

# ***Pittman Center Community Volunteer Fire Department***

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## ***Standard Operating Guidelines***

Enacted 07/01/2010

### **DISCLAIMER**

The Pittman Center Community Volunteer Fire Department enacted the following Standard Operating Guidelines (SOG's). The Department, its members or other contributors cannot guarantee that adherence to these guidelines by any other fire department or emergency service organization will result in compliance with any laws, regulations or standards.

The Pittman Center Community Volunteer Fire Department cannot guarantee that adherence to these SOG's alone will result in a reduction of occupational injuries, illness or exposures. The guidelines can however, provide part of the framework for an emergency service occupational safety and health program which, when developed comprehensively by and for an individual fire department or emergency service organization, can be designed to achieve this goal.

### **PREFACE**

The following Standard Operating Guidelines were developed to guide members of the Pittman Center Community Volunteer Fire Department in the performance of their duties, on and off the incident scene. They are based on the requirements in NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program, and on appropriate federal, state and local regulations.

The SOG's are not part of the department Constitution and By-laws, but may be referred to in them. This is important for a number of reasons. First, the SOG's remain guidelines rather than rigid policies. Second, it allows the SOG's to be recognized as the basis of general rules of conduct expected from all members. Finally, it makes the SOG's the basis of the department's occupational safety and health program.

All department members are required to sign a statement documenting they have received a copy of the Standard Operating Guidelines and have read and understand them.

## **SAFETY POLICY**

The Safety Policy of the department is to provide and operate under the highest possible levels of safety for all members. The prevention of accidents, injury exposures and occupational illnesses are the goals of the department and shall be primary considerations at all times. The concern for safety and health applies to all members of the department and any other persons who may be involved in department functions.

The Safety Policy and Standard Operating Guidelines comprise the framework for the department's Occupational safety and health program. The safety and health program will be reviewed by department Officers annually and may be revised as necessary. Department members will be notified of changes to the program by way of amendment to the SOG's.

## **INTRODUCTION AND PURPOSE**

Presented on the following pages are the Standard Operating Guidelines (SOG's) of the Pittman Center Community Volunteer Fire Department. They are to be used as a reference pertaining to department procedures and regulations and to establish behavioral guidelines. The SOG's are intended to help members accomplish the mission of the department:

**The mission of the Pittman Center Community Volunteer Fire Department is to provide superior service to the residents and visitors of Pittman Center and Sevier County in an effort to protect their lives, property and environment. The members of the department will accomplish the mission through fire suppression, fire prevention, public education, emergency response and non-emergency response. The department will maintain the highest level of readiness, enabling delivery of fire fighting and emergency rescue services in a safe, competent and caring manner.**

It must be stressed that under all circumstances, common sense must prevail. Emergency response situations are so varied, specific rules and regulations cannot always be followed in the strictest sense and may need to be altered according to the incident. The guidelines should be used as a tool to inform members of the direction their decisions and actions should follow.

The members of the Pittman Center Community Volunteer Fire Department are a diverse group joined together in a common cause, providing a valued and outstanding service to residents and visitors of Pittman Center and Sevier County as a whole. Keep in mind, every member's personal conduct and behavior reflects on the department as a whole. It takes only one thoughtless, careless or selfish act to destroy the excellent reputation established through many years of dedication and hard work. Each of us is ultimately responsible for our decisions.

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## **DEFINITION OF TERMS**

|                          |                                                                                                                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active Member            | A department member at least eighteen (18) years of age, who participates in administrative and emergency response functions                                                                                                                                |
| Apparatus                | A fire or rescue emergency vehicle, such as engine, tanker, rescue or brush truck                                                                                                                                                                           |
| Auxiliary Member         | A department member at least eighteen (18) years of age, who participates in support, fundraising and non-emergency functions                                                                                                                               |
| Biohazard Waste          | Any non-reusable supply or equipment that may have come in contact with blood or body fluid. Includes but is not limited to gloves, bandages, airway equipment, etc.                                                                                        |
| Certified Firefighter    | An individual who has completed Rookie School, through The Sevier County Fire Chief's Academy or The Tennessee Codes and Enforcement Academy and has shown a proven competency in structural and Wildland Firefighting                                      |
| Department               | The entire organization which functions to provide fire and life safety Protection                                                                                                                                                                          |
| Due                      | The order in which a unit arrives or is expected to arrive at an incident                                                                                                                                                                                   |
| Firefighter              | An individual trained and equipped to respond to emergency incidents and participates in emergency operations                                                                                                                                               |
| IC (Incident Commander)  | that person who has assumed and is recognized by personnel as having scene control and responsibility                                                                                                                                                       |
| ICS                      | Incident Command System                                                                                                                                                                                                                                     |
| Incident Scene           | The location, including and immediately surrounding any incident at Which members of the department are operating, including but not Limited to fire emergencies, vehicle accidents, rescues, cave in or Collapse incidents, hazardous material emergencies |
| IDLH                     | Immediate Danger to Life or Health                                                                                                                                                                                                                          |
| Junior Firefighter (JFF) | A department member at least fourteen (14) years of age, who Participates in support, fundraising and non-emergency functions                                                                                                                               |
| LDH                      | Large Diameter Hose                                                                                                                                                                                                                                         |

### **DEFINITION OF TERMS CONTINUED:**

|                          |                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LCES                     | Look-out, communications, escape routes, and safety zones                                                                                                                        |
| Officer                  | Fire Chief, Assistant Fire Chief, Captain, Lieutenant, Safety Officer and Training Officer                                                                                       |
| PAR                      | Personal Accountability Report                                                                                                                                                   |
| PAT                      | Personal Accountability Tag                                                                                                                                                      |
| PPE                      | Personal Protective Equipment                                                                                                                                                    |
| PASS                     | Personal Alert Safety System device (may be integrated into SCBA or stand-alone PASS with accountability)                                                                        |
| POV                      | Personal owned Vehicle                                                                                                                                                           |
| SCBA                     | Self-contained breathing apparatus                                                                                                                                               |
| Senior Member            | A non officer with the most experience that is on scene                                                                                                                          |
| Senior Officer           | Highest ranking officer available                                                                                                                                                |
| Unit                     | A staffed piece of apparatus, with several firefighters and an officer or Crew chief                                                                                             |
| Unit Officer             | Member in charge of apparatus and its crew, generally an officer or Crew chief                                                                                                   |
| Wildland fire            | Fires which are burning in grass, undergrowth, and trees                                                                                                                         |
| Wildland/Urban Interface | The zone where Wildland fires are treating and burning adjacent to or upon structures                                                                                            |
| Working Incident         | Any response that requires active interior firefighting, victim rescue, body recovery or significant citizen evacuation, which results in significant or unusual risk to members |

## **ARTICLE 1\* MEMBERS**

### **A-1) Section 1\***      *Instruction for new members*

- 1.1            Refer to By-laws

### **A-1) Section 2\***      *Obligation of all members*

- 2.1      Read, learn and practice the department Standard Operating Guidelines. Be familiar with the department By Laws.
- 2.2      Recognize the chain of command and how the chain of command functions on and off the incident scene.
- 2.3      Understand the personal responsibilities of a member, such as: conduct; Attendance at training drills and meetings; care, use and maintenance of personal Protective equipment; location and use of equipment on apparatus.
- 2.4      Recognize that personal safety is the primary obligation of all members. Report all injuries, illnesses or exposures resulting from department activities to a line officer as soon as practical.
- 2.5      Understand the Incident Command (incident management) System used by the Department.
- 2.6      Follow Pittman Center Community Fire Department radio procedures at all times when using two-way portable, mobile or base station radios.
- 2.7      Recognize the paramount importance of responding to emergency calls.
- 2.8      Recognize the importance of each and every member's role in promoting fire and Life safety throughout the community.
- 2.9      Be familiar with mutual aid and automatic aid procedures.
- 2.10     Promote a positive attitude about the department:
- A. Members shall not make derogatory comments about the department or Member to or within hearing distance of any non-member (general Public).
- B. Comments, questions or concerns about department policies, procedures Or operations, including the SOG's, shall be directed to an officer.
- 2.11     Firefighters with beards or facial hair at any point where the SCBA face piece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained, shall be prohibited from wearing SCBA during training Exercises and emergency incidents. (See APPENDIX Section 1.)

**A-1) Section 3\***      *JUNIOR FIREFIGHTERS (JFF)*

- 3.1 All members must live and maintain residency within a ten (10) minute drive time obeying posted speed limits to any station or live within the response area. (See Article II- section 1 (H) in department by-laws)
- 3.2 JFF must be 14 to 18 years of age. At 18 years of age, member can join as full member after meeting the requirements set forth in the Departments By-laws (Article II).
- 3.3 JFF must have a signed Parental Consent form to participate in the program.
- 3.4 JFF must maintain a 2.0 GPA and passing all classes. Member will show report card to the Chief after each grading period for inspection. Member may be put on probation until grades improve.
- 3.5 JFF must fill out membership application.
- 3.6 JFF must have all forms signed by member and parent or legal guardian.
- 3.7 JFF must attend drills as required by Department by-laws. Article VI Section: 1(c) but as not to violate Tennessee Child Labor Act.
- 3.8 Pittman Center Community Volunteer Fire Department and Junior Firefighters will adhere to The Tennessee Child labor Act:

**A. Minors 14 and 15 years of age may not be employed:**

- \* During school hours.
- \* Between 7:00 pm and 7:00 Am., if the next day is a school day;
- \* Between 9:00 pm and 6:00 am;
- \* Note: The U.S. Department of Labor does not allow a minor to work past 7:00 p.m. From Labor Day to June more than 3 hours a day on a school day;
- \* More than 18 hours a week during a school week;
- \* More than 8 hours a day on non-school days; or more than 40 hours a week on non-school weeks.

**B. Minors 16 and 17 years of age may not be employed:**

\* During those hours when the minor is required to attend classes;

\* Between the hours of 10: 00 pm and 6:00 am, Sunday through Thursday evenings preceding a school Day Except with parental or guardian consent. Then the minor may work until midnight no more than (3)Nights Sunday through Thursday.

\* A minor must have a (30) minute unpaid or meal period if scheduled to work (6) hours consecutively. Such breaks shall not be scheduled during or before the first hour of scheduled work activity.

- 3.9 JFF will wear full PPE at all incidents and training exercises.
- 3.10 JFF will report to IC/Senior Officer on all incidents for assignment.
- 3.11 JFF may help pick up equipment and get apparatus ready to go back in service.
- 3.12 JFF may help clean and maintain equipment, apparatus, and stations.
- 3.13 **\*\* Junior Firefighters will and shall not be put in an IDLH environment at any time! \*\***
- 3.14 JFF will not drive any Fire Department vehicles.
- 3.15 JFF will perform duties under the supervision of an Officer or Senior member.
- 3.16 JFF may ride in apparatus with an approved driver/operator and approval from the chief or senior officer.
- 3.17 JFF will not respond to an incident emergency traffic on an apparatus or in a pov. If a JFF is on a piece of apparatus when a call come in, that apparatus will respond non-emergency.
- 3.18 No JFF will miss school/class to respond to an incident.

## **ARTICLE 2\*      FIRE STATION REGULATIONS**

### **A-2) Section 1\***      *Apparatus, Equipment and Personal Protective Equipment*

- 1.1 Apparatus and equipment will remain available for service at all times. Vehicles and equipment will not be moved from the station or from service without the Knowledge of the chief or Assistant chiefs.
- 1.2 Personal protective equipment will remain at an assigned location in an orderly Condition as outlined in Article 5.
- 1.3 Department issued personal protective equipment shall be worn at emergency Incidents and training exercises.
- 1.4 Apparatus fire pumps of 1000 gallons per minute(gpm) or greater should be tested yearly per NFPA standards.
- 1.5 All fire hose 1 ½" or larger should be tested yearly per NFPA standards.
- 1.6 All fire ladders including aerials should be tested yearly per NFPA standards.
- 1.7 Fuel levels on all apparatus shall be no less than ½. If fuel level is at ½ or less it is to be filled as soon as possible.

### **A-2) Section 2\***      *Kitchen/Dayrooms, Bathrooms, Offices, Training Room Meeting Room, Bunk Room, Apparatus Floor*

- 2.1 These areas are available to all members at all times.
- 2.2 Members are responsible for maintaining these areas in a neat and orderly condition at all times. The persons using them will wash dishes. Chairs and tables will be straightened and all debris removed from the area by the members using the facilities.
- 2.3 Bathroom and kitchen sinks are not to be used for cleaning contaminated equipment. Cleaning of contaminated equipment will take place in designated cleaning/decontamination areas.
- 2.4 The double wash sink in the apparatus room is for cleaning SCBA only. Do not use these sinks for general-purpose washing.
- 2.5 Equipment may not be removed from these areas without authorization of the fire Chief.
- 2.6 Blankets and pillows, etc. will be neatly folded and placed at the foot of the bunks. Bed linens will be washed, dried, folded and placed at the foot of the bunk by the individual using them.

- 2.7 Shower supplies are the individual member's responsibility.

**A-2) Section 3\***      *General Conduct and Appearance in the Station and on Apparatus*

- 3.1 All members shall abide by the House Rules (See APPENDIX, Section 2).
- 3.2 Conduct and appearance must be befitting the occasion. Unruly conduct will not be permitted. Enforcement will be the responsibility of the department officers.
- 3.3 Members shall not wear on their person, nor carry aboard any apparatus any Firearm, weapon or explosive. This rule does not apply to law enforcement Officers serving in an official capacity.

**A-2) Section 4\***      *Visitors*

- 4.1 The department prides itself on its hospitality. Do your part to make visitors welcome. Introduce yourself, offer information and encourage visitors to ask questions.
- 4.2 Visitors are permitted in the station and in or on apparatus when accompanied by a member. Members are responsible for the conduct and actions of their guests.
- 4.3 Visitors shall not respond to any alarm on apparatus. (Refer to by-law/article 5 section 2 a)

**A-2) Section 5\***      *Special Staffing of Station*

- 5.1 If an overnight stay is needed, the sleeping quarters will most likely be used. Upon completion of each stay, each firefighter is responsible for stripping their bunks and removing their bedding and all personal items.
- 5.2 Firefighters are responsible for providing their own food during their stay at the station.

## **ARTICLE 3\*      RESPONSE TO ALARMS: GENERAL CONDUCT AND PROCEDURE**

### ***A-3) Section 1\*      Alarm Signals***

- 1.1      The primary signal of an emergency is transmitted by from Sevier County Central Dispatch. Signals are received by radios carried by members. The alarm signal consists of an audio alert tone followed by appropriate voice information as to the location and type of the alarm.
- 1.2      A secondary means of dispatch may be by department issued cell phone.
- 1.3      Radios and cell phones will be issued to each firefighter by the chief. Members are responsible for the care of the radio and cell phone issued to them.
- 1.4      Officers will be issued a portable radio. Officers are responsible for the care of the radio issued to them.

### ***A-3) Section 2\*      Communications and Dispatch***

- 2.1      The department communications system is to be used for official business only.
- 2.2      The use of obscene language is specifically prohibited.
- 2.3      Dispatch records all transmissions.
- 2.4      Radio messages will be transmitted in a clear text dialogue
- 2.5      Firefighters should refrain from releasing information pertinent to the call. All requests for information should be referred to the OIC
- 2.6      One member will acknowledge the page. (Example" '1201 copy central'). All members will put themselves enroute to a station or scene. (See section 3-3.7 )

### ***A-3) Section 3\*      Members Response to Alarms***

- 3.1      Firefighters shall use utmost care when responding to the fire station. The use of emergency lights and sirens on personal vehicles are not permitted. Members may have emergency lights to use on a scene for safety only. These are not to be used while responding to an alarm or to a station.
- 3.2      Firefighters reporting to the station shall don personal protective equipment and Take a position on appropriate apparatus responding to an alarm.

- 3.3 Officers reporting to the station shall don personal protective equipment and take a position in the responding apparatus.
- A. In the event more than one officer appears to staff a responding unit, the ranking officer shall take the seat. The subordinate officer shall remain to take charge of the next responding unit or may take an Assigned position on the first unit.
- B. In the absence of an officer, a firefighter shall take a position in the cab and serve as unit officer of the responding apparatus.
- 3.4 The first qualified driver to arrive at the station shall take a position at the steering wheel of the responding apparatus. Other responding drivers should consider standby status on other vehicles due for response.
- 3.5 Seat belts shall be used in all vehicles. All firefighters on a unit must be seated and belted anytime the unit is in motion. The unit officer shall be responsible for ensuring all personnel are seated and belted
- 3.6 The responding apparatus will not leave the station until either the driver or the unit officer repeats the alarm location and nature. The officer and the driver will also know the most direct route to the alarm prior to leaving the station.
- 3.7 No member shall respond in their personally owned vehicle(pov) to an incident unless, the incident is near their home, they are near the incident and they have permission from a senior officer.
- 3.8 No member shall drive pass a station without checking and getting permission from IC.

**A-3) Section 4\***      *Minimum Staffing for Fire Response*

- 4.1      Responding units will respond with minimum staffing of (2) personnel. Its staffing level will consists of a unit officer, driver/operator.
- 4.2      The driver/operator must be cleared to operate the vehicle by the chief and training officer.
- 4.3      If an officer is not available, a firefighter may serve as unit officer.
- 4.4      After five (5) minutes has passed from a members time of arrival at a station, the unit may respond with less than minimum staffing, based on the judgment of the senior officer. The senior officer should consider requesting mutual aid at this time.
- 4.5      Recommended first due vehicles:

**A. Structural Fire**

Engine 74

Quint 71

Tanker 71 and Tanker 72. No particular order

Support 71 (command vehicle)

OTHER APPARATUS MAYBE REQUESTED BY IC.

**B. Vehicle Fire**

Engine 74

Quint 71

OTHER APPARATUS MAYBE REQUESTED BY OIC

**C. Brush Fire**

Wildland 71 (type 6 Wildland engine)

Wildland 72 (type 6 Wildland engine)

Tanker 71 (type 3 water tender)

Tanker 72 (type 3 water tender)

Engine 76 (type 1 structure engine)

OTHER APPARATUS MAYBE REQUESTED BY IC

**D. Vehicle Accident (WITH OR WITHOUT INJURIES)**

Engine 75

Quint 71

OTHER APPARATUS MAYBE REQUESTED BY OIC

**E. Hazardous Material Incident**

Engine 74

Quint 71

OTHER APPARATUS MAYBE REQUESTED BY IC

**F. Trash/Dumpster/Small Fire**

Engine 74

Quint 71

OTHER APPARATUS MAYBE REQUESTED BY OIC

**G. Automatic Aid**

No more than half of responding personnel and what is indicated by the Sevier county automatic aid matrix.

Not to exceed 1) engine 1) tanker and 1) brush truck.

**H. Mutual Aid**

No more than half of responding personnel and what unit is requested by IC.

Not to exceed 1) engine 1) tanker and 1) brush truck.

**I. Service Calls or Special Incidents**

AS DIRECTED BY SENIOR OFFICER

**J. Clandestine Drug Labs**

AS REQUESTED BY SENIOR OFFICER

**K. Broken Gas line**

1) Engine & 1) tanker ( minimum response)

## **L. Propane Tank Leak**

1)Engine & 1) tanker (minimum response)

### **A-3) Section 5\***      *Responsibilities En Route to the Incident Scene*

- 5.1      The driver shall operate the vehicle in such a manner as to effect the most prompt and safe arrival to the incident scene. Safe arrival is the first priority.
- 5.2      The driver shall stop at all negative right-of-way intersections, including stop signs, yield signs and red traffic lights. The driver may proceed when conditions prove to be safe, but not until the driver can assure control of the intersection when all oncoming traffic will yield the right-of-way.
- 5.3      The driver shall stop at all unguarded railroad crossings to ascertain there are no oncoming trains. The driver may proceed when the way is clear.
- 5.5      The driver shall stop for all school buses when the buses red lights are flashing and may not proceed until the bus driver indicates it is safe to do so.
- 5.6      The driver shall proceed at a speed that is safe for the weather and road conditions, the route of travel, following all applicable traffic regulations and not to exceed 20 mph over the speed limit.
- 5.7      Headlights will be used on all vehicles at all times.
- 5.8      The driver shall devote all attention to driving. The unit officer will operate the radio and handle all other necessary communications.
- 5.9      Members responding to an incident will keep the apparatus (mobile) radio on Pittman Center command channel and turn all portable radio to assigned tac channel (PCCVFD is tac 7) and lock the radio on that channel.

**A-3) Section 6\***      *Arrival at the Incident Scene*

6.1      Responsibilities of first arriving officer/firefighter

**A.** The first arriving officer/firefighter will, notify other responding units by radio of exact location including landmarks and road names. The officer/firefighter will assume command of the incident and will focus on:

life safety-potential entrapment of occupant

situation size up-which includes the height of the structure in stories, type of occupancy, smoke and fire conditions visible, the location from which they are showing and person in command. Also, potential conditions which impact the strategic and tactical approach addressing the incident and determine the appropriate actions taken.

**Example:** "Engine 74 is on scene at 123 Main St. We have a working fire, in a single story residential occupancy, lightweight construction. Smoke showing from the sides A-alpha, D-delta. All occupants are out of the building. 1201 is assuming Main St. command. All incoming units, all fire ground operations to TAC-7."

Water availability- identify availability of a water source whether it be by drafting, tanker shuttle, or use of hydrants

**B.** The first senior officer will relieve the officer/firefighter of command. The officer/firefighter may assume operations or may take charge of the apparatus and personnel he/she originally arrived with or may be giving a different assignment as designated by New IC.

**C.** When responding to a mutual/automatic aid, alarm the unit officer will report directly to the incident commander or his designee.

6.2      The members comprising the crew of an apparatus will be ready to exercise the operations indicated by the unit officer and shall not leave the apparatus without orders.

6.3      If the scene is not secure upon arrival or appears to be hostile, apparatus and crew members shall stage at a safe distance and wait for the scene to be secured by law enforcement officials before proceeding.

**A-3) Section 7\***      *General Conduct and Procedure on a structure fire Scene*

- 7.1 All personnel shall operate under the incident management system used by the department.
- 7.2 Firefighters shall only participate in activities for which they are properly trained or equipped for.
- 7.3 Firefighters using SCBA shall work in teams of two (2) or more. Free lancing or operating alone will not be permitted.
- 7.4 Firefighters will enter an involved building only when the following criteria are met:
  - A. A charged line of a minimum 1 ¾" is available.
  - B. A safety line of a minimum 1 ¾" is deployed.
  - C. At least two (2) other firefighters are on the scene to meet the 2 in/2 out standards.
- 7.5 Exposure lines shall be deployed, as necessary and master streams prepared in event defensive operations are required.
- 7.6 Hydrant usage:
  - A. When pumping from a hydrant, the residual pressure is not to go below 50 psi to prevent damage to the water system.
  - B. Red top hydrants are for filling only. Do not pump from those hydrants, this may damage the system.
  - C. When hooking to a hydrant, place a hydrant/gate valve on a different discharge that hose to allow another line if needed.
- 7.7 Each unit officer shall be responsible for his crew members. Unit officers will ensure crew members are following job assignments in respect to the overall operation.
- 7.8 A primary and secondary search shall be completed on structures to insure all occupants have exited the structure.
- 7.9 When inside a structure and you hear 2 long blasts of an air horns or sirens and/or 3 pulses in water pressure on the hose, exit the structure immediately.
- 7.10 An appropriate form of ventilation will be performed as soon as realistically possible.
- 7.11 During roof ventilation, firefighters will work off of a roof ladder during this operation.

- 7.12 Operations such as ventilation, salvage and overhaul or any type of scene clean up is not to be done without notification of IC.
- 7.13 Upon completion of a job assignment, a crew will make itself available for further assignment.
- 7.14 Generally, the incident commander will issue operating assignments through unit officers. It is in order, however, for the incident commander to commandeer the services of a firefighter directly when emergency situations require immediate action. The incident commander is responsible for notifying the unit officer, as soon as practical, of a firefighter's reassignment.
- 7.15 Any incident that may be considered a crime scene shall be disturbed only to the extent necessary for life safety and incident stabilization.

**A-3) Section 8\***      *Use of Personal Protective Equipment (PPE)*

All firefighters, including officers shall:

- 8.1 Wear appropriate personal protective equipment at all fire and rescue incidents, And during training evolutions at which real or potential hazards exist.
- 8.2 Face shields shall be used and gloves shall be worn whenever the need for eye and hand protection exists, specifically during forcible entry or extrication operations and when using power actuated equipment.
- 8.3 SCBA shall be worn when working in areas where:
  - A. The atmosphere is hazardous.
  - B. The atmosphere is suspected of being hazardous.
  - C. The atmosphere may rapidly become hazardous.

This shall include: areas of active firefighting; areas above a fire; incidents including gas leaks or fuel spills; hazardous material incidents; vehicle fires; where invisible contaminants or products of combustion are present such as salvage and overhaul; at rescue Incidents below ground level and in areas which are or may be oxygen deficient.

- 8.4 Arm the personal alert (PASS) device attached to the SCBA harness at the time the SCBA face piece is donned.
- 8.5 Wear disposable medical gloves during all contacts with injured or ill patients.
- 8.6 Wear eye protection, disposable filter masks and turnout gear or other fluid resistant garments during all contacts with patients when there is a potential for splash or spray of blood or other body fluids.

- 8.7 Wear a disposable filter mask during all contact with patients who are coughing or sneezing or give indication that they may have an airborne transmittable disease.
- 8.8 The Incident Commander shall determine when the use of personal protective equipment, including turnout gear, SCBA and medical protective clothing is no longer needed, based on existing conditions and the possibility of continued hazards.
- 8.9 All personnel working in or near moving will wear an ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI 207 Public Safety vest. "If your feet are on the street, your vest is on your chest". This is in compliance with State and Federal laws. The required safety vest need not be worn when personnel are required to:
- A. Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire.
  - B. Don hazardous material PPE to avoid potential exposure to chemical or other contaminants.
  - C. Don Technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low angle rope rescue, swift water rescue, ECT.
- All personnel on scene performing duties or involved in activities other than those listed above are required to wear the required vest when working in or near moving traffic.

**A-3) Section 9\***      *Return to Station Routine*

- 9.1 When the Incident Commander determines the services of a unit are no longer needed at the incident scene, he shall direct the unit officer to return the unit to the station.
- 9.2 The unit officer and the driver of a returning unit shall determine before leaving the incident scene that all equipment belonging to the unit are on board the apparatus.
- A. Should it be necessary to leave equipment behind for further operation at the incident scene, it should be explicitly established to whose care the equipment is being left.
- 9.3 Contaminated equipment, supplies or waste shall be placed in red, leak-proof bags for transport for appropriate decontamination or disposal. Do not use biohazard bags for cleaning up regular trash.
- A. When possible, contaminated waste shall be given to an EMS crew for disposal at a hospital. Contact the safety officer on how to dispose other contaminated waste.
  - B. Contaminated equipment shall be cleaned and disinfected according to manufacturer's instructions.
  - C. Contaminated turnout gear shall be cleaned and disinfected according to the manufacturer's instructions or the procedure in APPENDIX, Section 3.

- 9.4 The crew of a unit shall take position on the apparatus and assume responsibilities for safety comparable to those observed on response. The unit officer shall ensure all crew members are properly seated and belted.
- 9.5 Upon arrival at the station, the crew of a unit shall be responsible for cleaning, servicing and returning to service the apparatus, equipment and personal protective equipment.
- A.** The unit officer shall be responsible for re-supplying the apparatus with necessary equipment in order to be considered in service. If a hydrant was used, he will also provide a water usage report to the water system in which the water was taken.
- B.** It is the driver's responsibility to fuel the apparatus if the fuel gauge is showing below 1/2.
- C.** Any damage occurring to the apparatus or equipment should be reported in writing to the chief.
- 9.6 Firefighter's Dismissal
- A.** When the unit officer is satisfied the apparatus and equipment have been tended to, he shall notify the officer in charge. The unit crew may be dismissed by the officer in charge.
- B.** Members of a unit who have completed their return-to-service detail, may be required in certain circumstances, to assist the return-to-service of another unit.
- C.** In cases where a member's job or family responsibilities justify it, a member may be dismissed from an incident scene or the fire station upon consent of the member's unit officer and the officer in charge.
- 9.7 Contacts made by the media (newspaper, radio or television) concerning the incident shall be addressed by a chief officer or OIC.
- A.** If a chief officer is not available, advise the media representative the call will be returned as soon as possible. Take a message, including the reporter's name, affiliation and phone number.
- B.** Ensure a chief officer is given the message promptly upon his return.

**A-3) Section 10\***      *Other than Fire Emergencies*

- 10.1 Calls for rescues, hazardous material emergencies, collapse/cave-in emergencies, lost person, drowning incidents and other non-typical situations...
- A.** When an alarm is broadcast over the alerting system, firefighters shall respond in conformance with all previous sections of this article.

**B.** Specific guidelines for hazardous material and collapse/cave-in emergencies shall be followed (Sections 11 and 13).

**C.** Response assignments for lost persons, drowning incidents and miscellaneous alarms will be made by the officer in charge.

**A-3) Section 11\***      *In Station Standby Provisions*

- 11.1 Available firefighters and officers who respond to a fire or other alarms, but are not needed on the responding units, should remain at the fire station in a standby status, especially if the alarm underway may require the service of additional firefighters or apparatus. All members at the station on standby status shall remain at the station until the officer in charge releases them.

**A-3) Section 12\***      *Guidelines for Hazardous Material Response*

- 12.1 Establish command.
- 12.2 Position apparatus safely with special consideration for the dangerous potential of the product. Typically, the safest position is uphill and upwind.
- 12.3 Give a preliminary report of the situation.
- 12.4 Establish a control zone (HOT ZONE) beyond which entry is restricted.
- 12.5 Designate a staging area for incoming apparatus and assign a staging officer.
- 12.6 Execute only immediate life saving rescue, limiting as much as possible, and the Endangerment of the health and safety of personnel until the material involved and hazards are identified.
- 12.7 Identify the product and obtain supplemental information.
- 12.8 Communicate with responding Hazardous Materials Response team officer (If applicable).
- 12.9 Operations will be transferred to the responding Haz-Mat team after a briefing of the incident.

**A-3) Section 13\***      *Guidelines for Clandestine Drug Lab Response*

**13.1**    Protect Personal Safety.

- A.** Avoid contact.
- B.** Minimize exposure.
- C.** Do not smoke in or near drug lab.
- D.** Never touch, taste or smell any type of equipment or chemicals in or near a drug lab.
- E.** Do not enter an unknown environment.
- F.** Observe from a distance.
- G.** Stay upwind and up gradient.
- H.** Avoid areas of odor, discoloration and visibility impairment.
- I.** Always request assistance.
- J.** Establish unified command.

**13.2**    Protect Public Safety

- A.** Warn others.
- B.** Isolate area.
- C.** Evacuate immediate area.
- D.** Call for assistance: Ambulance, Haz Mat Team or Other emergency agencies as needed.

**13.3**    Secondary Actions

- A.** Clear debris which may impede response, if it can be done safely.
- B.** Prevent unauthorized scene entry.
- C.** Render first aid.

**A-3) Section 14\***      *Guidelines for Carbon monoxide response*

- 14.1 Upon arrival interview occupant to determine the possible sources of carbon monoxide and any actions prior to arrival.
- 14.2 Upon entering the structure an initial reading inside the front door will be taken to determine the level of carbon monoxide present.
  - A. Measured reading <25 ppm continue investigation.
  - B. Measured reading >25 ppm utilize SCBA and ventilate structure.
- 14.3 Inspect all applicable appliances, one at a time, to help identify source.
- 14.4 Action levels for specific levels
  - A. 9 ppm or less
    - \* Recommend to occupants to check detector.
    - \* Attempt to reset detectors.
    - \* Inform occupants to call 911 if detector sounds again or if they start feeling ill.
  - B. 10 ppm-100 ppm
    - \* Advise occupants that potentially dangerous levels exist and that they need to leave the occupancy.
    - \* Have dispatch contact the gas company.
    - \* Leave gas appliances shut off and advise occupants to have a service person come and inspect and/or repair the appliance.
    - \* Ventilate back to a safe level.
  - C. 100 ppm or greater
    - \* Advise occupants that a lethal level exists.
    - \* Perform steps as above.

\*\*\* Note- it is not uncommon for a few parts per million to exist within a structure. Always advise occupants of findings and any suggested actions based on finds.

**A-3) Section 15\***      *Guidelines for Collapse/Cave-In Response*

- 15.1 Request Sevier County Volunteer Rescue Squad for technical rescue.
- 15.2 Position apparatus no closer than one hundred (100) feet from the incident scene. Designate a staging area for incoming apparatus and assign a staging officer.
- 15.3 Locate a job foreman or a responsible eye witness and get as much pertinent information as possible:
  - \* Location and number of victims trapped
  - \* Length of time since collapse/cave-in occurred
  - \* How victims are buried or trapped
- 15.4 Establish a physical barrier for crowd control, with a minimum distance of one hundred (100) feet.
- 15.5 Eliminate sources of vibration. Unless essential, shut off all engines and stop all traffic within five hundred (500) feet.
- 15.6 Do not, under any circumstance, allow any personnel to enter an unshored trench.
- 15.7 Communicate with responding collapse team officer (if applicable).

**A-3) Section 16\***      *Guidelines for Helicopter Landing Zone response*

- 16.1 A landing zone officer will be designated. This person shall be the only person at the LZ in contact with the helicopter and central dispatch. If the helicopter crew needs patient information, it shall be relayed through the transporting ambulance crew(s).
- 16.2 The landing zone should be in a clear area on a relatively flat surface. It should not be set up on loose materials such as gravel, sand or snow.
- 16.3 The landing zone should be marked with apparatus and LZ lights. Apparatus lights will be off except for running lights. Emergency light will be used to mark obstructions only. The lights should mark a landing zone area of at least one hundred (100) feet by one hundred (100) feet. The blue light should be placed in the center of the side of the zone from which the wind is coming from.
- 16.4 All obstructions, including trees, wires, poles, etc. should be identified and their location relayed to the helicopter by the Landing Zone officer.
- 16.5 Position fire and EMS apparatus safely with special consideration for the flight path of the helicopter. Typically, the safest position is uphill and upwind. When possible, apparatus should be positioned under wires (wires are invisible to the helicopter from the air).
- 16.6 If an ambulance transports a patient to the landing zone, it should be positioned with the back doors pointing away from the landing zone.
- 16.7 All floodlights, bright lights and emergency-warning lights will be turned off when the helicopter approaches, to minimize the chances of the pilot being distracted.
- 16.8 At least two firefighters shall be in full turnout gear, including SCBA, when the helicopter lands and takes off. The firefighters should remain with the apparatus.
- 16.9 Any personnel entering the landing zone area while the helicopter is on the ground should wear head and eye protection. Personnel outside the landing zone should wear head and eye protection during landing and takeoff.
- 16.10 The landing zone officer will notify dispatch when the helicopter has landed and when it has taken off.

**A-3) Section 17\***      *Guidelines for Motor Vehicle Accident response*

- 17.1 Personnel will wear all ppe until the hazards are secured and the IC advises that ppe may be removed. When ppe is removed and the scene dictates the personnel should don safety vest for reflective warning. (See section 8.9)
- 17.2 A fire extinguisher or hose line will be deployed until all hazards are secured and IC gives orders to do so. A safety line of 1 ¾" minimum will be deployed while mechanical extrication is being performed.
- 17.3 All vehicles should be stabilized prior to extrication beginning.
- 17.4 Personnel involved in mechanical extrication will wear all ppe. All patients should be covered during mechanical extrication. Personnel should approach the vehicle from safe areas, keeping in mind hazard zones of tires, bumper shocks, and hood lifting devices, etc. That presents additional hazards to personnel.
- 17.5 When mechanical extrication is necessary, IC or operations will evaluate the vehicle for potential air bag devices. These devices dictate where and how extrication should be accomplished. If the air bags have not deployed the electrical system should be cut and if possible, an air bag cover put in place.
- 17.6 The apparatus should be staged to allow for an effective scene management while not compromising the safety of personnel or the apparatus.

\*\*\* Note- At any time a rescue incident is above and beyond the normal role, training, and capability of the responding personnel or the department as a whole, a special rescue team will be called in for assistance such as The Gatlinburg Fire Department, Sevier County Volunteer Rescue Squad, or any other specially trained and equipped agency if deemed needed by IC

**A-3) Section 18\***      *Guidelines for Motor Vehicle Fire response*

- 18.1 Fire apparatus will be parked as not to interfere with fire ground actives and to protect personnel and the apparatus.
- 18.2 Motor vehicle fires will be suppressed using a minimum 1 ½" attack line and class A foam is possible.
- 18.3 Firefighter will wear full PPE including the use of SCBA during motor vehicle fire suppression.

- 18.4 If it has been determined that parts of the motor vehicle are made of magnesium, an ABC dry chemical extinguisher will be used.

**A-3) Section 19\*** *Guidelines for Wildland/Urban interface response*

- 19.1 An assessment will be made of the wildland/urban interface, as to survivability of threatened structures. Priority will be placed on structures that can be saved without placing personnel and equipment at risk.
- 19.2 PCCVFD personnel will implement the **LCES** at wildland and wildland/urban interface incidents
- 19.3 Once on scene IC may request, the state forestry, mutual aid, or ask Central Dispatch to activate the Sevier County Wildland Taskforce.
- 19.4 PCCVFD will respond a minimum of 2 brush trucks (both type 6 engines) 2 (Type 3 water tenders/tankers) and 1 (type 1 engine) on these incidents.
- 19.5 When mutual aid/automatic aid is requested, PCCVFD will send up to half available personnel and up to 1) brush truck, 1) tanker/tender and 1) type 1 engine.
- 19.6 To participate in firefighting activities, all PCCVFD personnel will wear proper PPE that consists of:
- A. Nomex or cotton pants, shirt, or coveralls
  - B. Work gloves
  - C. Hard hat/helmet
  - D. Eye protection
- 19.7 Vehicles will work from existing roads and tracks as much as possible or as directed by the IC.
- 19.8 Personnel may ride in the bed of a brush truck only when necessary. Extreme caution is to be used!
- 19.9 During scene size-up, priorities are life safety, scene stabilization, and structural protection.
- A. First arriving personnel will assess the total scene, including threats to structure, weather conditions, escape routes, and safety zones.

**B.** First-arriving personnel will establish Incident Command (IC) and identify a staging area for responding firefighters and apparatus. The location of the staging area will be communicated by radio to all responding units.

**C.** The IC will generate an action plan, responding to fire conditions and scene priorities.

19.10 Life-safety, property protection, and resource conservation will remain priorities during wildland activities. A wildland fire is not necessarily an emergency. Response should be measured and methodic.

19.11 PCCVFD places safety for the firefighters as the top priority in all cases. As personnel shift from structural to Wildland firefighting, it is recognized that different conditions, fire behavior, and risk exist. Care should be taken to address these risks giving the different conditions.

19.12 PCCVFD personnel will implement and use **LCES** at Wildland fires.

\* **Look-out** – The IC or designated look-out, will maintain visual contact with the fire, monitoring fire activity and location.

\* **Communications** – PCCVFD will maintain radio communications between IC and all personnel during fire suppression activities. In lieu of radio communications, cell phones, hand signals and runners may be utilized, all with intent of maintaining communications.

\* **Escape Routes** – Prior to beginning fire suppression activities, escape routes will be identified and discussed. Vehicles will be parked backed in, to facilitate a rapid escape if necessary.

\* **Safety Zones** – The IC and safety officer will identify adequate safety zones and communicate their location to all personnel.

19.13 PCCVFD personnel will be familiar with the Ten Standard Fire Orders that were developed to provide a safety framework to wildland fire suppression activities.

1. Keep informed on weather conditions and forecasts.

2. Know what your fire is doing at all time.

3. Base all actions on current and expected behavior of the fire.

4. Identify escape routes and make them known.

5. Post lookouts when there is possible danger.

6. Be alert, keep calm, think clear, act decisively.

7. Maintain prompt communications with your forces, your supervisor, and adjoining forces.
8. Give clear instructions and insure they are understood.
9. Maintain control of your forces at all times.
10. Fight fire aggressively, having provided for safety first.

19.14 PCCVFD personnel will be familiar with the Eighteen Watch-Out Situations that were developed to provide a safety framework to wildland fire suppression activities.

1. Fire not scouted and sized up.
2. in country not scene in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communications link with crewmembers/supervisors.
8. Constructing line without safe anchor.
9. Building a fire line downhill with fire below.
10. Attempting frontal attack on a fire.
11. Unburned fuel between you and the fire.
12. Cannot see main fire, not in contact with anyone who can.
13. On a hill side where rolling material can ignite fuel below.
14. Weather is getting hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across lines.
17. Terrain and fuel makes escape to safety zones difficult.
18. Taking a nap near the fire line.

### **A-3) Section 20\***    *NATURAL / PROPANE GAS EMERGENCIES*

Fire department units may encounter natural gas or propane gas in a variety of situations and incident types, each gas presents a different set of hazards and problems. The following guidelines present an approach which will be applicable in the majority of situations, but do not replace good judgment and experience in dealing with any particular incident. These guidelines should be used whenever situations are encountered that do not clearly indicate that a different approach is required to more safely resolve the hazard.

Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment...

- \* Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. The flammable limits are approximately 4% to 15% in air. Natural gas itself is nontoxic; however, it displaces oxygen and can result in asphyxiation if in a confined space

- \* Burning natural gas should not normally be extinguished, since this would change the situation from a visible to invisible hazard with explosive potential. Fires should be controlled by stopping the flow. Propane is much heavier than air and expands 250 times when released from a tank; it tends to sink into low areas and is slow to dissipate.

- \* Inside buildings, however it tends to pocket in basements and crawl spaces under mobile homes. Propane is known to follow along pipelines into structures even when the leak is outside. The flammable limits are approximately 2.15% and 9.6% in air.

- \* Burning propane gas should not normally be extinguished, since this would change the situation from a visible to invisible hazard with explosive potential. Fires should be controlled by stopping the flow as close to the source as possible.

## 20.1 Incidents at Which an Explosion Has Occurred

Units arriving at the scene of a structural explosion must consider natural gas or propane gas as a possible cause

- A.** Have Central Dispatch contact the gas company to have a crew in route to the incident.
- B.** Park apparatus up-wind and uphill when possible, to avoid exposure to crew and equipment. (Apparatus motor could be damaged if parked in an enriched LPG atmosphere.)
- C.** Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of fire department and/or other emergency personnel (i.e., gas company personnel) in the area, to the minimum number necessary to stabilize the situation.
- D.** Do not rely on gas odor. Use combustible gas indicators to check all suspected areas.
- E.** If a gas concentration is encountered inside, adjacent to, or underneath a building, secure all possible sources of ignition in the affected area. Cut electricity from outside the affected area to avoid arcing. Ventilate buildings where gas is found with explosion proof equipment or positive pressure fan only.
- F.** Command shall provide for effective interaction between gas company personnel and the fire department. Gas company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide command with valuable assistance in the effective handling of these incidents. In most cases, a senior/member officer with a portable radio will be required to supervise during on-site operations.
- G.** Command must ensure the safety and stability of the structure. If further collapse is possible, a Trench/Heavy Rescue Team should be called to provide shoring, cribbing or stabilization.

## 20.2 Incidents with a Reported Gas Leak – No Fire or Explosion

Calls for "odor of gas," "gas leak," "broken gas line" and similar situations may range from minor to potentially major incidents. All of these should be approached as potentially dangerous situations.

Gas company personnel shall be responsible for locating and eliminating leak sources.

Gas company personnel shall obtain a sufficient number of gas concentration readings, using their combustible gas indicators for command to evaluate the hazard and take appropriate action.

In all cases, fire department units shall take whatever actions are necessary to provide for life and property safety.

A minimum number of personnel should be allowed to enter the area to size-up the situation while any additional units stage in a location out of the potentially dangerous zone.

- A.** Evacuate any civilians in the area of escaping gas.
- B.** Attempt to locate the source of the gas and any shutoff devices available.
- C.** Gas leak situations within a building where the source of the leak is unknown or uncontrolled, the gas supply shall be shut off at the meter/tank.
- D.** Command shall ensure the meter /tank is off until repairs are completed. This is most easily accomplished with the cooperation of the gas supplier at the scene.
- E.** If there is any indication of gas accumulating within a building, evacuate civilians from the structure and control ignition sources.
- F.** Shut off electrical power from an outside breaker. Ventilate using a positive pressure fan if necessary.
- G.** If gas company personnel must excavate to shut off a leak, provide stand-by protection with a charged 1-3/4 -inch line and two fire fighters in full protective equipment and SCBA.

### PERSONNEL SAFETY

All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing with SCBA. Personnel working in a suspected ignitable atmosphere (i.e., attempting to shut

off a gas line) shall use SCBA and shall be covered by a manned protective hose line. The number of exposed personnel will be kept to an absolute minimum at all times. A hot zone will be established and maintained around any suspected gas leak and "fire when necessary.

### **A-3) Section 21\***      *Guidelines for Flood Watch*

This plan is designed is to be used and followed for the protection of the residents and visitors in our response area. This plan is to be followed as closely as possible so that we can still provide our services as they are needed during a disaster. Members may be put on standby during flood watches and warnings.

PCCVFD will have (3) flood stage levels and station #1 will be the E.O.C. during the incident. Station #2 may be used as a shelter if needed during the incident and the Red Cross will be notified that the shelter is being used.

**\*Level 1 Flood Stage-** Water level is at 3 ft at Waldrop Rd Bridge, 4 ft at the covered bridge, and/or over the tile on Butler Branch Rd.

**\*Level 2 Flood Stage-** Water Level is at 4 ft at Waldrop Rd Bridge, 5 ft at the covered bridge.

**\*Level 3 Flood Stage-** Water Level is at 6 ft at Waldrop Rd Bridge and/or 6 ft at the covered bridge.

### **Directions for Personnel**

**\*Level 1-** Advise central dispatch to set off tones for non-emergency response to all stations and station 1 will be the E.O.C. All members will remain at the stations until a senior officer/member assigns personnel and apparatus to designated areas. When personnel arrive at designated areas, they will give a gauge reading/update of that area by radio to the E.O.C to be documented.

**\*Level 2-\*** Senior Officer/Member will contact Pittman Center Police Department to advise them of the situation and have them notify the city administrator of the situation.

\* Call the National Weather Service in Morristown for weather updates and forecast for our area.

\* Have central dispatch contact Catons Chapel/Richardson Cove VFD, Sevier County VFD, Sevierville FD, EMA, and advise them of the conditions.

### **Truck Assignments**

The response area will be divided into 2 zones that will be divided by Noisy Falls. Zone 1 will be from Noisy Falls west to Buckhorn RD and down to King Hollow RD. Zone 2 will be east of Noisy Falls to the county line down to Henrytown Rd. The following truck assignments will be the following:

\*Butler Branch Rd @ Old Webb Creek RD- Quint 71.

\*Emerts Cove Rd @ Spring Branch Rd- Engine 75.

\*Webb Creek Rd @ City Hall- Tanker 72.

\*Station #2- Engine 74, Engine 76, and Tanker 71.

\*Support and Wildland vehicles may roam.

**\*\* If flooding is confined to 1 zone, Then all other apparatus not assigned in the other zone shall stay in the station/staging until assigned by IC.\*\***

**A-3) Section 22\***      *Guidelines for declaring a "Mayday"*

## PURPOSE

The rescue of trapped or lost firefighters in a burning or collapsed building is especially time sensitive. There is a very narrow window of survivability for a firefighter whose air supply has been diminished and trapped by approaching fire or heavy structural components. Additionally, it is extraordinarily difficult to control the well intentioned actions of would be rescuers. However, the risks and disadvantages associated with not controlling the fire ground effectively during this time cannot only hinder this operation; it may actually contribute to firefighter fatalities. Therefore, rapid, concise decisions and actions must be taken to increase survivability. This policy is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an emergency incident. It also standardizes the language to be used by all personnel to reflect that one or more is in trouble and in need of assistance.

## POLICY

This procedure shall be used to notify the incident commander by a firefighter who becomes lost or trapped while inside a building. It will serve as a guide for the lost/trapped firefighter, the Rapid Intervention Team and the Incident Commander.

## PROCEDURE

### 22.1 Declaring a May-Day:

When an emergency responder identifies the he/she or a member of his/her team, is lost, trapped, disoriented, or injured and in need of assistance, he/she shall (if possible) transmit a verbal message on the radio to Command and state: "Mayday, Mayday, Mayday"

**A.** The individual reporting shall provide the following information:

**L:** Location

**U:** Unit number

**N:** Name

**A:** Assignment (per Incident Management System)

**R:** Resources needed

**B.** The lost or trapped firefighter shall remain on the original channel.

**C.** Lost or trapped firefighters shall remain together

**D.** The PASS device shall be activated.

**E.** Take actions to self-evacuate. (ESCAPE)

**F.** If escape fails, retreat to an area of safety. (EVADE)

**G.** If evade fails, attempt to ENTRENCH in the area of danger.

- \* Position self to maximize audible effects of pass device, preferably near a doorway, hallway, exterior wall, or window.

- \* Create tapping noises with a tool.

- \* Position flashlight beam toward ceiling and/or continue rotating beam side to side.

**H.** Update IC of all actions taken in effort to escape, evade, or entrench.

22.2 Command's response to "Mayday":

**A.** Upon receipt of a Mayday, command shall advise all personnel that all radio traffic must cease. Only radio traffic pertinent to the Mayday shall be permitted on the channel.

**B.** Request Central Dispatch to initiate the Mayday Protocol and do a county wide all page for any RIT teams to respond to "MAYDAY" location...

**C.** The Fire Operations shall be moved to an alternate channel.

**D.** Command shall establish a Rescue Sector to remain on the original channel.

**E.** Immediately conduct a Personnel Accountability Report (PAR).

**F.** When available, commit the Rapid Intervention Team designated as RIT-1 to the most appropriate location to initiate the rescue.

**G.** When available, a second Rapid Intervention Team shall be assembled with the designation of RIT-2.

**H.** When available, a third Rapid Intervention Team shall be assembled to provide outside support with the designation of RIT-3. Command shall notify Central Dispatch to announce the conclusion of the Mayday event.

## **ARTICLE 4\* USE AND OPERATION OF APPARATUS AND EQUIPMENT**

### ***A-4) Section 1\*            On Alarms***

- 1.1 All responding apparatus shall be staffed as defined in Article 3, Section 3. Upon arrival, the first unit officer will relay the type of fire, visible conditions and other pertinent information to responding units.
- A.** Crew members on structural engines will don SCBA before commencing with fire ground operations.
  - B.** Firefighters will remain under the direction of the unit officer with whom they responded unless they are released by that officer to another detail.
  - C.** Unit officers will identify the hose lines to be used during firefighting operations based on the incident and available firefighters.
  - D.** Personnel shall not ride on the rear step, hose bed or on top of any apparatus at any time (except to load hose).
  - E.** Personnel shall not ride in the bed of a brush truck other than off-road, emergency situations, where there is no other feasible means of transportation. If there is a need to transport firefighters in the bed of a brush truck, they shall sit in a position completely inside the bed as low as possible. The maximum speed of the truck shall not exceed ten (10) miles per hour.
  - F.** Driver/operators shall remain with their assigned vehicle at all times.
- 1.2 After approval from command, the operations officer will determine whether positive pressure ventilation (ppv) should be implemented in a fire attack situation.
- A.** The operations officer will advise the unit officer at which entrance the ppv fan should be positioned.
  - B.** The operations officer will assure there is an appropriate ventilation exhaust point.
  - C.** The unit officer will assure the fan is properly placed and started in coordination with the fire attack.

1.3 Operations and placement of Quint 71 not to exceed the manufactures recommendations and instructions.

**A.** Avoid placing the apparatus in an area that would impede the placement of outriggers or operations of the aerial. Place Quint 71 out of the collapse zones. Depending on the anticipated operations (suppression, ladder or both), placement at the corners of buildings ( if possible ) is usually recommended.

**B.** Avoid hazards and obstructions such as, parked vehicles, curbs, drop-offs, trees, overhead electrical lines, etc.

**C.** Aerial device is not to be put in operation until apparatus is stabilized using outriggers, pads, both level lights are green and outrigger pens are in place.

**D.** Tip load is not to be exceeded (except in an emergency situation) at any time.

**E.** All personnel who climb and work on the ladder will wear full PPE including SCBA and safety belt.

**F.** When ladder is extended, the rung aliment light is to be on to ensure proper rung aliment. This will provide safer ascending and descending of the ladder.

**G.** All personnel on the ladder are to be in place with both feet on fold down steps, safety belts on and secured before ladder can move.

**H.** No personnel shall be climbing on the ladder while in motion.

**A-4) Section 2\***      *Non Emergency Situations*

2.1 Only qualified drivers/operators are permitted to drive and operate department apparatus. All normal traffic laws shall be obeyed.

2.2 Training of new driver/operators will be done with the approval of a senior officer. A qualified driver will instruct a new driver from the officer's seat.

2.3 Apparatus will not be driven without the knowledge of a senior officer.

**A-4) Section 3\***      *Maintenance/Deficiency Reports*

- 3.1 Apparatus will be checked upon returning to the station whenever they are moved. The driver/operator is responsible for the check.
- 3.2 The driver will document any mechanical difficulties in the vehicle report and will notify the chief and the truck maintains supervisor.
  - A. If a mechanical condition is of a serious nature and the apparatus must be taken out of service, the fire chief will be notified immediately. The keys will be removed from the vehicle and an OUT OF SERVICE tag will be placed on the windshield.
- 3.3 Engine retarding devices (Jake Brakes) will be used. They may be adjusted when the vehicle is in motion at the discretion of the driver.

**A-4) Section 4\***      *Driver Qualifications*

- 4.1 Drivers must be at least twenty-one (21) years of age and possess a valid driver's License, in order to drive any fire department vehicle under emergency conditions. Qualifications for driver/operator are described in APPENDIX, Section 4.
- 4.2 Drivers must be at least eighteen (18) years of age and possess a valid driver's license to drive any fire department vehicle under non-emergency conditions.
- 4.3 Upon completion of driver/operator qualifications, the chief and safety officer will evaluate the candidate for certification.

## **ARTICLE 5\* DEPARTMENT ISSUED PERSONAL PROPERTY**

### ***A-5) Section 1\*      Turnout Gear***

1.1 Turnout gear consists of the following items:

**A. Structural**

1 helmet with face shield

1 pair of rubber boots

1 bunker coat

1 bunker pants

1 nomex hood

1 pair of structural leather gloves

**B. Wildland**

1 hard hat

1 goggles

1 pair of leather boots

1 Wildland pants

1 Wildland shirt

2 pair of leather gloves

1.2 Turnout gear will be distributed by a designated officer.

1.3 Firefighters are responsible for the care and cleaning of their turnout gear. It should be cleaned and inspected on a regular basis. Members shall not alter turnout gear. The designated officer will approve of any repairs required.

1.4 All members must wear turnout gear, appropriate to the type of activity they are engaged in.

- 1.5 Turnout gear will be donned prior to boarding apparatus (drivers may choose to complete their dressing upon arrival at an incident scene). Coats/shirts must be snapped/buttoned. Hoods must be worn. Helmet chinstraps must be engaged. Gloves will be worn.
- 1.6 Liners in structural turnout gear must be in place whenever the gear is worn.
- 1.7 Turnout gear shall be cleaned in accordance with the manufacturer's instructions. The use of chlorine detergents or bleaches can damage the material of turnout gear. Cleaning instructions are detailed in APPENDIX, Section 3.

## **ARTICLE 6\* INCIDENT MANAGEMENT SYSTEM**

### ***A-6) Section 1\* Incident Command Procedures***

- 1.1 The first arriving member, officer or unit officer will size up the incident and establish Incident command. A brief description of the type of emergency, degree of Involvement, endangered exposures and other pertinent information will be transmitted by radio to other responding units.
  - A. When establishing incident command, the officer/member should announce who is in charge and provide the general or specific location (e.g. "this is 1209, I will be establishing Pittman Center Rd Command")
- 1.2 Upon arrival of a senior officer, the senior officer will advise the Incident Commander (IC) whether command will be transferred.
  - A. If command is transferred, the new IC will transmit the exchange by to all units (e.g. "this is 1201, I will be assuming Pittman Center rd Command").
- 1.3 The IC will set up a command post and will provide direction pertinent to Fire ground operations.
  - A. the IC will collect personal accountability tags from responding Firefighters.
  - B. Based on the complexity of the incident, the Incident Commander may designate an officer to command positions within the framework of the Incident Command System
- 1.4 The IC will identify the strategy and the incident action plan.
  - A. the IC will review and evaluate the incident action plan periodically to determine if the strategic goals are being met.
  - B. If the incident action plan is changed during the incident, the IC will communicate the changes to all personnel operating at the incident.

- 1.5 The IC, and his staff, will determine tactical objectives and will assign crews to specific functions within the operation (e.g. search/rescue, fire attack, water supply). The IC will assign officers to specific geographic areas as necessary to meet tactical objectives.
- 1.6 The IC will designate an Incident Safety Officer at all working incidents.
- A.** the Safety Officer will have the authority to alter, suspend, or terminate activities which he judges to be unsafe or involve an imminent hazard.
- B.** the Safety Officer will take appropriate action through the IC to mitigate or eliminate any unsafe condition, operation or hazard that does not present an imminent danger.
- 1.7 The IC will, as soon as practical, assign at least two (2) qualified firefighters as a Rapid Intervention Team. This team will remain at a specific location ready for immediate assignment by the IC, Safety Officer or Operations Chief, in the event of an emergency at the incident scene.
- 1.8 The IC will appoint, as soon as practical, an Accountability Officer, for the collection of personal accountability tags. The Accountability Officer will track all crews operating at the incident scene.
- 1.9 When necessary, the IC will establish a Rehab Area. If medical assistance is required, the IC will solicit an Emergency Medical Service (EMS) to operate the Rehab Area.
- A.** A Rehab Officer will be designated as soon as practical.
- B.** All personnel operating in hazardous areas of the incident scene will be required to rotate through the Rehab Area. The work-to-rehab time ratio will be determined by the IC or Operations Chief, in consultation with the Safety Officer and Rehab Officer.
- 1.10 The IC and Safety Officer will wear vests for easy identification at the incident scene. Other members of the command system may wear vests descriptive of their responsibilities.
- 1.11 Following a working incident, the IC will schedule a post-incident analysis/critique. All personnel involved in the incident are expected to attend.
- A.** The IC will facilitate the post-incident analysis.
- B.** The post-incident analysis will be conducted in a positive manner in an effort to identify strengths, weaknesses and ways to potentially improve future operations. The intent of post-incident analysis is to identify “lessons learned” and is not to place blame or find fault.
- 1.12 At incidents involving hostile situations, civil disturbance or terrorism, the appropriate law enforcement agency will assume incident command.

A. The fire department incident commander will work with the law enforcement IC, following the Unified Command System.

B. The fire department will remain in charge of all fire department resources.

C. When the law enforcement IC determines the scene is secure, the fire department will become the lead agency, if appropriate.

1.13 The IC or any senior officer can initiate a Critical Incident Stress Debriefing (CISD). The department chaplain will be advised when CISD is activated.

## **ARTICLE 7\* TRAINING**

### ***A-7) Section 1\* Department Training and Drills***

1.1 The training officer will schedule all training sessions. (Refer to by-laws article IV section 5)

A. Primary training will be delivered on Thursdays.

B. Additional training will be delivered as deemed necessary.

C. Firefighters are encouraged to attend other local, regional and state fire training.

1.2 Firefighters responding to vehicle accidents must have vehicle Extrication training before participating in extrication activities.

1.3 Officers and firefighters must hold a current CPR Certification.

1.4 Officers and firefighters must attend Vanessa K Free and EVOC drivers training annually.

1.5 Firefighters must meet membership requirements for training. (Refer to by-laws ARTICLE II section k).

## **ARTICLE 8\* INJURY AND EXPOSURE REPORTING**

### ***A-8) Section 1\* Notification***

- 1.1 Any member suffering an injury or an exposure to blood, body fluids or other potentially infectious material or potentially toxic material shall notify their unit Officer or an officer immediately.
- 1.2 Unit officers or officers shall report any injury or exposure to the chief and safety officer as soon as possible during an incident.

### ***A-8) Section 2\* Documentation***

- 2.1 The safety officer will complete the appropriate injury/illness or exposure reports and will initiate appropriate follow-up treatment, testing or other action.
  - A. The reports shall be provided to the chief as appropriate for submission.
  - B. All reports shall be kept confidential.

### ***A-8) Section 3\* Treatment/Follow-up***

- 3.1 The injured/exposed member shall be treated by a physician approved by the Worker's Compensation carrier.
- 3.2 The injured/exposed member will keep the chief and safety officer informed about the status of the treatment.
- 3.3 A written "Return to Work" or "Fitness for Duty" statement from a physician may be required at the discretion of the Chief or Safety Officer.

## **APPENDIX**

### ***Section 1\****      *Rules on Facial Hair*

The National Fire Protection Association and Occupational Safety and Health Administration regulations prohibit the use of Self Contained Breathing Apparatus (SCBA) by personnel with beards or other facial hair that may interfere with the proper Seal of a face piece.

**“With respect to regulating the use of SCBA for protecting employees with beards, 29 CFR 1910.134(e) (5) (I) contain the statement, ‘Respirators shall not be worn when Conditions prevent a good face seal.’ This prohibition applies to any negative or positive Pressure personal respiratory protection device of a design relying on the principles of forming a face seal to perform at maximum effectiveness.”**

**“A beard growing on the face at points where the seal with the respirator is to occur is a condition that has been shown to prevent a good face seal. Thus an employer using an SCBA to protect an employee with growth of a beard at points where the SCBA face piece is designed to seal with the face, is violating 29 CFR 1910.134(e)(5)(I). This is so regardless of what fit test measurement can be obtained. If the beard is styled so no hair underlies the points where the SCBA face piece is designed to seal with the face, then the Employer may use the SCBA to protect the employee, however.”**

Wearers of beards or sideburns and long hair which interfere with the complete and effective seal of an SCBA face piece will be prohibited from participating in any training conducted by the fire department involving the use of breathing apparatus or using such breathing apparatus on the fire ground or other incident scene.

### ***Section 2\****      *House Rules*

1. Alcoholic beverages are not permitted in the fire station or on the building grounds.
2. All personnel are responsible for keeping the building and grounds clean and orderly.
3. Anyone using the kitchen must clean the area immediately after each use.
4. Tobacco use is not permitted in the fire stations. Smoking receptacles will be located at the main front doors and bay doors. Smoking materials should be discarded in the receptacles.

5. Turnout gear and department equipment shall not be removed or borrowed without the permission of the chief.

### **Section 3\***     *Cleaning Procedures for Personal Protective Clothing*

Protective clothing should be washed separately from other garments. All hooks, eyes and snaps should be fastened and the garment turned inside out or placed in a large laundry bag that can be tied shut to avoid damage to the wash tub.

The following instructions can be used for cleaning any wash loads in a large capacity washing machine:

**A.1** structural coat and 1 structural pants without liners

**B. 2** structural coats without liners

**C. 2** structural pants without liners

**D. 2** sets of wildland gear

Prior to washing, heavily soiled garments should be pretreated using procedures outlined under SPOT CLEANING AND PRETREATING

#### **WASHING INSTRUCTIONS**

1. When using the washing machine, use preset 5 on the machine and use (8oz) of approved turnout gear detergent. (DO NOT USE CHLORINE BLEACH)
2. Add garments to be washed.
3. Add garments to be washed.
4. Press start twice.
5. Machine is programmed for proper wash setting for turn-out gear.
6. Remove garments from washing machine and dry by hanging on gear tree or in an area with good cross ventilation.

#### **SPOT CLEANING AND PRETREATING**

Spot cleaning – Pre cleaners can be used to clean light spots and stains on protective C=clothing. Squirt pre cleaner onto the soiled areas. Gently rub fabric together until a light foam appears on the surface. Carefully rinse off with cool water.

Pretreating – Apply liquid detergent directly from the bottle onto the soiled areas. Gently rub fabric together until light foam appears on the surface. Place the garment into the washing machine as instructed in WASHING INSTRUCTIONS. Add the remaining amount of detergent into the washing machine.

Heavily Soiled Pretreating – Apply liquid detergent or pre cleaner onto the stain and surrounding area (soak well). Using a soft bristle brush, gently scrub the soiled area for about 1 minute. Reapply liquid detergent or pre cleaner onto soiled area again. Place garment into washing machine and follow WASHING INSTRUCTIONS.

DO NOT USE CHLORINE BLEACH ON PROTECTIVE CLOTHING

## **Section 4\* Driver/Operator Requirements**

### *Section 4.1\* Required Training.*

All members who drive fire department vehicles are required attend the (2) hour Vanessa K Free and (16) hour EVOC driving classes annually.

### *Section 4.2\* New Apparatus driver Check off (minimum requirements )*

When the Pittman Center Community Volunteer Fire Department gets a new vehicle over 1 ton, All members will be checked off/cleared to drive the vehicle by an approved trainer for non emergency traffic. The chief and safety officer will check off and approve the trainee for emergency traffic. The member must drive a course that has been adopted by the department that consists of designated roads in the department response area and show the ability to operate the pump and all emergency equipment on the apparatus.

The trainee will drive the course (2) times with the approved trainer to be cleared for non emergency traffic. Then the trainee will drive the course (1) time (minimum) with the chief to be cleared for emergency traffic. The chief, safety officer and the approved trainer may want the trainee to drive the course more. The course is to be a minimum of 45 driven miles and at least (2) hours drive time.

### *Section 4.3\* New Driver/Operator Requirements*

- A.** All new driver/operators will meet the requirements set forth in sections 4.1 and 4.2 of Driver/Operator Requirements.
- B.** All new drivers/operators will also have 40 hours of classes.

## **Section 5. Accountability**

Every operational member of the Pittman Center Community Volunteer Fire Department will be issued two (2) Personal Accountability Tags (PAT). Each PAT will be labeled with the department Name, medical information and the firefighter's individual identification number. One (1) tag will be attached to the ring on the back of their structural helmet and one (1) tag will be attached to their Wild land shirt.

Each vehicle will have a Vehicle Accountability Ring (VAR), tagged and labeled with the departments name and Vehicle number.

An Incident Accountability Boards are assigned to Engine 74, Engine 76 and Quint 71.

Each Unit Officer will be responsible for collecting the PATs from every firefighter riding in a vehicle. The PATs will be attached to the VAR of each unit.

The driver/operator of the first arriving vehicle will assume the position of initial Accountability Office (AO). The Unit Officers of all incoming units will be responsible for delivering their VARs to the AO.

The initial AO will deliver all VARs to the first Senior Officer to establish command and will indicate assignments and location of personnel. The Incident Commander will assign a permanent Accountability Officer as soon as possible. The permanent AO may also be the staging officer will be responsible for verifying assignments and the location of personnel.

Upon entering the staging area, the accountability/staging Officer will collect the firefighter's PAT. The PAT will be returned when the firefighter is released my command.

During sustained incidents, the IC will initiate a Personnel Accountability Report (PAR), every thirty (10) minutes (minimum). The IC May also initiate a PAR as deemed necessary. If anyone is unaccounted for, all Operations will cease, as long as it is safe to do so. At least one Rapid Intervention Team (RIT) will be committed to conduct a search and rescue mission. When all firefighters are accounted for, normal operations may resume.

During Wildland fires, the MRFD dispatcher will notify the IC to initiate a PAR, every Thirty (30) minutes (minimum). The IC may also initiate a PAR as deemed necessary or when he no longer has a visual contact with working units.

Each unit officer or vehicle Operator is responsible for the reporting of PAR to the IC. If anyone is unaccounted for, all operations will cease, as long as it is safe to do so. A RIT will be committed to Conduct a search and rescue mission. When all firefighters are accounted for, normal Operations may resume.

**References:** NFPA , State of Tennessee Child Labor Laws, National Wildfire Coordinating Group, Silver Bluff Fire Department, Nixa Fire Protection District, Sevierville Fire Department, Minot Fire Department ,I.S.O, and Pittman Center Community Volunteer Department By-laws.

**Section 6. Alcohol/Drug & sexual harassment Policy. (See attachments)**

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