. Under no circumstances will a different color hose be used in a color coded hose bed, this is a safety issue. (I.e. Blue hose replaces blue hose.)
- b. Enough hose has been acquired to completely replace any color hose. In the event that there is not any hose of the proper color to replace hose that has been taken off the truck (due to damage or loss), clean the hose on the truck and re-load the same hose. Contact the hose LT and report the problem.

Inventory: All fire hose has been assigned an inventory number that is on each hose. This number will be used to track the life cycle of that hose, how many times it has been used and any problems that have been identified with that piece of hose.

1. Any hose that is damaged or its serviceability is in question; the firefighter that identifies the problem needs to log the hose section in the hose log, report it to the Lt. and remove it from service, replacing it with a section of hose from the ready service rack.
2. To reduce out of service time for vehicles, complete sets of replacement hose will be available in the hose rack. If hose is removed from a truck for any reason, (cleaning, maintenance or damage), the first priority is to get the truck back in service. *Hose replacement takes priority over hose cleaning*
3. When pre-connect hose is removed from a truck for cleaning, all three sections need to be removed and cleaned. Three ready service sections need to be placed on the truck in their place and the log needs to be updated to reflect the location of the sections of hose.

Cleaning: With the addition of the Roto-Jet automatic hose washing machine and hose drying cabinet, there is no reason that dirty hose should be left on Three Star vehicles.

1. Upon returning from any call that hose has been pulled from a truck and charged, it is up to the Driver to ensure the hose is replaced, cleaned and placed in the dryer prior to securing from the station. The Driver being responsible does not mean they are the only one to do the cleaning drying and stowing of hose.

2. Each section of hose that was charged shall be considered dirty and needs to be washed and dried. Once the hose is dried, it needs to be placed in the ready service hose rack and entered in the log.

a. Each section needs to be run through the Roto-Jet hose washer twice to ensure the hose is free of contaminants and clean.

b. Each section then needs to be placed on a rack in the hose dryer loosely coiled (each coil not touching the next) for drying.

c. Once each hose is loaded in the drying cabinet, the cabinet needs to be turned on. Note: Drying is slow, but the hose needs to be thoroughly dried before removing it from the drying cabinet.

d. Remove the dry hose and place it on the hose rolling table to tightly and neatly roll each section. Place the clean/dry/rolled hose in the hose rack and make the necessary changes in the hose log.

Equipment: (Hose washer / Drying Cabinet)

1. Only 12 gauge or larger extension cord may be used for the hose washer.
2. Hose washing needs to be done outside the bays due to the mess that the washer makes while in operation.
3. Once hose washing is complete, drain and rinse out the hose washer and return it to its storage area.

Appendix 8

Self-Contained Breathing Apparatus (SCBA) Maintenance

Purpose: The purpose of these Standard Operating Procedures is to establish guidelines for the proper operation, training, and maintenance of self-contained breathing apparatus (SCBA) in order to ensure the safety of all Three Star Fire Department personnel.

Location of Self-Contained Breathing Apparatus

A. Each apparatus, except the tanker, will store SCBA's for responding to all calls and will be stored on each apparatus in such a manner for quick inspection and donning, with spare cylinder(s) as needed.

B. Each SCBA stored on apparatus will be properly cleaned, inspected, stored and returned to service immediately after each use.

Inspections and Records

A. All SCBA's shall be inspected, at a minimum, twice a month during equipment check-offs using enclosure (1). An assigned person shall make inspections on all SCBA in use by the Three Star Fire Department. The inspection shall consist of checking the entire unit as outlined in enclosure (1) for deteriorated components, air tightness of cylinders, valves, gauge comparison, valve operation, regulator, exhalation valve and low air alarm. The face piece and harness shall also be visually inspected. The entire SCBA will be cleaned, dried if necessary. The Personal Alert Safety System (PASS) device shall be tested and attached to each SCBA. If there is any malfunction found the SCBA shall be taken out of service until it is repaired. The below guide is provided as a supplement to enclosure (1) and good safety common sense. Each member should conduct a visual inspection and operational check of each SCBA to be worn prior to entering any hazardous environment and immediately after each use.

1. **Harness and associated straps:** Visually inspect for frayed, twisted, missing, or otherwise inoperative backplate, shoulder, chest, and waist straps. When storing SCBA, ensure all straps are fully extended and not tangled.

2. **Personal Alert Safety System (PASS):** Ensure PASS devices function properly when air valve is opened. The PASS device is integrated into the breathing apparatus and will automatically activate when SCBA cylinder is opened and air applied to airline. PASS lights should illuminate when cylinder is opened and audible signal heard. During non-emergency (training) equipment check-offs, PASS device alarm signals will be checked for functionality.

a. PASS device will sound a pre-alert signal at approximately 20-22 seconds after remaining motionless and may be "de-activated" by tapping or any other movement to SCBA.

b. If PASS device detects lack of motion for approximately 30 seconds it will activate constant alert signal.

c. Without de-activation, pre-alert goes to full alert. At this point, the PASS device can only be de-activated by depressing the two buttons on side of it simultaneously.

3. **Regulator Assembly:** When the air cylinder is opened, listen for the low pressure warning device (listen carefully). With pressure applied to regulator assembly, conduct visual inspection of gauge to ensure it reflects the same amount of air pressure as in the cylinder. If any difference in pressure reading is detected, always go by lowest reading. If gauge reading is more or less than 200 psi than cylinder reading, have SCBA rendered out of service until checked.

4. **Face piece:** Ensure face piece is clean and free of any debris. Visually check for irregularities and/or contaminants in the exhalation valve, locking device, straps, purge valves and gaskets. Placing the face piece against the face and inhaling will activate the mainline valve and allow for breathing. Exhaling forcibly should clean out and test exhalation valve for functionality. Ensure the rubber nose cup inside face piece is positioned to allow exhaled air to be deflected, thus preventing fogging. Inspect face piece harness for wear and tear and ensure they are fully extended when being stored. A quick check for proper seal is to hold hand over regulator connection while face piece is donned. Inhale slightly and hold breath momentarily. Face piece should slightly collapse and there should not be any leakage of air. If leak is suspected, readjust face piece and head straps and attempt again.

B. The Incident Commander/Lieutenant will be informed of any discrepancies. Under no circumstances will any member don a SCBA if a problem exists with any SCBA or its associated components.

Operation and Use of Self-Contained Breathing Apparatus

A. Self-contained breathing apparatus shall be worn and used by all firefighters when a respiratory hazard has the potential to exist. Hazards shall include car fires, dumpster fires, interior structure fires, outside area where there is a possibility to encounter heat and/or smoke, hazardous spills, liquid propane leaks, chemical contaminated areas, oxygen deficient areas (confined areas), and any other hazardous atmosphere.

B. Resist the tendency to prematurely remove breathing apparatus during routine fire situations. We all must be aware of the respiratory hazards which exist in ordinary as well as the extraordinary fire situation. It is generally true that carbon monoxide levels increase during overhaul, due to the incomplete combustion of smoldering materials.

C. Three Star Fire Department operate with SCBA's with a thirty (30) minute rating, however, physical condition, environmental conditions, ability to control breathing, training, experience, and level of activity makes the actual usage time vary from user to user. A good rule of thumb is to expect approximately 15 – 20 minutes per cylinder.

D. Eyeglass frames, beards, and any facial hair that interfere with the seal of the face piece shall be prohibited. This means there shall be skin contact around the entire seal.

E. When working in a breathing apparatus, always work in pairs.

F. When possible, stay in contact with hoseline or use of a lifeline of some sort for speedy escape if necessary. If disoriented, locate a wall and follow it to a window or door. Activate PASS device if deemed necessary to alert other personnel of your situation and location.

G. Never remove the face mask or regulator to talk when in hazardous atmospheres.

H. Conserve air as much as possible. Make every movement count. Know the limitations of the breathing apparatus, as well as your own. It is imperative to know what you can and can not do when operating with a SCBA.

I. Become proficient with the operation of the apparatus through training and experience. Most often, you will be expected to work using only the senses of touch and hearing. It is imperative you know your equipment.

J. Allow enough time to exit the hazardous environment when low pressure alarm on the breathing apparatus sounds. You may have to move quickly.

K. Facemasks can be hung by the top strap of the head harness or the neck strap, only if the neck strap is secure to the breathing tube. Do not place facemasks on surfaces that will scratch, bend, or otherwise cause damage.

L. Firefighters that use two air bottles shall go through a period of rehab. If necessary, vitals will be taken and oxygen provided. This will allow the firefighter time to recover, rehydrate, and be monitored for signs of fatigue. If the incident should continue, rehab shall be needed between each bottle after the initial two bottles.

M. As previously mentioned, ensure to extend all straps fully when removing the breathing apparatus.

N. Known as the point of no return, firefighters shall only go to a point that when the low air alarm activates, they will have enough time to make a safe exit. This is approximately a 5-minute time.

O. When the low air alarm is activated for any reason, **ALL FIREFIGHTERS** on the team will exit the hazardous area. No one person will remain in the hazardous area.

Cleaning and returning to Service

A. SCBA's shall be cleaned and the face piece shall be disinfected after each use, except when impractical under tactical conditions.

1. The face piece assembly shall be washed with mild soap and water and thoroughly rinsed with clean warm water and dried with clean wiping cloths or disposable towels.

2. After washing, masks will be disinfected with M.S.A. cleaner/sanitizer solution. Alcohol should not be used as a disinfecting agent. Rubber parts will not be force dried with heat.

B. The air cylinder shall be properly recharged (see Cascade SOP) or replaced when returning an SCBA to service. Only trained personnel shall recharge air cylinders.

Repairs

A. Departmental policy concerning equipment repair shall be followed when arranging for the repair of an SCBA.

B. The Lieutenant in charge will ensure prompt repair to any SCBA needing service. That SCBA will be rendered out of service and accommodations will be made to ensure each apparatus is properly equipped as operations dictate. All repairs will be properly logged.

Training

A. The Lieutenant in charge will ensure the Training Officer schedules regular training sessions which focus on the use and maintenance of self-contained breathing apparatus. At a minimum, SCBA training will be conducted once every three months.

B. Training and drills in the use of SCBA's shall be provided which simulate as near actual emergency conditions as possible.

Conclusion

It is for the safety of every firefighter to keep the self-contained breathing apparatus in proper working condition. Regular inspections, maintenance, and training of the SCBA's can accomplish the level of safety needed during an emergency. It is essential to use the SCBA's whenever the situation dictates and to follow these standard operating procedures. Following this document will help in preventing injuries that can occur from smoke and heat that can damage your lungs. These injuries can have an acute or chronic effect on your health. The chronic effects may not be noticed for years. Accountability will also be assured at incidents if this standard operating procedure is followed.

Appendix 9

High Pressure Breathing Air System Operating Procedures

Filling bottles is a tremendous responsibility. Only the most reliable personnel shall be assigned to this task. This system is capable of generating pressures in excess of the normal bottle fill pressure. It is important not to overfill bottles.

I. **Introduction:** Three Star Fire Department operates an *American AirWorks* COLTRI SUB Fast 90 Compact High Pressure Air Compressor, HPE4500-2 Containment Fill Station, and a 4500 PSI, 4 cylinder bank storage Cascade System for use with our Self-Contained Breathing Apparatus (SCBA). The air compressor provides 5000 PSI of Grade E breathing air. It shall be used to supply our four DOT approved 4500 PSI cylinders that comprise of our Cascade System. Every firefighter shall become familiar with the safety features, the use of, and the operation of the air compressor, cascade system, and the HPE4500 Containment Fill Station prior to use. The following operating procedures are to be used **in lieu of** the Instruction Manual supplied with each piece of equipment and located on each piece.

It is not the intent of the SOP to introduce operators with the technical or specifications aspects of the equipment. Additional information can be found in associated instruction manual of each piece of equipment.

II. Definitions:

1. **Person in Charge of Maintenance:** This is the person entrusted with the handling, installation, start-up, regulation, cleaning, repair, changing of the tooling and maintenance of the machine. This person will oversee all maintenance and training conducted on the equipment.
2. **Person in Charge of Operation:** The is the person responsible for operating the machine whose work must be limited only to the filling of cylinders and the control operations. This person will be completely familiar with all the machines instructions and operating methods as well as all safety features.

III. Precautions:

1. The HPE4500-2 Containment Fill Station (BOOMBOX) is designed to offer some operator protection against resultant explosive forces should a cylinder fail during the filling process and at the same time, contain resulting shrapnel. The fill station has a safety interlock located inside the cabinet that controls the air flow. When the door is closed and the locking bar is in the down and locked position, the air is available to fill the bottles when the panel mount valves are opened.

IV. Preliminary Set-Up:

This section will guide each Person in Charge of Operation through the preliminary set-up procedures regarding each piece of equipment. Prior to filling any SCBA bottle, the following preliminary steps must be taken to ensure safe and proper equipment operation. **Each Person in Charge of Operation must be familiar with all the safety features, the control panels, and operating procedures for each system prior to use.**

1. Air Cascade Storage System
 - a. Ensure all hose lines are securely fastened and free of any cracks, cuts, or oils.
 - b. Visually check each storage tank, stems, and valves for any signs of damage. **Do not proceed if any doubt exists whether or not the storage tanks are safe to use.**
 - c. Ensure no bottle has an outdated inspection stamp. Contact Person-in-Charge of Maintenance if this condition exists.
2. HPE-4500-2 Containment Fill Station BOOMBOX
 - a. Ensure fill valve on control panel is in the closed position by turning knob to fully clockwise position.
 - b. Ensure high-pressure hose is securely fastened to back of unit.

V. Filling Procedures:

Only after all preliminary steps (Paragraph IV) have been successfully conducted shall filling procedures be initiated. The following procedures will be adhered to at all times and no steps will be ignored.

The following procedures are for filling bottles using Storage tanks ONLY

1. HPE-4500-2 Containment Fill Station (BOOMBOX)
 - a. Unlatch the fill station door by moving the fill station door interlock control lever to the up position and then pull the door open.
 - b. Place the bottle(s) to be filled into the holder and connect the fill adapter(s) to the bottle(s). **Be sure fill adapters go on bottle straight. Do not force onto threads, doing so will strip threads and render the bottle and valve out of service.**
 - c. Close the hose bleed valve(s) and open the bottle valve(s).
 - d. Close and latch the fill station door by moving the fill station interlock control lever to the down position.

NOTE: The Containment Fill Station will not fill the bottles unless the door is closed and locked.

2. Air Cascade Storage System

- a. Open desired air storage tank valve(s) by turning knob counter-clockwise. Adjust the output fill pressure with the fill pressure regulator (Right Gauge) to 2200 PSI.

The SCBA's used by Three Star Fire Department shall not exceed 2216 PSI. Exceeding pressure may result in explosion of bottle and cause equipment damage and serious personnel injury.

3. Back at the HPE4500-2 Containment Fill Station, slowly open the fill valve(s), located on control panel, to fill the bottle(s). **NOTE: The pressure indication on the fill pressure gauge will drop while bottles are filling.**
4. Filling is completed when the fill pressure gauge on the control panel returns to desired pressure. If the pressure(s) between the bank and the fill gauge equalize before the desired fill pressure is reached, close the bank valve in use and open another bank valve.
5. When SCBA is full, close the bank valve(s) on the Cascade System and fill valve(s) on the Fill Station.
6. Unlock the fill station door by moving the fill station interlock control lever back to the up position. Open the safety door.
7. Close the bottle valve(s) and open the fill hose bleed valve(s) to bleed off excess air stored in line. After bleeding off excess air, close bleed valve(s).
8. Carefully remove the fill adapter(s) from the filled bottle(s) and remove bottle. Close and lock the fill station door.
9. Log the date bottle(s) were filled into the respective field of the SCBA Bottle Fill and Maintenance Log located on side of bottle rack.

VI. Use of Fast 90 C High Pressure Air Compressor:

If and when any of the Cascade storage tank(s) fall below desired air pressure (2500), it becomes necessary to refill bottle(s). The Fast 90 C High Pressure Air Compressor is equipped with safety features that will automatically shut down the equipment if any of the following occurs:

- a. the pressure set on the pressure switch is reached;
- b. there is a temporary cut in the power supply;
- c. the heat release of the electric motor trips due to an overload.

*** After an emergency stop and before proceeding with a subsequent operation, it is necessary to check that the cause of the emergency has been eliminated.**

A. Preliminary Set-Up:

This section will guide each Person in Charge of Operation through the preliminary set-up procedures associated with the Fast 90C High Pressure Air Compressor and Cascade System. Prior to filling any SCBA bottle, the following preliminary steps must be taken to ensure safe and proper equipment operation. **Each Person in Charge of Operation must be familiar with all the safety features, the control panels, and operating procedures for the each piece of equipment prior to use.**

1. Air Cascade Storage System

- a. Ensure all hose lines are securely fastened and free of any cracks, cuts, or oils.
- b. Visually check each storage tank, stems, and valves for any signs of damage. **Do not proceed if any doubt exists whether or not the storage tanks are safe to use.**
- c. Ensure no bottle has an outdated inspection stamp. Contact Person in Charge of Maintenance if this condition exists.
- d. Ensure all bottles are in the closed position. This is accomplished by turning the valve in the fully clockwise position. **Do not over tighten.**

2. Fast 90C High Pressure Air Compressor:

- a. Ensure power is supplied to equipment by turning on main power switch. Ensure the front panel on/off operating buttons are illuminated on the control panel of the air compressor.
- b. Ensure all panels are securely fastened and that the machine to clear of any obstructions.
- c. Ensure the Pressure Switch is set at Three Star's maximum pressure of 4400 PSI by turning knob until the red cursor, located on outside ring, reaches 4400 PSI. **Ensure the proper scale is being used.** During the cylinder filling phase, the pressure switch stops the compressor when it reaches the maximum pressures as shown by red cursor. **This will be accomplished regardless of number of bottles being filled.**
- d. Turn the machine on by depressing the "ON" button located on top of control panel.
- e. **IMPORTANT:** Check the level of the lubricating oil of the pump unit by looking at the indicator located just below the control panel in the lower left corner. Ensure oil level is not below minimum markings. If this condition exists, contact the Person in Charge of Maintenance before proceeding.
- f. Turn the machine off by depressing the "OFF" button located on top of control panel.

If an emergency situation should arise during the refilling of the cylinders or at any other time, immediately press the “OFF” button on the control panel or turn off power at the main breaker.

B. Filling Procedures:

Only after all preliminary steps (Paragraph VI.A.) have been successfully conducted shall filling procedures be initiated. The following procedures will be adhered to at all times and no steps will be ignored.

The following procedures are for filling Cascade Storage tanks ONLY

1. Air Cascade Storage System

a. Open desired air storage tank valve(s). **The storage tanks used by Three Star Fire Department shall not exceed 4400 PSI. Exceeding pressure may result in explosion of bottle and cause equipment damage and serious personnel injury.**

2. Fast 90C High Pressure Air Compressor:

a. Turn the machine on by depressing the “ON” button located on top of control panel. Let machine fill storage tank(s) to desired amount of breathing air. **NOTE:** Filling time will vary depending on amount of air needed.

b. When cylinder(s) has/have been filled, the compressor is stopped automatically by the pressure switch or by operator intervention by depressing the “OFF” button on the control panel.

3. Air Cascade Storage System

a. Close the bank valve(s) on the Cascade System.

4. Fast 90C High Pressure Air Compressor

a. Turn off power at main power breaker.

Appendix 10



Infectious Exposure Form

Exposed Member's Name: _____ Position: _____

Soc. Sec. #: _____ Home Phone: _____

Field Inc. #: _____ Shift: _____ Company: _____

Name of Patient: _____ Sex: _____

Age: _____ Address: _____

Suspected or Confirmed Disease: _____

Transported to: _____

Transported by: _____

Date of Exposure: _____ Time of Exposure: _____

Type of Incident (auto accident, trauma): _____

Type of protective equipment utilized: _____

What where you exposed to:

Blood _____ Tears _____ Feces _____ Urine _____ Saliva _____

Vomit _____ Sputum _____ Sweat _____ Other _____

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or rashes that became exposed? Be specific: _____

How did exposure occur? Be specific: _____

Did you seek medical attention? _____ Yes _____ No

Where? _____ Date: _____

Contact Infection Control Supervisor: Date _____ Time: _____

Supervisor's Signature: _____ Date: _____

Member's Signature: _____ Date: _____

Infection Control Supervisor's Report

Medical facility notified? Yes _____ No _____

If Yes:

Name of Facility: _____ Date: _____

Address of Facility: _____

Name of Facility Contact: _____

Confirmed Exposure: _____

Member notified? Yes _____ No _____

Member's Signature: _____ Date: _____

Medical Follow-Up Action:

Remarks:

Infection Control Supervisor's Signature: _____ Date: _____